CIRCULAR 1/2017

20TH JANUARY 2017

TO ALL:

MEMBERS OF THE NATIONAL EXECUTIVE COMMITTEE
MEMBERS OF COUNTY SCOUT EXECUTIVE COMMITTEES
MEMBERS OF SUB-COUNTY SCOUT EXECUTIVE COMMITTEES
NATIONAL TRAINERS
SCOUT LEADERS
ROVER SCOUTS

2017 ELECTION GUIDELINES

DEFINITION OF ELECTORAL AREAS
A ZONE shall be that administrative structure referred to as DIVISION
SUB-COUNTY shall be that administrative structure referred to as such by the national government.
COUNTY shall be that administrative structure referred to as such by the national government.
NATIONAL shall refer to that jurisdiction whose geographical description is the republic of Kenya.

POSITIONS TO BE FILLED
Zonal Level [6 posts]
  i. Zonal Scout Leader
  ii. Zonal Sectional leaders [Sungura, Chipukizi, Mwamba and Jasiri]
  iii. Zonal Youth Leader

Sub-county Level [5 posts]
  i. Sub-county chair person
  ii. Sub-county Scout Commissioner
  iii. Assistant Sub-county Scout Commissioner - Youth Program
  iv. Assistant Sub-county Scout Commissioner - Training
  v. Sub-county Youth Leader
County [5 Posts]
  i. County Chair person
  ii. County Scout Commissioner
  iii. Assistant County Scout Commissioner - Training
  iv. Assistant County Scout Commissioner – Youth Program
  v. County Youth Leader

National [During AGM] [5 posts in 2017]
  i. Chief Scout
  ii. Chief Commissioner [Not to be elected in 2017 pursuant to Chapter 8 Article XXVIII 4b of the KSA Constitution]
  iii. Treasurer

The Teams shall elect a member each for the following positions:
  i. Youth Program Team – Assistant Chief Commissioner, Youth Program
  ii. Training Team - Assistant chief Commissioner, Training
  iii. County Scout Commissioners Team - Assistant Chief Commissioner, Administration.
  iv. Youth Leadership - National Youth Leader

ELIGIBILITY

1. One must be a registered Scout  Leader (2017 registration)
2. One must be a holder of two beads
3. For training posts one must be a bearer of at least 3 beads.
4. Must be running a registered Scout unit
5. For all positions (except Youth Leader) the applicant must be above 26 years and not more than 60 years.
6. Must be domiciled in the electoral area in which the election is sought.
7. Must fill the election application form issued by KSA HQ.
8. For other qualifications refer to the Job Descriptions for Adults in the website (www.kenyascouts.org).
9. The Youth Leader should meet the following requirements:
   ▪ Be a Kenyan Citizen
   ▪ 18 – 24 years old
   ▪ Domiciled in the electoral zone/sub-county
   ▪ Hold a Kenyan National ID card/passport
   ▪ Must be attached to a Rover unit
   ▪ Registered Scout in the election year
   ▪ Active Scout for at least the past 3 years
   ▪ Fluent in both English and Kiswahili
   ▪ IT compliant
CONDUCT OF ELECTIONS

i. All elections at each level shall be conducted by the elections subcommittee. *(Refer to rule 51 – 56 of POR).*

ii. All elections shall be presided over by officials from the Ministry of Education. *(Pursuant to rule 53e of the POR).* This does not mean that KSA will always have its elections presided over by MOE. However, in 2017 an arrangement has been made with MOE to perform this function.

iii. The County and Sub-county Scout Executives will liaise with the County and Sub-county Quality Assurance & Standards office (MOE) respectively to plan for the elections of the respective sub-counties.

iv. The County and Sub-county executives will (on behalf of the Chief Commissioner) nominate 2 experienced Scout leaders to form the elections sub-committees at those levels.

v. Both elections for the zone and the sub-county shall be conducted on the same day at the same venue that shall have been decided by the Sub-County Scout Executive in consultation with the Sub-County Education office.

vi. Only the elected leaders at each level shall constitute the electorate for the subsequent administrative level.

vii. Only registered (2017) Scout Leaders/Rovers/Commissioners/Trainers will be allowed to participate in the elections.

viii. Interested candidates will fill in the election application forms *(downloadable from the KSA website)*, and present the same with supporting documents of qualification to the presiding officer for verification *(refer to rule 55 of the POR)*

ix. Vetting shall be done in accordance with *rule 53* of the POR.

x. Being that Scouting is a value-based Movement only people of proven good moral standing shall be allowed to ascend to leadership. Appointment shall only be done by the Chief Commissioner after such a leader is vetted and proved to be beyond reproach in terms of ethics.

xi. Only the candidates meeting the minimum set qualifications shall be cleared to contest. *(Refer to Job Descriptions for Adults in Scouting (Volunteers) and POR)* document available in the KSA website.

xii. Those contesting for positions of County and Sub-county chairmanship will not be subjected to Scouting qualifications such as wood badge beads.

xiii. Candidates shall apply directly for the positions they wish to contest for either at Zone, Sub-county or County level. One will not need to have been elected at a lower level to qualify to contest at a higher level except for national positions.

xiv. Voting shall be by secret ballot.
xv. The results therefrom shall be announced by the presiding officer and relayed to KSA HQ by email or by any means that shall be deemed to be practical, reliable and appropriate at the time and place. *(Ref to rule 56 of the POR)*

xvi. Refer to Election Timelines document for more information on procedure.

