



ELECTION NOTICE AND CALL FOR NOMINATIONS

Dear IDAK members, Greetings from IDAK ,

The governing executive election committee are glad to share that the election for IDAK executive council members is proposed to be held tentatively On 11th ,July 2024.

The election rules and nomination form are enclosed herewith for your reference.



NATIONAL ELECTION 2024 RULES

(Approved April 8th ,2024)

SECTION I

1.0.0 PREAMBLE

1.1.0 The rules set out below shall be read in conjunction with section 5, sub section 13a to d and other relevant provisions of the Constitution, dated 2016 /amendments.

1.2.0 They shall apply to all members without discrimination

1.3.0 They shall be reviewed by the Interior Designers Association-Kenya, as and when necessary.

2.0.0 VOTING

2.1.0 Voting shall be carried out through a method prescribed and communicated by the election committee.

3.0.0 NATIONAL OFFICE BEARERS

3.1.1 The following National Office Bearers of the Association shall be elected at Annual General Meetings (AGMs):

(a) HONORARY PRESIDENT

(b) HONORARY VICE PRESIDENT

(c) HONORARY SECRETARY GENERAL

(d) HONORARY TREASURER GENERAL

(e) HONORARY ORGANIZING SECRETARY

(f) HONORARY INDUSTRY LIAISON

(g) HONORARY EDUCATION LIAISON

(h) HONORARY LEGAL AFFAIRS

(i) STUDENTS REPRESENTATIVE



3.2.0 Terms of Office

The office bearers shall serve for a period NOT exceeding two- (2) years and shall be eligible for reelection, to the same office, if they so desire, for only one additional term of two- (2) years.

4.0.0 NATIONAL ELECTIONS COMMITTEE

4.1.0 There shall be a National Elections Committee, which shall consist of members of the Interior Designers Association-Kenya (IDA K) approved by the governing council.

4.2.0. Members of the election committee, shall be ineligible for election to any office in National Elections.

5.0.0 FUNCTIONS OF THE NATIONAL ELECTIONS COMMITTEE

5.1.0 To organize and supervise the election process.

5.2.0 To send notices for elections to bona fide members.

5.3.0 To receive nomination papers.

5.4.0 To verify membership of candidates

5.5.0 To dispatch and receive ballot papers.

5.6.0 To decide on the mode of voting.

5.7.0 To present results of National elections at Annual General Meetings.

5.8.0 To perform such other functions as may be necessary to achieve free and fair national elections.

5.9.0 The Chairperson shall be the Returning Officer, during National Elections, but in his/her absence he/she may nominate another member of the National Elections Committee to be the Returning Officer.



6.0.0 SUBSCRIPTIONS

6.1.0 members shall be fully paid up by the end of the time of the election.

7.0.0 ELIGIBILITY

7.1.0 ELIGIBLE

7.1.1 Requirements for Candidates and proposers

7.1.2 The following shall be eligible to be candidates or to propose candidates.

- (a) Members in good standing.
- (b) They shall fulfill requirements of Rule 6.1.

7.1.3. Copies of Original Receipts (certified by Treasurer) Candidates shall also present relevant certified copies of original receipts, as proof of payment of membership fees for the current and previous year.”

7.1.4. Curriculum Vitae, Statements and Photographs Each candidate for nomination shall be required to provide his/her curriculum vitae, a statement and passport size colored photograph of himself/herself in accordance with Rule 9.1.2(b);

- (a) Provides proof that he/she is a member in good standing and for avoidance of doubt ‘member in good standing’ means a member: (i) who meets the requirements for the specific category of membership and is current on all obligations owed to IDAK, including the annual payment of subscriptions;
- (b) Has been in a leadership position in IDAK or a similar position or a Committee o
- (c) Has a Certificate of good conduct/police clearance certificate from the Directorate of Criminal Investigations.



7.2.0 NON - ELIGIBLE

7.2.1 The following shall NOT be eligible for nomination as candidates, or as proposers of candidates.

- (a) Honorary and Corporate members.
- (b) Members who have been convicted of criminal offenses by competent courts of law..

