



ALL SAINTS' CATHEDRAL, NAIROBI

**The All Saints' Cathedral, Nairobi:
Guidelines for Election of the Members to the
Parochial Church Council (PCC)**

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Church Council (PCC)**

1.0 Overview:

These election guidelines are designed to ensure that the process of nominating and electing ordinary members as well as members from the representative sectors to the Parochial Church Council is conducted in a transparent and fair manner.

1.1 The general processes of electing the ordinary members of the PCC are set out under Section 2, 3 & 4 of the Standing Orders to the Parochial Church Council. However, further details are provided for in these Guidelines pursuant to Section 4 (3) of the Standing Orders to the Parochial Church Council.

1.2 The process for electing members from the representative sectors under Section 5 (1) (b) of the Standing Orders to the Parochial Church Council are set out in these guidelines.

2.0 General Election Process for the Peoples' Warden, Secretary, Treasurer and 7 Ordinary Members to the PCC

The Peoples' Warden, the Secretary to the Council, the Treasurer to the Council, and seven Ordinary members are part of the PCC in accordance with section 5(1) (b) (ii)-(iv) of the Standing Orders. The procedure for their election is outlined below:

2.1 Notice of Vacancies:

2.1.1 The Provost will issue a notice as per Section 1 (2) of the Standing Orders to the members of the church detailing the vacant positions for the representatives to

the PCC at least Twenty-One (21) days before the scheduled election date in accordance with Section 2 of the Standing Orders.

2.1.2 The notice will include:

2.1.2.1 The positions available for election.

2.1.2.2 The eligibility requirements for the vacant positions.

2.1.2.3 The date and method for submitting nomination papers.

2.1.2.4 Instructions for nominating candidates (see below).

2.1.3 The nomination papers:

2.1.3.1 Shall be available for collection from the Provost's office (please note that all the nomination papers will be serialised).

2.1.3.2 Shall be submitted by the applicant to the Provost's office after completion and nomination by two nominators.

2.1.3.3 Shall be inventoried upon collection from the Provost's office and shall undergo a verification process to authenticate the submitted information, particularly the references. This may include contacting the referees for confirmation, as well as conducting independent background checks where applicable.

2.2 Eligibility Requirements for Candidates:

The qualification of candidates standing for elections is as per Section 3 of the Standing Orders to the Parochial Church Council.

2.3 Nominations:

2.3.3 Each nomination form must be supported by two communicants who are eligible to vote in the election. The qualification of voters is as per Section 4 of the Standing Orders to the Parochial Church Council.

2.3.4 The nomination must include a completed nomination paper, including the candidate's consent to stand for election.

2.3.5 The deadline for submitting nomination papers must be clearly stated in the notice.

3.0 Election Method:

The election method to be used will be as follows;

3.1 Elections will be conducted through a voting process to be supervised by a returning officer and/or his/her deputy to be appointed by the Provost.

3.2 The voting method, including use of digital platforms, will be secret ballot to ensure fairness and confidentiality.

3.3 The candidate(s) with the most votes for each position will be elected to the PCC.

3.4 Announcement of Results:

Results of the elections will be announced at the Annual General Meeting by the Returning Officer.

4. Various Interest Groups Elections Process:

The various interest groups within the church include the following; the Mothers' Union (MU), KAMA, Cathedral Guild, Persons with Disabilities (PWD), Children's Representative, and Youth's representative). These groups are required to conduct their own internal elections and present their nominees to the PCC at least Two (2) weeks to the AGM. The process is as follows:

4.1 Election of Various Interest Groups Representatives:

4.1.1 Each group will conduct elections for their respective representatives within their groups, at least two weeks before the AGM.

4.1.2 These elections will be presided over by a member of the PCC to be appointed by the Provost (and who does not belong to the said special group in question) to ensure impartiality and fairness.

4.1.3 The Successful candidates will be issued with a copy of the Certificate by the PCC Presiding Representative; that will be provided to the Returning Officer for announcement. (The PCC Presiding Representative will issue the

successful candidate with copies of certificates. The original certificate will be provided to the Returning Officer at the AGM for announcement).