MOSES O. DANDA
NATIONAL EXECUTIVE COMMISSIONER, KSA

cc. Director, Quality Assurance & Standards, MOE
Chief Scout, KSA - Hon F. X. Ole Kaparo, EGH
Chief Commissioner, KSA - Mr Ray Charles Musau
<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Activity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 2016</td>
<td></td>
<td>Chief Commissioners circular on elections</td>
<td>Chief Commissioner</td>
</tr>
<tr>
<td>20/1/2017</td>
<td>20/1/2017</td>
<td>Release of official elections guidelines</td>
<td>Chief Commissioner</td>
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<tr>
<td>20/1/2017</td>
<td>20/1/2017</td>
<td>Appointment of Presiding Officers</td>
<td>Chief Commissioner</td>
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<tr>
<td>24/1/2017</td>
<td>24/1/2017</td>
<td>Nomination of Election Subcommittee (2 experienced Scouters not vying)</td>
<td>Sub County Executives</td>
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<tr>
<td>25/1/2017</td>
<td>26/1/2017</td>
<td>Submission of applications</td>
<td>Aspirants</td>
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<tr>
<td>27/1/2017</td>
<td>27/1/2017</td>
<td>Vetting of aspirants</td>
<td>Elections Subcommittee</td>
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<td>Briefing of the Presiding Officer</td>
<td>Elections Subcommittee &amp;</td>
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<tr>
<td>28/1/2017</td>
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<td>Zonal &amp; Sub county Elections</td>
<td>Presiding Officer</td>
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<tr>
<td>28/1/2017</td>
<td>30/1/2017</td>
<td>Transmission of Results to the Secretariat/ARC and County Scouts Commissioner</td>
<td>Presiding Officer</td>
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**COUNTY LEVEL**

<table>
<thead>
<tr>
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<tr>
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<tr>
<td>2/2/2017</td>
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<td>Appointment of Election Subcommittee (3 experienced Scouters not vying)</td>
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<td>Vetting of aspirants at HQ</td>
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<td>Elections Subcommittee &amp;</td>
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<td>Presiding Officer</td>
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<td>27/2/2017</td>
<td>Transmission of Results to the Secretariat/ARC</td>
<td>Presiding Officer</td>
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# ELECTION APPLICATION FORM

## SECTION 1: APPLICANTS DETAILS

<table>
<thead>
<tr>
<th>NAME:</th>
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<tbody>
<tr>
<td>ADDRESS:</td>
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<tr>
<td>MOBILE NO.</td>
<td>EMAIL ADDRESS:</td>
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<td>UNIT:</td>
<td>UNIT NO.</td>
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<td>ZONE:</td>
<td>SUB-COUNTY:</td>
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<td>COUNTY:</td>
<td>NATIONALITY:</td>
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<td>POSITION APPLIED FOR:</td>
<td>DATE:</td>
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## SECTION 2: ACADEMIC AND PROFESSIONAL QUALIFICATIONS

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<thead>
<tr>
<th>Highest academic qualification attained</th>
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<th>Highest professional qualification attained</th>
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<tr>
<th>Relevant Work Experience</th>
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SECTION 3: SCOUTING EXPERIENCE

<table>
<thead>
<tr>
<th>Length of time served in the scouting movement</th>
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<tr>
<th>Previous leadership positions in the scouting movement <em>(attached documentary proof)</em></th>
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SECTION 4: ETHICAL ISSUES

<table>
<thead>
<tr>
<th>Have you ever been charged or convicted of any felony which attracts a minimum of sentence of 6 months imprisonment <em>(if so give details)</em></th>
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<tr>
<th>Have you faced any disciplinary action whatsoever by the virtue of your scouting activities <em>(if so, state)</em></th>
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RECOMMENDATION FROM THE SPONSORING AUTHORITY

<table>
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<tr>
<th>Recommended</th>
<th>Not Recommended</th>
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<th>Comment</th>
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*Kenya Scouts Association*

*Box 41422 - Nairobi*

*Phone: +254-20819 Fax: +254-88746111*

*Email: info@kenya scouts.org*

*www.kenya scouts.org*
DECLARATION

I hereby declare that the information is I have supplied is true and correct

Sign......................................................... Date.........................................................

Witnessed by

Sign......................................................... Date.........................................................

NB: (Witness must be a duly registered member of the scouts movement)

REQUIREMENTS

In addition to filling out the application form, applicants must attach the following:

i) Certified copy of the ID card
ii) 2 passport size photographs
iii) A certified copy of the unit warrant
iv) A certified copy of the KSA membership Card
v) Certified copies of the Academic, professional and scoutingCertificates attained
vi) A copy of your CV not more than 2 pages
ELECTION VETTING GUIDELINES

2017

VETTING GUIDELINES

1. INTEGRITY
   This includes;
   i) A demonstrate consistent history of honesty and high moral character in professional and personal life
   ii) Professional and life experience which includes the amount and breadth of experience and suitability of that experience for the position and administrative skills.

2. Professional Competence
   This will include;
   i) Intellectual capacity
   ii) Diligence
   iii) Organisation and administrative skills
   iv) Team player
   v) Substantive knowledge of scouting

3. The board in determining the suitability of a candidate shall consider
   i) Whether the applicant meets the criteria of appointment to the office
   ii) Past work records
   iii) Any pending or concluded criminal cases before a court of law against the applicant
   iv) Relevant information received from any person or body including
       - Sponsor
       - EACC
       - Attorney General
4. FOR THE YOUTH

i) A Kenyan citizen.
ii) 18 years and not above 24 years at the time of elections.
iii) Hold a Kenyan national ID/ Passport.
v) Must be attached to a rover unit
v) Registered Scout during the election year.
vi) An invested scout
vii) An active scout for at least the past three years.
viii) Fluent in both English and Swahili whether oral or written.
ix) Leadership ability
x) Training in governance and/or any other leadership related field.
xi) Should be IT compliant.
xii) Basic understanding of current world affairs.
xiii) Should not have any criminal record.
PART 4 ORGANIZATION AT THE COUNTY LEVEL

COUNTY SCOUTS COUNCIL

104. County Scouts Councils shall be established as provided for in Chapter 7(XXI) of the Constitution.

105. The County Scouts Council shall be led by a Chairperson elected as per guidelines provided for in Rule 50 of the PCR

106. In the absence of the County Scouts Chairperson, the County Scouts Council shall nominate from among the Sub county Chairpersons present to chair the meeting.