7.3.0 VOTING

7.3.1 Members in good standing shall be eligible to vote.

7.3.2 The following shall NOT be eligible to vote

- (a) Honorary and corporate members.
- (b) Members who have been convicted of criminal offenses by competent courts of law.

8.0 NATIONAL ELECTIONS TIMETABLE

8.1 Notice of Elections

The National Secretary shall notify all members about forthcoming elections.

8.2 The Election process shall proceed as set out in the following schedule, which can be modified as necessary.



Interior Designers
Association of Kenya

Timelines-Interval (Days)	Activity	Mode of Communication
1 Day -Start (08/04/2024)	Send election notice and Nomination Forms to ALL Members in good standing	Email/Website
1 month (09/04/2024-10/05/2024)	Receipt of Nomination	Email
2 Months (13/05/2024-5/07/2024)	Announcement of candidates and respective offices they are running for.campaign period open.	Email/Website
	Withdrawal of Received Nominations and Candidates. Seven- (7) days before vote counting	Email
1 Day -11/07/2024	Voting opens for all elective posts	
1 Day - 11/07/2024	Counting the votes	
1 Day - 11/07/2024	Present Election Results to Annual General	



9.0.0 NOMINATIONS

9.1.0 Nominations shall be presented using Form 1.

9.1.1 Nominations of candidates for the above posts shall be invited from the general membership of the Association, and they shall be valid if submitted by the date specified by the Election Committee during each Election period.

9.1.2 Each Member, who wishes to stand for any of the aforementioned offices, shall submit his /her nomination papers

(a) Each candidate shall sign against his/her name as consent for nomination for the office.

(b) Each candidate shall attach a brief STATEMENT about himself/herself covering information, which he/she would wish to share with voters, such as his/her background, experiences or how he/she hopes to serve IDAK. The Statement shall not exceed two hundred- (200) words.

9.1.3 Every eligible member shall be allowed to stand for only ONE of the offices listed in Rule 3.1.1.

9.1.4 If only one Member presents his/her Nomination Papers with regard to any of the above offices, he/she shall be elected to such office unopposed and there shall be no voting.

9.1.5 Verification of Nominations shall be done, using the Nomination Check List (Form 2), as soon as documents are received by the Secretary

9.1.6 All nomination papers, which shall have been verified and accepted, shall be forwarded,, to the Secretariat of the National Elections Committee for further processing.



9.2.0 WITHDRAWAL OF NOMINATIONS

9.2.1 Each candidate who, shall have submitted his/her nomination by the stipulated date, shall be allowed to withdraw his/her nomination, in writing if so desired, so long as the withdrawal is done by the date decided upon by the National Elections Committee, as detailed in Rule 8.2.

9.2.2 Each withdrawal shall be signed by the candidate.

9.3.0 NO NOMINATIONS

9.3.1 If no nominations are received for any particular office, the National Elections Committee shall inform the National Secretary.

9.3.2 Members who shall be at the AGM shall elect, by secret ballot, a willing and otherwise qualified member of their choice, from among those present to occupy such office. Or

9.3.3 Members shall decide to take any other appropriate action.

10.0.0 ANNOUNCEMENT OF CANDIDATES

10.1.0 After verification pursuant to 9.1.5 and 9.1.6 and withdrawals pursuant to 9.2.0, the National Elections Committee shall announce the Candidates who shall be eligible to run in the election and the office they are running for.

10.2.0 The announcement shall be made on the IDAK Website and Via email.

10.3.0 Each candidate shall provide his/her passport size colored photograph, which shall appear on the IDAK Website during the announcement.

10.4.0 Statements (See Rule 9.1.2[b]), from each candidate shall be made available on the IDAK Website during the announcement.



10.5.0 Voting

10.5.1 The mode of voting shall be as prescribed by the National Elections Committee.

10.5.2 The Guidelines and instructions concerning voting shall be made available on the IDAK Website.

10.7.0 Counting of Cast Votes

10.7.1 Votes shall be tallied as per the National Elections Committee guidance.

11.0.0 RESULTS OF NATIONAL ELECTIONS

11.1.0 Election Results

11.1.1 The Elections Committee shall announce results of all votes which shall have been counted, to those who shall be present at the counting venue.