4.1.4 Eligibility criteria for these elections will be the same as those of the PCC members set out in the Standing Orders.

4.2 Nomination and Submission of Candidates:

4.2.1 Each group must submit the name(s) of their nominated representative(s) to the Provost at least two weeks before the AGM.

4.2.2 The nominated representative for each group must be the Chairperson of that group (where applicable) save for the Children's Representative who shall be appointed by the Provost.

4.2.3 Where possible, assistive devices or voting aids should be available to ensure that all members of the Persons with Special Abilities group can participate fully, regardless of their specific abilities in the nominations.

5. Accommodation of Persons with Disabilities:

5.1 The venue for the election shall be accessible by ensuring that the voting location is wheelchair accessible, with ramps, wide doorways, and clear paths to make it easy for members with mobility impairments to enter and exit.

5.2 The seating arrangements during the AGM & the election shall ensure that they are easily accessible for those with limited mobility, such as reserved spots near the voting stations or easily accessible spaces.

5.3 Assistants shall be allowed to accompany Persons with Special Abilities, especially those with significant mobility or communication challenges, to help them navigate the voting process or cast their votes.

5.4 If a Person with Special Abilities is unable to read or mark their ballot independently, they will be provided an option to request assistance from a trusted individual or election officer who will ensure their vote is cast according to their choice, without any undue influence.

5.5 To the possible extents, technology and assistive devices such as screen readers and tactile ballots shall be used individuals with visual impairments. These tools can help them read and understand the ballot.

5.6 Sign language interpretation shall be provided for individuals who are deaf or hard of hearing during the electoral process.

6. General Special Considerations:

6.1 Newly elected members will assume their responsibilities after the first sitting of the PCC when it is fully constituted.

6.2 Should there be any vacancies within the PCC during the term of office (due to resignation, etc.), the same shall be conducted in accordance with Section 7 of the Standing Orders to the Parochial Church Council.

6.3 If any disputes or questions arise regarding the election process, these should be addressed in accordance with Part III of the Standing Orders to the Parochial Church Council.

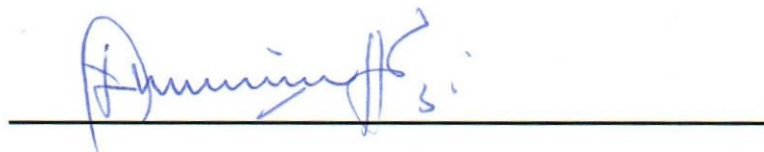
7. Transitions and Savings

7.1 Individuals who have served for five years or are ineligible to complete a full two-year term should neither run for nor accept re-election.

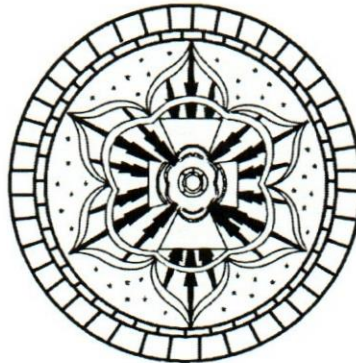
7.2 No candidates shall be elected for a one-year term in the 2025 elections.

THURSDAY 6TH MARCH 2025

These Guidelines to the elections Guidelines for Election of the Members to the Parochial Church Council (PCC) were approved by the Parochial Church Council, and signed by the Provost, the Very Reverend Canon Evans Omollo on the 6th day of March 2025.



FIRST SCHEDULE



ALL SAINTS' CATHEDRAL, NAIROBI

**ALL SAINTS' CATHEDRAL CHURCH, NAIROBI
CERTIFICATE OF ELECTION**

This is to certify that has been elected as Chair/ Representative of for the period.....at the elections held on the day of 20.....

DATED AT NAIROBI THIS DAY OF 20

**PRESIDING PCC REPRESENTATIVE:
FOR THE PROVOST**