107. Members of the County Scouts Council shall comprise:
   i) The County Scouts Chairperson
   ii) The County Scouts Commissioner (Secretary)
   iii) Members of the County Scouts Board (as in Rule 113)
   iv) Sub County Delegates
      a. The Sub County Scouts Chairperson
      b. Sub County Scouts Commissioners
      c. Assistant Sub County Scouts Commissioner (Training)
      d. Assistant Sub County Scouts Commissioner (Programme)
      e. Sub County Youth Leader
   v) Such other members as may be provided for by the County Scout Council

108. The functions of the County Scout Council are to:
   a) Provide an oversight role over the Sub counties
   b) Promote the welfare of the Movement in the County and to foster harmonious co-operation within the County and between the County and other organisations;
   c) Mobilize resources for the County Scouts activities
   d) Apportion and account such financial support as may be allocated to the County as a whole.
   e) To hold elections and make appointments as provided for in the Constitution
   f) To consider reports and recommendations as presented by the National and County Board and make appropriate resolutions
   g) To consider proposed amendments to the Constitution
   h) To exercise other functions resulting from the Constitution
   i) To undertake any other duties as shall be assigned by the National Scout Council

Establishment Council
Chairman
Membership
Functions
Financing activities
109. The County Scouts Council may require a subscription from each Sub County to meet the costs of activities organised on the County basis as in Rule 108(c) or to cover administrative costs.

COUNTY SCOUTS BOARD (CSB)

110. The County Scouts Board shall be established as provided for in Chapter 7(XXI.5) of the Constitution.

Chair person

111. The CSC shall chair meetings of the CSB and in his/her absence, the ACSC – Training shall chair.

Establishment

112. The Secretary shall be the ACSC – Programme

113. Members of the County Scouts Board shall be:
   a) Elected Members
      i. The County Scouts Commissioner (Chair)
      ii. County Scouts Treasurer (who shall not be a Scout Leader but has knowledge of financial management)
      iii. Assistant County Scouts Commissioner - Training
      iv. Assistant County Scouts Commissioner – Programme (Secretary)
      v. County Youth Leader
      vi. Representative of the SCSCs
   b) Not more than five appointed Members, appointed by the CSC in consultation with the CSB, among whom shall be:
      i. a person with Special Needs,
      ii. Community Development
      iii. Public Relations and Communication
   c) Not more than four Co-opted Members preferably drawn from the following:
      i. MOE
      ii. TSC
      iii. KESSHA
      iv. KEPSHA
      v. County Department in charge of Youth
   d) Members of the County Scouts Board shall not hold any other elective position at the County, Sub County or Zonal level

114. The functions of the County Scouts Board shall be:
   i. To act on behalf of the Association at the County level; to give effect to its decisions, recommendations and policies; and to represent it at County, National and International events
   ii. To promote the Scout Movement throughout the County
iii. To advice Units and assist them in carrying out the Purpose, Principles and Method of Scouting
iv. To recommend the admission of Units, within the County, applying for membership and to suspend provisionally their membership
v. To prepare the agenda and procedure of meetings of the County Scouts Council
vi. To Convene meetings of the County Scout Council
vii. To appoint the County staff as need arises
viii. To supervise the management of the County staff
ix. To approve annual budget and prepare financial statements of the County
x. To mobilize resources and funds for the Association at County level
xi. To submit registration fee, annual census report, and a copy of the annual report to National Board in time
xii. To ensure implementation of the POR and other departmental policies of the Association at the County level
xiii. To appoint chairpersons of subcommittees and working groups at County level
xiv. To grant consultative status, with the approval of the National Board, to such organizations as may be of assistance to the Association at the County level
xv. To recommend Awards for services to members of the Association at County level
xvi. To secure compliance with the Constitution of the Association by all organs in the County
xvii. To ensure the risks facing the Association, at the County level, of whatever nature are assessed and appropriate control measures put in place
xviii. To call for an extra ordinary meeting of the County Scouts Council in accordance with the Constitution
xix. To consider plans and strategies for the Association and to make appropriate proposals to the County Scouts Council
xx. To approve the purchase and or lease of real estate for use, and or occupation by the Association within the County, and ensure that the title is registered in the name of Kenya Scouts Association according to legal requirements
xxi. To appraise staff at County level
xxii. To prepare yearly audited report for the County
xxiii. To organize at the County level such rallies,
competitions, camps, expeditions, training courses and other activities as may from time to time be desirable;

xxiv. To supervise the County and Sub County events

xxv. To monitor and evaluate Scout programmes and activities at the County level

xxvi. To exercise other functions resulting from the Constitution

xxvii. To undertake any other duties as shall be assigned by the National or County Scout Council

xxviii. Allocate the duties and apportion the visits to areas of the Travelling Commissioner (if any)

115. The tenure of a CSB member shall be three (3) years; a member can be re-elected once.

116. The CSB shall meet quarterly

117. Fifty percent (50%) of all Board members present shall constitute a quorum

118. Decisions of the CSB shall be by simple majority of votes cast. In the event of a tie the decision is not carried

119. CSB members shall represent the collective interests of the County and shall not necessarily consider themselves as representing their constituencies