11.1.2 Candidates or their agents who shall be present at the process of counting shall sign the document containing results and thereby:

- (a) Accept the election results as announced.
- (b) Certify that the election process and results were free, fair and transparent.

11.2.0 Objections to Election Results

11.2.1 Candidates may opt to decline to sign the document containing election results and by so doing register their objections. However, such objections shall only be valid, provided that they are presented in writing, within forty-eight- (48) hours, after counting of votes, to the Chairperson of the National Elections Committee, indicating reasons.

11.2.2 If any candidate, so wishes, present his/her objections, in writing, to the Elections Committee within forty-eight- (48) hours after the counting of votes.

11.2.3 The National Elections Committee shall investigate and, where possible, resolve all objections, which shall be addressed to them.



12.0 Annual General Meeting: Report

12.1 The Chairperson shall present reports containing results of, and any other relevant reports pertaining to National Elections to IDAK members, at the next AGM.

12.2 In the event of a tie for any contested position, the winner shall be decided by a simple majority of votes, which shall be cast during an AGM, in compliance with the following provisions.

- (a) Each one of the leading contestants shall be allowed a period, which shall not exceed ten- (10) minutes, in order to present his/her vision and plans for the post, if he/she is elected.
- (b) Each registered and fully paid up member of IDAK attending the AGM shall be allowed to cast only one vote on that occasion.
- (c) Votes shall be cast for only the leading contestants for that particular position; (e) Voting shall be in secret;
- (f) In the event of a tie persisting between the leading contestants, the eventual winner shall be decided through a vote, which shall be cast by the Returning Officer.

13.0 APPEALS

13.1 There shall be a National Elections Appeals Tribunal, which shall be appointed every two- (2) years by the National Governing Council, on recommendation by the National Executive Committee.

13.2 The National Elections Appeals Tribunal shall consist of three- (3) members, who shall be nominated from among the general membership of IDAK.

13.3 Members of the National Elections Appeals Tribunal shall elect, from among themselves, a Chairman/Chairperson who shall preside during their deliberations.

13.4 All appeals, which will be referred by the National Elections Committee, in accordance with Rule 11.2.3, shall be sent to the National Elections Appeals Tribunal, not more than seven-- (7) days after the counting of votes, for determination before the following AGM.

13.5 The National Elections Appeals Tribunal shall present findings of the Tribunal to the AGM.

13.6 Decisions of the National Elections Appeals Tribunal shall be final.



Appendix 1

INTERIOR DESIGNERS ASSOCIATION-KENYA NATIONAL ELECTIONS RULES

PRE - NOMINATION GUIDELINES

Members are advised to take into account points, which are outlined below, and which are not exhaustive, when submitting nominations for contestable positions.

POSITIONS OPEN FOR ELECTIONS

I HONORARY PRESIDENT

1. Personal Specifications

Ideally the Hon. President should be

- a) A proven leader with the ability to lead members
- b) A visionary with a clear understanding of the role of IDAK.
- c) A motivator, to encourage participation in IDAK work and support growth of the IDAK.
- d) An advocate for the profession with the Government at Ministerial and other organizations at Executive level.
- e) Committed to supporting and enhancing standards of practice through training, education, and continuing professional education development and welfare.
- f) A practicing or recently retired practitioner.
- g) Experienced in representing an organization at a senior level and/or willing to speak his /her mind.
- h) Available and willing to undertake the role within the republic and beyond.



2. Key Responsibilities Specific

- a). The Hon. The President has a leading role in the development of IDAK policy.
- b). He/she plays a critical representative role at a senior level in a wide range of organizations and fora.
- c). Specific detailed work across a wide range of activities will be shared by the Vice- President. He/she shall retain a very active interest in training and Interior design education in the republic.
- d). The Hon. President is a Trustee of IDAK. He/she must accept ultimate responsibility for directing affairs of IDAK'S, to ensure that it is well run and meets the needs for which it is set up.
- e). Accountable to IDAK

3. Roles

- i. Shall preside over all meetings (General and executive) and set the order and agenda of meetings.
- ii. Keep discussion focused on the items as set out and stipulated in the agenda.
- iii. Make sure decisions are made before going to the next agenda.
- iv. Be in the knowhow of all work and programmes of the association.
- v. Provide leadership and guidance to the association.
- vi. Promote effective relationships and open communications to all members.
- vii. Develop proper strategies and policies with the best interests of the association.
- viii. Arrange informal meetings with other executive members.
- ix. Jointly responsible with the National Treasurer for the association finances.
- x. The association's representative at meetings with other organizations.
- xi. Shall be responsible for implementing the policy of the Council.

