

HAZINA SACCO SOCIETY LTD.

FREQUENTLY ASKED QUESTIONS (FAQs) ON DELEGATES ELECTIONS

1. Who is a delegate

A member of the Sacco who is authorized to represent members at the Annual Delegates Meeting (ADM).

2. What is the role of a delegate?

- Maintain a complete and updated list of members whom they represent.
- Relay information and policy decisions from the Board.
- Recruit new members to the SACCO.
- Co-ordinate branch education forums.
- Advise members on their ability to repay loans whenever consulted.
- Give information to the SACCO about member's suspension, retirement, bereavement and loan defaults.
- Receive and consider complaints from members and furnish them with information.
- Ensure that the Act, Rules and By-laws are strictly observed.
- Any other role as may be assigned from time to time.

3. How are delegates elected?

Delegates are elected by members whom they represent in a specific electoral unit/branch during the Branch Annual General Meeting.

4. When are delegates elected?

Elections are held after every three (3) years. Due to the number of electoral units, elections will be held in November to allow ample time for planning of the ADM which is held in February.

5. How does a member know when the elections will be held?

A notice for the Branch Annual General Meeting whose main purpose is to elect branch delegates is issued through branch chairpersons.

6. How do I know if I qualify to become a delegate?

To qualify for a delegate position, you are supposed to meet the following minimum requirements:

- Have deposits not less than Kshs. 200,000
- Been a member for at least 2 years
- Have a good loan repayment history

A member who wishes to be elected as a delegate is required to express his/her interest in the position by writing to the respective branch chairperson with the exception of Nairobi branch, which is coordinated by the head office.

7. Will I need to be cleared before I can stand for elections?

Yes. Vetting of applicants is done by an independent Vetting Committee at the head office before candidates are cleared for elections.

8. How many members does a delegate represent?

Delegate representation is as follows:

- a. Branches in arid areas: 10 members per delegate. However, in arid areas with many members, one delegate will represent 30 members
- b. Nairobi: 60 members per delegate
- c. All other branches: 50 members per delegate

9. How is the number of delegates in a particular branch determined?

The number of delegates per branch is determined by the list of members submitted to the head office.

10. If the number of members in a branch goes down or increases before the election year, will the number of delegates remain the same?

No. If there are any changes in branch membership, the number of delegates is required to reduce or increase as may be applicable.

11. How do I know which branch I belong to?

The Sacco has 66 branches as listed below:

BRANCH DISTRIBUTION

Baringo - Kabarnet	Iten-Keiyo	Lugari-Malava	Nanyuki-Laikipia
Bomet	Kajiado -Loitoktok, Namanga	Machakos	Narok North
Bondo	Kakamega	Makueni	Narok South
Bungoma	Kapenguria	Malindi	Nyahururu-Nyandarua
Bureti-Litein	Kapsabet-Nandi	Mandera	Nyamira
Busia	Kericho	Marakwet	Nyeri
Butere-Mumias	Kerugoya	Marsabit	Pokot East
Eldama-Ravine	Kiambu	Maua	Rachuonyo
Eldoret	Kilgoris	Merti	Siaya
Embu	Kilifi	Meru	Taita Taveta -Voi, Wundanyi
Garbatula	Kisii	Migori	Teso -Amagoro
Garissa	Kisumu	Mombasa	Tharaka
Griftu / Wajir	Kitale	Moyale	Thika
Gucha	Kitui	Muranga	Turkana
Hola -Garsen	Kuria	Mwingi	Vihiga
Homa-Bay	Kwale	Nairobi	
Isiolo	Lamu -Mpeketoni	Nakuru	

Note: Contact details of branch chairpersons are posted on the online portal.

12. Who elects branch officials and how is the Branch Office constituted?

Branch officials are elected by delegates at the Branch Annual General Meeting. The elected officials are then required to reconstitute the branch office to satisfy the following positions: chairperson, secretary and member.

13. Are branch officials elected every three (3) years like delegates?

No. Election of officials must uphold the rotational retiring method for continuity of the branch. One (1) official retires every year but is eligible for re-election. A member must be elected as a delegate before being elected as an official.

14. How are Directors and Supervisory Committee members elected?

The board of directors and Supervisory Committee members are elected by delegates at the ADM. Three (3) directors and one (1) Supervisory Committee member retire every year but are eligible for re-election.

A handwritten signature in black ink, featuring a large, stylized 'O' followed by several vertical strokes and a long horizontal line extending to the right.

DICKSON H. OKUNGU
CHIEF EXECUTIVE OFFICER.