120. County Scouts Council Meetings

i. The County Scouts Council shall hold an Annual General Meeting (AGM) at such time and place as shall be determined by the County Scouts Board, at least thirty (30) days before the National AGM.

ii. An Extra Ordinary Meeting may be called on the decision of the CSB and/or at the request of not less than two thirds of the County Scouts Council members

iii. At least a twenty one (21) day notice shall be given for the Annual General Meeting and at least a fourteen (14) day notice for the Extra Ordinary Meeting.

iv. Fifty percent (50%) of the County Scouts Council members shall constitute a quorum

v. The County Scouts Council Chairperson shall chair Council meetings and in his or her absence, one of the Sub County Chair Persons shall be selected to chair.

vi. The County Scouts Council shall record and adopt its own rules and procedure

121. Voting at the County Scouts Council Meetings

i. The CSB shall establish an Elections Committee in accordance with Rule 54

ii. The Chair Person and all Elected and Appointed Members of the County Scouts Board shall have one vote each
iii. Each Sub County shall have one bloc vote
iv. Voting shall be by affirmation, or secret ballot where
    affirmation does not produce a clear winner
v. Voting by proxy is allowed in line with the guidelines as set
    out in Rules 34 (e) and 34 (f)
vi. The decision of the County Scouts Council shall be binding
122. Sub County Scouts Councils shall be established as provided for in Chapter 7(XXII) of the Constitution.

123. The Sub County Scouts Council shall be led by a Chair person elected as per guidelines provided for in Rules 54 of the POR.

124. In the absence of the Sub County Scouts Chairperson, the Sub County Scouts Council shall nominate from among the Zonal Scout Leaders present to chair the meeting.

125. Members of the Sub County Scouts Council shall comprise:
   i) The Sub County Scouts Chairperson
   ii) The Sub County Scouts Commissioner (Secretary)
   iii) Members of the Sub County Scouts Board (as in Rule 124)
   iv) Zonal Delegates
       a. Zonal Scout Leader
       b. Zonal Mwamba Scout Leader
       c. Zonal Chipukizi Scout Leader
       d. Zonal Sungura Scout Leader e.
           Zonal Jasiri Scout Leader
       f. Zonal Youth Leader
   v) Such other members as may be provided for by the Sub County Scout Council

126. The functions of the Sub County Scout Council are to:
   i. Provide an oversight role over the Zones
   ii. Promote the welfare of the Movement in the Sub County and to foster harmonious co-operation within the Sub County and between the Sub County and other organisations;
   iii. Mobilize resources for the Sub County Scouts activities
   iv. Apportion and account such financial support as may be allocated to the Sub County as a whole.
   v. To hold elections and make appointments as provided for in the Constitution
   vi. To consider reports and recommendations as presented by the National, County and Sub County Boards and make appropriate resolutions
   vii. To consider proposed amendments to the Constitution
   viii. To exercise other functions resulting from the Constitution
   ix. To undertake any other duties as shall be assigned by the National and County Scouts Councils
THE KENYA SCOUTS ASSOCIATION

FOR EXCERPTS Organization at County, sub county & Zone

127. The Sub County Scouts Council may require a subscription from each Zone to meet the costs of activities organised on the Sub County basis as in Rule 126 (iii) or to cover administrative costs.

SUB COUNTY SCOUTS BOARD

128. The Sub County Scouts Board shall be established provided for in Chapter 7[XXII(4)] of the Constitution.

129. The SCSC shall chair meetings of the SCSB and in his/her absence, the ASCSC – Training shall chair.

130. The Secretary shall be the ASCSC – Programme

131. Members of the Sub County Scouts Board shall be:
   a) Elected Members
      i. The Sub County Scouts Commissioner (Chair)
      ii. Sub County Scouts Treasurer (who shall not be a Scout Leader but has knowledge of financial management)
      iii. Assistant Sub County Scouts Commissioner - Training
      iv. Assistant Sub County Scouts Commissioner – Programme (Secretary)
      v. Sub County Youth Leader
      vi. Representative of the Zonal Scout Leaders
   b) Not more than five appointed Members, appointed by the SCSC in consultation with the SCSB, among whom shall be:
      i. a person with Special Needs,
      ii. Community Development
   c) Not more than four Co-opted Members preferably drawn from the following:
      i. MOE
      ii. TSC
      iii. KESSHA
      iv. KEPSHA
      v. Sub County Department in charge of Youth
   d) Members of the Sub County Scouts Board shall not hold any other elective position at the National, County, Sub County, or Zonal level

132. The functions of the Sub County Scouts Board shall be:
   i. To act on behalf of the Association at the Sub County level; to give effect to its decisions, recommendations and policies; and to represent it at Sub County, County, National and International events
   ii. To promote the Scout Movement throughout the Sub County
   iii. To advice Units and assist them in carrying out the
Purpose, Principles and Method of Scouting

iv. To recommend the admission of Units, within the Sub County applying for membership and to suspend provisionally their membership

v. To prepare the agenda and procedure of meetings of the Sub County Scouts Council

vi. To Convene meetings of the Sub County Scout Council

vii. To appoint the Sub County staff as need arises

viii. To supervise the management of the Sub County staff

ix. To approve annual budget and prepare financial statement of the Sub County

x. To mobilize resources and funds for the Association at Sub County level

xi. To submit registration fee, annual census report, and a copy of the annual report to the County Boards in time

xii. To ensure implementation of the POR and other departmental policies of the Association at the Sub County level

xiii. To appoint chairpersons of subcommittees and working groups at Sub County level

xiv. To grant consultative status, with the approval of the County Board, to such organizations as may be of assistance to the Association at the Sub County level

