

# **MAIAWI ASSOCIATION UK ELECTIONS POLICY**

## **1.0 INTRODUCTION**

This document outlines the process that elections for Malawi Association UK (MAUK) office bearers needs to be conducted. The policy acknowledges that there are different permutations in which elections can be conducted but proposes the below process to ensure transparency and the creation of a level playing field.

Election of members of the Executive Committee shall be carried out at the Annual General Meeting of MAUK association. The Executive Committee is under strict obligation to ensure that the Annual General Meeting takes place as required by this Constitution.

Elections of MAUK office bearers shall be conducted every 2 years with a maximum of two terms for those elected, as stipulated by the constitution. Members of regional associations shall have the right to vote or contest for any MAUK Executive position.

## **2.0 ELECTIONS**

### **2.1 POSITIONS**

The Executive Committee shall consist of the following positions that will be contested for during an elections:

- Chairperson
- Vice Chairperson
- Secretary General
- Vice Secretary General
- Treasurer
- Vice Treasurer

## **2.2 COMMUNICATION**

The Secretary General shall issue a notice of any Elective AGM three months before the date of the AGM.

Communication regarding the elections will be shared in good time using all relevant channels including social media, MAUK website, online media houses, to mention a few.

## **2.3 PROCESS**

- (a) Aspiring candidates for the positions of Chairperson, Secretary and Treasurer shall be required to prepare a brief resume that shall be circulated to independent Election Committee for consideration in advance of the AGM.
- (b) Aspiring candidates for the positions of Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer and Vice Treasurer shall also be required to submit an expression of interest that shall be sent to Election Committee then afterwards circulated to the Executive Committees of all Regional Malawi Associations for consideration in advance of the AGM. Aspirants will be asked to submit an expression of interest as opposed to being nominated to ensure that they are committed and understand what they are committing themselves to.
- (c) An expression of interest form shall be made available on MAUK website, social media platforms and emailed upon request. The section of the form will have a cap on words to ensure equity amongst aspirants.
- (d) A dedicated email address shall be set up for the expression of interest submissions to be sent to and it will be managed by the independent Election Committee. This will be complemented with a page on MAUK website where expression of interest will be electronically completed and submitted.
- (e) Submissions of expression of interest shall be stopped 2 weeks before the election date to allow the independent Election Committee to review the submissions and come up with a list of shortlisted individuals

- (f) The independent Executive Committee will be responsible for the final shortlisting of the candidates that have submitted strong applications. For each position the Election Committee shall shortlist a list of not more than 5 candidates.
- (g) Shortlisted aspirants will be required to do a 3 minutes presentation on the day of the election to the attendees explaining why they should be chosen and the changes that they will bring whilst in position.

## **2.4 ELECTION COMMITTEE**

- (a) The incumbent Executive Committee in coordination with the MAUK Board of Trustees shall appoint an independent Electoral Committee that shall comprise the following:
  - a. Two people from the legal profession
  - b. Two community leaders
  - c. One Trustee of MAUK
- (b) A week prior to the elections, the Executive Committee shall temporarily handover the running and management of MAUK affairs to the MAUK advisory Board. This is to ensure that there is a level playing field just before and on election day
- (c) At the conclusion of the general business of the Annual General Meeting (AGM) and before the commencement of elections of a new Executive Committee, the existing Management Committee shall be officially dissolved and all members shall immediately cease to hold office.

## **2.5 VOTING**

- (a) Members of regional Malawi associations shall be recognised as members of MAUK for voting purposes and shall each have one vote.
- (b) Every Regional Malawi Association shall be allocated a weighted vote (e.g. 1 Regional Association vote = 5 votes added to the candidate on top of what he/she amasses at the elections) and will be required to cast its weighted vote in favour of one candidate for the position of Chairperson, Secretary and Treasure. Such

weighted vote shall be added to all the vote that the candidate will receive at the AGM.

- (c) Each Regional Malawi Association shall be required to ensure that a prescribed minimum of its members attends any elective AGM to allow a balanced representation of voters at each elective AGM.
- (d) Voting on the day shall be secret ballot. Voting by proxy shall not be permitted.
- (e) Any ballot for election of an officer or elected member of the committee shall be taken in such manner as the person presiding shall direct with the consent of a simple majority of the members present at the meeting.

## **2.6 ANNOUNCEMENT OF RESULTS**

- (a) It shall be the responsibility of the Returning Officer and the Election Committee to publish all results of the election and ensure that the elections have conformed with the constitution.
- (b) Election results shall be shared with all stakeholders soon after the results

## **2.7 HANDOVER**

- (a) A period of a 30 days shall be given to allow for the handover to take place between outgoing and incoming Executive committee.
- (b) During this period, the outgoing committee shall handover all administration related information and paperwork, website/social media log in details, bank accounts including log in details and any material information or contacts that the Executive Committee has pertaining the affairs of MAUK.
- (c) The Advisory Board shall have the power to step in if the process extends beyond the 30 days without a good reason.

### **3.0 CONCLUSION**

There are so many possible permutations on how the elections can be conducted with the aim of achieving legitimacy of the elected officers and the above process is just one of them. The Executive Committee has got the powers to amend this policy as they see fit.

Proposed by:

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