



KENYA TCHOUKBALL FEDERATION

KTF ELECTION REGULATIONS

Conduct of Elections, Nominations, Voting, and Electoral Dispute Resolution

Ref: KTF/ELEC/2024/001

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Legal Basis: *KTF Constitution, Art. 4.3, 4.4 • FITB Bylaws, Art. 25 (Elections), Art. 28.2 (single leadership capacity) • Kenya Sports Act, Cap. 223 (No. 25 of 2013), ss. 46, 49 • Sports Registrar Regulations, L.N. 158/2016, Reg. 20 (elections), Reg. 4(3)(f)-(h) • Constitution of Kenya, 2010, Art. 27 (gender), Art. 81 (elections), Ch. 6 (leadership & integrity)*

Adopted by the General Assembly on _____

Effective from _____



KENYA TCHOUKBALL FEDERATION
Election Regulations

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PART I – PRELIMINARY

1. Citation

These Regulations may be cited as the **KTF Election Regulations, 2024**.

2. Legal authority

- (1) Made pursuant to **Article 4.3.2** of the KTF Constitution, which provides that election procedures shall be set out in subsidiary instruments.
- (2) Made in compliance with **Regulation 20** of the Registrar Regulations, which prescribes requirements for elections of sports organizations.
- (3) Aligned with **FITB Bylaws, Article 25** (Elections of the Executive Committee).
- (4) Guided by **Article 81 of the Constitution of Kenya, 2010** (general principles for electoral systems) and **Chapter Six** (leadership and integrity).

3. Application

These Regulations apply to all elections conducted by or within the Federation at national, branch, club, and committee levels.

4. Interpretation

"ballot" means a vote cast by an eligible voter;

"by-election" means an election held to fill a vacancy that arises between general elections;

"candidate" means a person whose nomination has been cleared by the IEC;

"Chapter 6 clearance" means the clearance documents specified in Schedule 1;

"general election" means an election held at the end of an electoral cycle for all elective positions;

"IEC" means the Independent Electoral Commission appointed under Part II;

"nomination" means a proposal for a person to stand for an elective position;

"recall election" means an election to remove an office holder before the end of their term;

"returning officer" means the person designated by the IEC to manage the election at a specific level;

"supplementary election" means an election held where a previous election was invalidated or did not produce a winner;

"voter registry" means the register of persons eligible to vote in a specific election.



5. Types of elections

The Federation shall conduct the following types of elections—

- (a) general elections at the end of each four-year electoral cycle;
- (b) by-elections to fill casual vacancies;
- (c) supplementary elections where a previous election was invalidated; and
- (d) recall elections per Regulation 10 of the Registrar Regulations.

6. Levels of elections

Elections may be conducted at the following levels—

- (a) national level (for EC positions);
- (b) branch level (for County Tchoukball Association positions);
- (c) club level (for club committee positions); and
- (d) committee level (for Standing Committee and Commission positions).



PART II – INDEPENDENT ELECTORAL COMMISSION

7. Establishment

- (1) The General Assembly shall appoint an Independent Electoral Commission (IEC) to manage all Federation elections, in accordance with **Regulation 20(1)** of the Registrar Regulations.
- (2) The IEC shall be independent of the Executive Committee and shall not be subject to direction by the EC or any office holder on the conduct of elections.

8. Composition and qualifications

- (1) The IEC shall comprise **seven (7) members** of integrity, including a Chairperson, Vice-Chairperson, Secretary, and four ordinary members. No member of the IEC shall be—
 - (a) a current member of the Executive Committee;
 - (b) a candidate or intending candidate in the election;
 - (c) a close relative of any candidate;
 - (d) a person who has been convicted of an offence involving dishonesty or moral turpitude; or
 - (e) a member of KTF or any affiliated club.
- (2) Each IEC member shall satisfy the following **individual qualification requirements**—
 - (a) hold valid **Chapter 6 compliance documents**: Tax Compliance Certificate (KRA), EACC Clearance, CRB Clearance, HELB Compliance Certificate, and Police Clearance Certificate (DCI);
 - (b) hold a minimum of a bachelor's degree from a university recognised in Kenya;
 - (c) be a member in good standing of the organisation that seconds them;
 - (d) have at least five (5) years of professional experience in their field; and
 - (e) not be a member of KTF or any affiliated club.
- (3) The seven (7) IEC members shall collectively satisfy the following **collective expertise requirements**—
 - (a) at least one (1) IT or cybersecurity specialist;
 - (b) at least one (1) advocate of the High Court of Kenya or legal professional;
 - (c) at least one (1) governance or public administration expert;
 - (d) at least one (1) person with election management experience (IEBC or equivalent); and
 - (e) at least one (1) financial or audit professional (CPA(K) or equivalent).
- (4) The IEC shall comply with the two-thirds gender principle.

9. Appointment

- (1) At least **one hundred and fifty (150) days** before the Election-AGM (E-150), the Executive Committee, through the President, shall write to the following ten (10)



entities requesting each to second two (2) persons (one male and one female) for consideration as IEC members—

- (a) the Directorate of Criminal Investigations (DCI);
- (b) the Higher Education Loans Board (HELB);
- (c) the Ethics and Anti-Corruption Commission (EACC);
- (d) a licensed Credit Reference Bureau (CRB);
- (e) the Kenya Revenue Authority (KRA);
- (f) the Independent Electoral and Boundaries Commission (IEBC);
- (g) the Judiciary of Kenya;
- (h) the Institute of Certified Public Accountants of Kenya (ICPAK);
- (i) the Institute of Certified Secretaries (ICS); and
- (j) a registered inter-faith religious organisation (NCKK, SUPKEM, or equivalent).