xv. To recommend Awards for services to members of the Association at Sub County level

xvi. To secure compliance with the Constitution of the Association by all organs in the Sub County

xvii. To ensure the risks facing the Association, at the Sub County level, of whatever nature are assessed and appropriate control measures put in place

xviii. To call for an extra ordinary meeting of the Sub County Scouts Council in accordance with the Constitution

xix. To consider plans and strategies for the Association and to make appropriate proposals to the Sub County Scouts Council

xx. To approve the purchase and or lease of real estate for use, and or occupation by the Association within the Sub County, and ensure that the title is registered in the name of Kenya Scouts Association according to legal requirements

xxi. To appraise staff at Sub County level

xxii. To prepare yearly audited report for the Sub County

xxiii. To organize at the Sub County level such rallies, competitions, camps, expeditions, training courses and
other activities as may from time to time be desirable;
xxiv. To supervise the Sub County and Zonal events
xxv. To monitor and evaluate Scout programmes and activities at the Sub County level
xxvi. To exercise other functions resulting from the Constitution
xxvii. To undertake any other duties as shall be assigned by the National or County and Sub County Scout Councils
xxviii. Allocate the duties and apportion the visits to areas of the Travelling Commissioner (if any)

133. The tenure of a SCSB member shall be three (3) years; a member can be re-elected once.
134. The SCSB shall meet quarterly
135. Fifty per cent (50%) of all Board members present shall constitute a quorum
136. Decisions of the SCSB shall be by simple majority of votes cast. In the event of a tie the decision is not carried
137. SCSB members shall represent the collective interests of the Sub County and shall not necessarily consider themselves as representing their constituencies
THE KENYA SCOUTS ASSOCIATION
POR EXCERPTS Organization at County, sub county & Zone.

ORGANIZATION AT THE ZONAL LEVEL

ZONAL SCOUTS COMMITTEE

138. The Zonal Scouts Committee shall be established as provided for in Chapter 7(23) of the Constitution

139. The Committee shall comprise:
   a) Zonal Scout Leader
   b) Zonal Sectional Scout Leaders
      i. Sungura
      ii. Chipukizi
      iii. Mwamba
      iv. Jasiri
   c) Zonal Youth Leader
   d) Not more than four (4) members co-opted by the Committee at least two of whom shall represent the Education sector

140. The functions of the Zonal Scouts Committee shall be:
   i. To act on behalf of the Association at the Zonal level; to give effect to its decisions, recommendations and policies; and to represent it at Zonal, Sub County, County, National and International events
   ii. To promote the Scout Movement throughout the Zone
   iii. To advice Units and assist them in carrying out the Purpose, Principles and Method of Scouting
   iv. To recommend the admission of Units, within the Zone applying for membership
   v. To approve annual budget and prepare financial statement of the Zone
   vi. To mobilize resources and funds for the Association at Zonal level
   vii. To submit registration fee, annual census report, and a copy of the annual report to the Sub County Board in time
   viii. To ensure implementation of the POR and other departmental policies of the Association at the Zonal level
   ix. To appoint chairpersons of subcommittees and working groups at Zonal level
   x. To recommend Awards for services to members of the Association at Zonal level
   xi. To secure compliance with the Constitution of the Association by all organs in the Zone
   xii. To ensure the risks facing the Association, at the Zonal level, of whatever nature are assessed and appropriate
THE KENYA SCOUTS ASSOCIATION
FOR EXCERPTS Organization at County, sub county & Zone.

control measures put in place

xiii. To consider plans and strategies for the Association and
to make appropriate proposals to the Sub County
Scouts Board

xiv. To prepare yearly Financial statements for the Zone

xv. To organize at the Zonal level such rallies, competitions,
camps, expeditions, training courses and other activities
as may from time to time be desirable;

xvi. To supervise the Zonal, Group and Unit events

xvii. To monitor and evaluate Scout programmes and
activities at the Zonal level

xviii. Assisting the Travelling Commissioner carry out duties
within the Zone

xix. To undertake any other duties as shall be assigned by the
National or County and Sub County Scout Boards

xx. To exercise other functions resulting from the
Constitution

141. The Zonal Scouts Committee shall meet quarterly Meetings
GENERAL SCHEME OF ORGANISATION

33. (i) The Association is governed by the Kenya Scout National General Scheme Council with membership and functions as given in Rule 34
(ii) The National Council shall constitute the National Scout Board as its executive organ, with membership and functions as given in Rule 34
(iii) The Board shall establish an Executive Committee with membership and functions as given in Rule 42 – 46

THE KENYA SCOUTS NATIONAL COUNCIL

34. The National Council
   a) Membership of the Council
      i. The Patron
      ii. The Chief Scout
      iii. The Chief Commissioner
      iv. Members of the Board
      v. County Scout Commissioners.
      vi. Four elected Delegates from each County who shall be
          1. Chair, County Scouts Council
          2. Assistant County Scouts Commissioner – Training
          3. Assistant County Scouts Commissioner – Youth Programme
          4. County Scouts Youth Leader
      vii. Trustees
      viii. All previous KSA Deputy Chief Commissioners & above

b) The Functions of the Council shall be:
   1. To consider the policy and standards of the Scout Movement in Kenya and to take such action as shall further the purpose of the Association
   2. To hold elections and make appointments as provided for in the Constitution
   3. To consider reports and recommendations as presented by the National Board and make appropriate resolutions
   4. To consider proposed amendments to the Constitution
   5. To exercise other functions resulting from the Constitution

   c) Council Meetings
   1. The Council shall hold an Annual General Meeting (AGM) at such time and place as shall be determined by the National Board
   2. An Extra Ordinary Meeting may be called on the decision of
the National Board and/or at the request of not less than two thirds of the Council members

3. At least a twenty one (21) day notice shall be given for the Annual General Meeting and at least a fourteen (14) day notice for the Extra Ordinary Meeting.