II. HONORARY VICE-PRESIDENT

1. Personal Specifications

Ideally the Vice-President, should be:

- a) Visionary to contribute to the future of IDAK
- b) An able communicator
- c) Demonstrably interested in the welfare of Interior Design practitioners, including practice and standards.
- d) Committed to the development of Interior Design practitioners.
- e) A practicing or recently retired Interior Design practitioner.
- f) Experienced in committee work
- g) Experienced in representing an organization at a senior level.

2. Key Responsibilities

The Vice President currently has a distinct role in leading IDAK policy development and delivery in the following key areas . These may be subject to change in line with the experience and interests of the elected individuals, including the President

- a) Functions delegated by the president.
- b) In the President's absence the Vice-President is also a Trustee of IDAK and must accept ultimate responsibility together with the President, for directing IDAK affairs and ensuring that it is solvent and well run.
- c) Accountable to IDAK.
- d) IDAK Secretariat Human Resource management including staff appraisals and Disciplinary process.

3. Roles

- i. Describe the code of practice, appraisal and recruitment of committees and other appoint office holders of IDAK.
- ii. Be in the elections committee and shall ensure elections and appointments are in line with stipulated procedures.
- iii. Member of Membership & Recruitment standing sub committee.
- iv. Make sure all decisions made at the executive committee meetings are kept.
- v. Undertake such other delegated assignment as described by the chairperson.

III. SECRETARY GENERAL

1. Personal Specifications

- a) Commitment to IDAK
- b) Willingness and ability to devote the necessary time and effort
- c) Strategic vision
- d) Ability to make good, independent judgments.
- e) Ability to think strategically and creatively
- f) Willingness to speak his/her mind
- g) Understanding and acceptance of the legal duties, responsibilities and liabilities of IDAK
- h) Ability to work effectively as a member of a team.

2. Key Responsibilities

- a) Ensure that IDAK complies with established laws and custom so as to maintain certain records for several purposes, including Accurate recollection of decisions
- b) Determination of eligibility to vote as entrusted in the IDAK Trust.
- c) Continuity of policies and practices.
- d) Accountable to IDAK.



3.Roles

- i. Spokesperson of the Association.
- ii. Maintaining effective records and administration of IDAK.
- vi. Ensure compliance with relevant legislations and regulations regarding governance
- vii. Responding to all association correspondences.
- viii. Keep a diary of future activities of the association.
- ix. Be responsible for the safe keeping of all records of the Association.
- x. File the necessary reports and returns concerning the association.

IV NATIONAL TREASURER

1. Personal Specifications

General

- o Commitment to IDAK
- o Willingness and ability to devote the necessary time and effort
- o Strategic vision
- o Ability to make good, independent judgements.
- o Understanding and acceptance of the legal duties, responsibilities and liabilities of IDAK
- o Ability to work effectively as a member of a team.

Specific

Financial qualification / experience Some experience of charity finance, fundraising and pensions schemes.

Skills to analyze proposals and examine their financial consequences .

Preparedness to make relevant recommendations to IDAK.

A willingness to be available for advice and enquiries on an ad hoc basis

2.Key Responsibilities

- o Maintain an overview of IDAK'S financial affairs
- o Ensure financial viability of IDAK
- o Ensure that accurate financial records and procedures are maintained.
- o Safeguard the good name / values of IDAK
- o Accountable to IDAK.