4. Fifty percent (50%) of the Council members shall constitute a quorum

5. The Chief Scout shall chair Council meetings and in his or her absence, the Chief Commissioner shall chair. In the absence of the Chief Commissioner, the Deputy Chief Commissioner shall chair. In the absence of the three, the Council shall choose a Chairperson amongst the members of the Board

6. The Council shall record and adopt its own rules and procedure

d) Voting at the Council Meetings

1. The Patron, Chief Scout and voting members of the National Board shall have one vote each

2. Each County shall have one bloc vote

3. Voting shall be by or secret ballot

4. Voting by proxy is allowed in accordance with the guidelines as set out in Rule 34(e)

5. The decision of the Council shall be binding

e) Voting by proxy is allowed in accordance with the following Voting by Proxy Rules

1. The vote bearing delegate shall be a bonafide member of the Council

2. Notification of voting by proxy shall be received within 48 hours of the AGM date

3. The Delegate shall duly complete the Voting by Proxy Form identifying the proxy vote bearing Delegate

4. The proxy vote bearing delegate shall present an authentic notification of Authority of Voting by Proxy from the absent Delegate

5. A vote bearing delegate shall not carry more than one proxy vote

6. The Delegate voting by proxy shall comply with the laid down voting procedures

THE NATIONAL SCOUTS BOARD (NSB)

i. The National Board shall consist of not more than Composition eighteen (18) members and not less than fourteen (14) members. These members shall be:
THE KENYA SCOUTS ASSOCIATION
EXCERPT FROM FOR ON ELECTIONS National

a. Elected Members from the Council:
   i. The Chief Commissioner
   ii. Treasurer
   iii. A member chosen from and by each of the following Teams in accordance with Rule 70
      1. Youth leadership
      2. Training
      3. Programme
      4. Administration

b. Appointed Members by Chief Commissioner
   i. Deputy Chief Commissioner
   ii. International Commissioner
   iii. Community Development Commissioner
   iv. Public Relations and Communication Commissioner
   v. Special Needs Commissioner
   vi. Legal Affairs Commissioner
   vii. Gender and Children Affairs Commissioner
   viii. Security and special programmes Commissioner

c. Co-opted Members
   ix. Representative from the State Department in charge of Education
   x. Representative from the TSC
   xi. Representative from the Disciplined Forces
   xii. Strategic Need Co-option

a. The National Executive Commissioner shall be an Ex officio member and shall serve as the secretary to the NSB

35. a) The tenure of an NSB member shall be three (3) years; a member can be re-elected once.
   b) To give effect to the rotational mechanism, notwithstanding the provisions of Rule 35(a), The NSB on its first sitting shall determine by ballot a third (1/3) of its members who shall retire from the Board annually
   c) The Chief Commissioner, the Deputy Chief Commissioner the Treasurer, the member elected by the Youth Team and co-opted members shall be exempted from the rotational balloting in Rule 35 (b) above
   d) A member who has served for two successive terms is not eligible to hold any office until after a period of three (3) years
   e) A member shall not take more than one position at the National level in the Association at the same time
36. The NSB shall meet quarterly

37. Fifty percent (50%) of all Board members present shall constitute a quorum

38. Decisions of the National Board shall be by simple majority of votes cast. In the event of a tie the decision is not carried

39. National Board members shall represent the collective interests of the Association and shall not necessarily consider themselves as representing their constituencies

40. The functions of the National Board shall be:
   a. To act on behalf of the Association; to give effect to its decisions, recommendations and policies; and to represent it at National and International events
   b. To promote the Scout Movement throughout Kenya
   c. To advice Units and assist them in carrying out the Purpose, Principles and Method of Scouting
   d. To recommend the admission of Units applying for membership and to suspend provisionally their membership
   e. To prepare the agenda and procedure of meetings of the Council
   f. To appoint the National Executive Commissioner and other staff of the Secretariat
   g. To supervise the management of the Secretariat
   h. To Appraise members of the association
   i. To approve annual budget and financial statement of the Association
   j. To mobilize resources and funds for the Association
   k. To submit registration fee, annual census report, and a copy of the annual report to WOSM in time
   l. To prepare and review periodically the POR and other departmental policies subject to this Constitution
   m. To appoint chairpersons of subcommittees and working groups on the recommendation of the Chief Commissioner
   n. To grant consultative status to such organizations as may be of assistance to the Association
   o. To decide upon granting of awards for services to members of the Association
   p. To secure compliance with the Constitution of the Association by all organs
   q. To ensure the risks facing the Association of whatever nature are assessed and appropriate control measures put in place
   r. To call for an extra ordinary meeting of the Council in accordance with this Constitution
THE KENYA SCOUTS ASSOCIATION

EXCERPT FROM POR ON ELECTIONS National

s. To consider plans and strategies for the Association and to make appropriate proposals to the Council

The National Board shall establish an Executive Committee, and may establish not more than five departmental Subcommittees for the performance of its functions

42. The National Board may establish, on ad hoc basis, Subcommittees, Taskforces and Working Groups as it deems necessary

43. Without prejudice to the generality of Rule 42 above, there shall be established an Adult Resource Committee an Internal Audit Committee

44. The Adult Resource Committee shall be appointed by the Chief Commissioner in consultation with the NSB.

i) The Committee shall serve for a fixed term of two years.

ii) The Committee shall consist of not less than five and not more than seven members.

iii) Persons to be appointed to the Adult Resource Committee shall have experience in matters of managing scouting.

iv) The Adult Resource Committee shall be responsible for:

   a) Recruitment
   b) Reassignment
   c) Renewal
   d) Reinforcement
   e) Retiring of adults

v) The Adult Resource Policy shall set out clear establishment procedure, composition, requirement and functions of the Adult Resource Committee

Establishment of Executive Committee, Subcommittees, taskforces and Working Groups

Adult Resource Committee

Tenure

Composition

Qualifications

Functions

Reference

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The Kenya Scouts Association
P. O. Box 41422 - 00100 Nairobi
Tel: 020-2202819 Fax: 020-3478411
Cell: 0721 - 562528
Email: keyascout@yahoo.com
Info@kenyascouts.org
www.kenyascouts.org
45. The Internal Audit and Risk Management Committee shall be appointed by the Chief Commissioner in consultation with the NSB in accordance with Rule 15(vi).

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<th>Internal Audit and Risk Management Committee</th>
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a) The Committee shall comprise professionals and Scouters not holding any National positions.

b) The Committee shall meet at least twice a year to review and make recommendations to the NSB on
i. Risk Management
ii. Internal controls
iii. The audit programme of auditors
iv. Financial statements

THE EXECUTIVE COMMITTEE

46. The Executive Committee shall comprise:

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a) The Chief Commissioner (Chair)
b) The Deputy Chief Commissioner (Chair, in the absence of the CC)
c) Treasurer
d) International Commissioner
e) Community Development
f) National Executive Commissioner (Ex Officio - Secretary)

47. The Executive Committee shall hold monthly meetings and, or from time to time as shall be decided by the National Board

48. The function of the Executive Committee shall be to oversee the implementation of the decisions of the National Board

THE SECRETARIAT

49. The NSB shall establish the National Scout Secretariat as provided for in Chapter 6 of the Constitution, whose staff shall be appointed as per the guidelines set out in the Human Resource (HR) Policy.

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50. The HR policy shall set out

| Clear hierarchical structure |
| Clear job description |
| The role of volunteers vis a vis the Secretariat |

51. The Chief Commissioner shall issue notification for elections.

52. The Adult Resource Committee (ARC) shall manage elections of those getting into office.

53. The ARC shall constitute, with the approval of the National Board, a Sub Committee to manage elections

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a) The Subcommittee shall comprise:
b) A member of the ARC (Chair)
c) Two experienced Scouter.

d) Functions of the Subcommittee:
   i. Receive applications according to procedures laid down in Rule 52
   ii. Vet, short list and clear the eligible applicants
   iii. Verify the voting delegates
   iv. Accredit observers
   v. Present successful candidates to the respective Council

e) The ARC shall appoint a Presiding Officer from outside the Scouting fraternity to work with the Subcommittee, whose functions shall be to:
   i. Declare the leadership vacancies
   ii. Conduct elections as stipulated in the Constitution
   iii. Declare the results of the elections
   iv. Submit the results to the ARC

f) The decisions of the Subcommittee shall be binding

g) Disputes arising from the elections shall be handled by the ARC

h) All election Sub Committees shall stand dissolved upon assumption of office by the new leadership

54. Election Subcommittee at the County and Sub county levels, shall be constituted by the respective Board in consultation with the ARC.

   a) The Subcommittees shall comprise of three experienced Scouters who shall not be vying for any positions at any level

   b) The provisions in Rule 53(b),(c),(d) and (e) shall apply

55. Application Procedure

   a) The applicant shall fill and submit the Election Application form within the specified time

   b) The Applicant shall attach the following documents

      i. Certified copy of the ID card

      ii. 2 passport size photographs

      iii. A certified copy of the unit warrant

      iv. A certified copy of the KSA membership Card

      v. Certified copies of the Academic, professional and scouting Certificates attained

      vi. A copy of your CV not more than 2 pages

      vii. Character reference from the Sponsoring Authority
56. **Elections Procedure**

   **a)** The Elections Subcommittee shall prepare
   i. serialized and coded ballot papers
   ii. the voting Register alphabetically

   **b)** Where there is only one successful candidate, the Subcommittee shall declare the candidate as elected unopposed.

   **c)** Where there is more than one successful candidate,
   i. Balloting shall take place according to the voting Register
   ii. Votes shall be verified and counted
   iii. In case of a tie of the first candidates, there shall be a repeat of the balloting for tying contestants.
   iv. In case of another tie, the Presiding Officer shall use casting lots method to decide the winner
   v. The Presiding Officer shall declare the winner
TEAMS OF THE ASSOCIATION

72. **The Training Team**

1. Trainers of the Scouters are known as Leader Trainers, Assistant Leader Trainers and Support Leader Trainers, who comprise the Training Team.

2. There shall be a National Training Subcommittee comprising of twelve members, ten elected by the Training Team, from among the Leader Trainers and Assistant Leader Trainers, considering regional balance, and two nominated from the Youth Team.
   a. Out of the ten, the Training Team shall nominate two Leader Trainers, as the Chair and Vice Chairperson of the Subcommittee respectively
   b. The name of the nominated Chair Person shall be forwarded to the Chief Commissioner for appointment by the Chief Scout as the Assistant Chief Commissioner - Training

3. The Training Team shall nominate one Leader Trainer for appointment as a member of the National Board.

4. Upon assumption into office, the National Board member shall immediately relinquish his/her former position(s) and the vacant position(s) filled.