V. HONORARY ORG SECRETARY GENERAL

1.Personal Specifications

- o Commitment to IDAK
- o Willingness and ability to devote the necessary time and effort
- o Strategic vision

- o Ability to make good, independent judgments.
- o Ability to think creatively
- o Willingness to speak his/her mind
- o Understanding and acceptance of the legal duties, responsibilities and liabilities of IDAK
- o Ability to work effectively as a member of a team.
- o willingness to be available to staff for advice and enquiries on an ad hoc basis.

2.Key Responsibilities

The Assistant Secretary General currently has a distinct role in assisting the Secretary General in his/her duties and delivery in the following key areas. Any other duties as may be assigned by NEC.

- a)) Functions delegated by the Secretary General.
- b) Others, as may be required from time to time, as directed by the NEC
- c) Accountable to IDAK.

VI. HONORARY INFORMATION & EDUCATION LIAISON

- i. Provide effective Communication and correspondences.
- ii. Ensure compliance with relevant legislations and regulations.
- iii. Organize regular training sessions for new and existing members and studentship category to equip them with skills required.
- iv. Maintaining a social media presence at all times.
- v. Shall organize special events such as news conferences and award ceremonies.



- vi. Create learning strategies to engage the public with the ethos of the association.
- vii. Liaise with schools, colleges, universities to promote interior design profession.
- viii. Advice appropriately on curriculum development for the benefit of the association.
- ix. Manage programs, budgets and teams of volunteers.
- x. Facilitate design inspired activities at community level.
- xi. Collect, analyze and apply feedback on the educational activities provided.

VII. HONORARY INDUSTRY LIAISON

- i. Ensure accounts, correspondences and conditions of sponsors and funders are met.
- ii. Protecting intellectual property of individual companies while developing opportunities to expand Industrial involvement.
- iii. Establishing and maintaining liaison between the association, sponsors and facilitators.
- v. Advice on the associations' fundraising strategies.
- vi. Ensure use of funds complies with conditions set by the funding bodies.
- vii. Ensure effective monitoring and reporting.



VIII. HONORARY LEGAL LIAISON

- i. Upholding the legal requirements of governing documents and associated law.
- ii. Shall be the reference point for all committee members; clarify past practices and decisions.
- iii. Act as custodian of the organizations governing documents and confirming legal requirements.
- iv. Ensure compliance with relevant legislations, regulations and statutory bodies.

VIX. STUDENT REPRESENTATIVE

- i. Establish a newsletter or other publication for the association.
- ii. Organize regular social events and special projects that involve student members.
- iii. Promote and safeguard the interest of students and learning institutions in the association.
- iv. Promote training of students.
- v. Coordinate establishment and maintenance of student chapters in learning institutions
- vi. Coordinate establishment and maintenance of student chapters in learning institutions
- vii. Ensure equitable representations and communication to all learning institutions.
- viii. Member of Membership & Recruitment standing subcommittee.
- ix. Give Feedback on issues and responses to and from students, other student reps, and relevant university staff and student union.



Appendix 2

INTERIOR DESIGNERS ASSOCIATION - KENYA

NOMINATION FORM -NATIONAL ELECTIONS 2024

DATE OF NATIONAL ELECTIONS: 11-07-2024

CANDIDATE'S NAMES (In Full, as they should appear on the Ballot Paper):

.....

NOMINATION FORM FOR THE OFFICE OF:

.....

IDAK Membership No......:

Address:

I certify that I have paid ALL my Association's dues.....

I am willing to accept nomination and agree to stand for this post. If elected, I promise to uphold the constitution of IDAK to the best of my ability.

I have not been convicted of any criminal offense (Rule 7.3.2 [b]).....

Candidate's Signature:

Date:

PLEASE FILL,SCAN AND SEND THIS NOMINATION FORM to elections@idak.org or submit your nomination through our website www.idak.org



GUIDELINES

1. All the present holders of National Offices are eligible to stand for those offices IF THEY HAVE NOT SERVED TWO CONSECUTIVE TERMS.
2. A Copy of the Candidate's "STATEMENT" and PASSPORT SIZE COLORED PHOTOGRAPH and IDAK membership certificate should be submitted with this Nomination form for distribution to voters.
3. The candidate, be up to date with payment of the annual subscription (See also Rule 9.00 concerning pre — nomination requirements).