5. The role and functions of the Training Team shall be provided for in the Training Policy.

73. **Youth Programme Team**

1. The running of the Youth Programme is done by Scouters who have undergone and completed Parchment.

2. Leaders in charge of the Youth Programme at the County level shall form the National Youth Program Team

3. A scouter who aspires to join the Programme Team and to hold a position of the programme at any level shall have trained as a badge examiner, in events management and youth programme assessment

4. There shall be a National Youth Program Subcommittee comprising twelve members, ten elected by the Youth Program Team considering regional balance, and two Youth Leaders, among them the Chairperson of the Youth Team.
   a. Out of the ten, the Youth Program Team shall
nominate two members as the Chair and Vice
Chairperson of the Subcommittee respectively
b. The name of the Chair Person shall be forwarded to
the Chief Commissioner for appointment by the
Chief Scout as the Assistant Chief Commissioner –
Youth Program

5. The Youth Program Team shall nominate one member for
appointment as a member of the National Board.

6. Upon assumption into office, the National Board member
shall immediately relinquish his/her former position(s) and
the vacant position(s) filled

7. The role and functions of the Youth Programme Team shall
be provided for in the Youth Programme Policy

74. **Administration Team**

1. The administrators of scouting are known as commissioners
   at different levels

2. The Chief Commissioner is the head of administration and
   commissioners perform duties on his/her behalf

3. A scouter who aspires to be a commissioner shall have
   acquired parchment and at least two levels of scouting
   management course as per the management curriculum of
   the Association

4. All commissioners in charge of Counties shall form the
   National Administration Team.

5. There shall be a National Administration Team
   Subcommittee comprising twelve members, ten elected by
   the Administration Team considering regional balance and
   two nominated from the Youth Team.
   a. Out of the ten, the Administration Team shall
      nominate two members as the Chair and Vice
      Chairperson of the Subcommittee respectively
   b. The name of the Chair Person shall be forwarded to
      the Chief Commissioner for appointment by the
      Chief Scout as the Assistant Chief Commissioner –
      Administration
6. The Administration Team shall nominate one member for appointment as a member of the National Board.

7. Upon assumption into office, the National Board member shall immediately relinquish his/her former position(s) and the vacant positions filled.

8. The role and functions of the administration team shall be provided for in the Administration Policy.

75. The Youth Leaders Team

1. The youth are the players of the game of scouting and need to be engaged in all Subcommittees.

2. The youth who aspires to be a leader apart from having acquired the mandatory badges shall possess the relevant awards for certain levels as shall be stipulated in the Youth Programme Policy and relevant guidelines.

3. All elected youth leaders at the County level shall form a National Youth Leaders Team, which shall function under the National Youth Programme Team.

4. There shall be a National Youth Leaders Team Subcommittee comprising twelve members, ten elected by the Youth Leaders Team considering regional balance and two adults nominated from the Youth Programme Team.

5. Out of the ten, the Youth Leaders Team shall nominate two members, one male and one female as the Chair and Vice Chairperson of the Subcommittee.

6. The chair person shall serve as a member of the National Youth Programme Subcommittee.

7. The Youth Team shall nominate one member, for appointment to the National Board, and five members into the Subcommittees as follows:
   a. One to the National Youth programme Subcommittee
   b. Two (male and female) to the National Training Committee
   c. Two (male and female) to the National Administration Subcommittee

8. Upon assumption into office, the National Board member
shall immediately relinquish his/her former positions and the vacant positions filled

9. The role and functions of the Youth Team shall be provided in the Youth Programme Policy

76. **Nominated Skilled Volunteers**

a. Skilled volunteers are an important group of people in the scouting movement that give The Association services as volunteers.

b. Skilled volunteer positions at the National Board shall be as follows:

   i. Deputy Chief Commissioner
   ii. International Commissioner
   iii. Legal Affairs Commissioner
   iv. Special Needs Commissioner
   v. Public Relations and Communications Commissioner
   vi. Community Development Commissioner
   vii. Gender and Children Welfare Commissioner
   viii. Security and Special Programmes Commissioner

c. The skilled volunteers shall be professionals having experience, qualification and leverage in scouting, law, international relations, public relations, communication, resource mobilization, community development, security and children affairs as shall be stipulated in the Adult Resource Policy

d. The interested skilled candidates who meet the requirements in Rule 76(c) shall submit their application to the Adult Resource Committee for vetting and shortlisting.

e. The names of the cleared candidates shall be forwarded to their respective regions where each region shall elect and nominate three candidates considering gender, youth and people with disability

f. The names of the three nominated candidates from each region shall be presented to the adult resource committee for submission to the chief commissioner for consideration.

g. In consultation with the National scouts Board, the chief commissioner shall appoint one from each region to the...
eight skilled volunteer positions in conformity to the requirements of rule 76(f) above

h. Upon assumption into office, skilled volunteers as members of National Board shall be subject to the rotational mechanism as provided for in the rule......

77. Direct Elections at the Council
   a. The Chief Scout, the Chief Commissioner and the Treasurer play an integral role in running the Association as volunteers, and shall be elected directly at the Council level as provided for in Article XXVIII(b) of the Constitution
   b. The Chief Scout, the Chief Commissioner and the Treasurer shall be persons having a Scouting background, with relevant qualifications or leverage on management and mobilization of resources for the Association
   c. Those interested in the positions of the Chief Scout, the Chief Commissioner and the Treasurer shall apply to the ARC according to the set guidelines
   d. The ARC shall invite the applicants for vetting and present the names of the selected candidates to the National Elections Subcommittee
   e. The Elections Subcommittee shall present the considered candidates to the Council as stipulated in the elections guidelines.

78. Board of Trustees
   The Council shall establish the Board of Trustees as provided for in Article XXXIV of the Constitution

79. The Council shall appoint auditor(s) as provided for in Article XXXIII(7) of the Constitution

80. The installation of the Patron of the Association shall be conducted as provided for in Article XXIX(1) of the Constitution