(2) Each entity shall respond within twenty-one (21) days of receipt, providing the names, credentials, and curriculum vitae of its nominees.

(3) The Executive Committee shall review all seconded persons and prepare a shortlist of **seven (7) nominees** ensuring diversity of experience, skill, ethnicity, region, gender, physical ability, and age.

(4) The President shall present the seven (7) nominees to the General Assembly at an Extraordinary General Meeting (EGM) convened at least one hundred and twenty (120) days before the Election-AGM (E-120) for appointment.

(5) The EGM shall vet, debate, and approve each nominee by simple majority vote.

(6) If the EGM rejects any nominee, the Executive Committee may present an alternate nominee from the remaining pool of seconded persons.

(7) The appointed IEC members shall elect a Chairperson, Vice-Chairperson, and Secretary from among themselves at their first meeting.

(8) The IEC shall be fully constituted and operational at least **ninety (90) days** before the Election-AGM (E-90).

10. Functions

The IEC shall—

- (a) supervise and manage the entire election process;
- (b) compile and verify the voter registry;
- (c) receive and process nominations;
- (d) vet candidates and verify qualifications and Chapter 6 clearances;
- (e) determine nomination disputes and appeals;
- (f) organise and conduct the poll;
- (g) count votes and declare results;
- (h) accredit election observers;
- (i) hear and determine election petitions in the first instance; and



- (j) submit a comprehensive election report to the GA within thirty days.

11. Returning officer

- (1) The IEC shall designate a Returning Officer for each election level.
- (2) The Returning Officer shall be responsible for the orderly conduct of the poll at the designated level and shall report to the IEC Chairperson.

12. Resources

The EC shall provide the IEC with adequate resources, facilities, and support staff to discharge its functions. The IEC's budget shall be approved by the GA or, in urgent cases, by the President.

12A. IEC procedures and operations

- (1) **Meetings.** The IEC shall conduct its business only in properly convened meetings. No decision of the IEC shall have effect unless taken at a duly convened meeting at which a quorum is present.
- (2) **Convening.** The Chairperson shall convene IEC meetings by written notice to all members, specifying the date, time, venue (or virtual link), and agenda, at least seventy-two (72) hours in advance. A special meeting may be convened on forty-eight (48) hours' notice where the Chairperson considers the matter urgent, provided the notice states the reason for urgency.
- (3) **Quorum.** The quorum for any IEC meeting shall be **five (5) of the seven (7) members**. No business shall be transacted in the absence of a quorum.
- (4) **Decision-making.** Decisions of the IEC shall be taken by a simple majority of the members present and voting. Each member shall have one vote. In the event of a tie, the Chairperson shall have a casting vote. All decisions shall be recorded as numbered resolutions.
- (5) **Recusal.** Any IEC member who has a personal, financial, or other conflict of interest in a matter before the IEC shall declare the conflict, withdraw from deliberation and voting on that matter, and have the recusal recorded in the minutes.
- (6) **Communication.** All formal communications of the IEC—including notices to candidates, clearance decisions, election notices, results declarations, and correspondence with the Sports Registrar or other external bodies—shall be **co-signed by the Chairperson and the Secretary**. No formal communication bearing only one signature shall have effect.
- (7) **Delegation of signing authority.** If the Chairperson or Secretary is temporarily unable to sign, the IEC may, by formal resolution passed at a duly convened meeting, designate another member to co-sign in their place for a specified period or purpose. The delegating resolution shall be recorded in the minutes and attached to any communication signed under the delegation.
- (8) **Minutes.** The Secretary shall keep minutes of every IEC meeting, recording: (a) the date, time, and venue; (b) members present and absent; (c) each agenda item discussed; (d) each resolution passed, with its reference number, the vote tally, and any dissenting opinions; (e) any recusals; and (f) the date and time of adjournment.



Minutes shall be signed by the Chairperson and the Secretary and circulated to all IEC members within seventy-two (72) hours.

(9) **Resolutions register.** The IEC shall maintain a resolutions register in which all formal decisions are recorded chronologically with a unique reference number (IEC/RES/[year]/[sequence]), the date, the subject, the vote tally, and the effect of the decision.

(10) **Other registers.** The IEC shall maintain the following registers: (a) a candidate register recording all nominations received, their status, and clearance outcomes; (b) a correspondence register recording all incoming and outgoing formal communications; and (c) a complaints and disputes register recording all complaints filed, their category, and the outcome.

(11) **Handover dossier.** Upon completion of the election cycle, the IEC shall prepare a comprehensive election dossier comprising—

- (a) the complete election report (voter turnout, results by position and channel, spoiled ballots, abstentions);
- (b) signed minutes of all IEC meetings;
- (c) the complete resolutions register;
- (d) the financial report (budget approved, expenditure incurred, receipts and supporting documents);
- (e) all observer reports received;
- (f) all dispute determinations and outcomes;
- (g) the candidate register;
- (h) the correspondence register; and
- (i) recommendations for future elections.

(12) **Adoption by the General Assembly.** The IEC Chairperson shall present the election dossier to the General Assembly at the Election-AGM. The General Assembly shall review, debate, and **formally adopt the dossier by resolution**. Members may raise questions and request clarifications before adoption.

(13) **Confidential records.** Records containing personal voter data, individual vetting deliberations, and security arrangements shall be sealed in a confidential annex, handed to the incoming Secretary for secure archival, and shall be accessible only pursuant to a court order or a resolution of the General Assembly.

(14) **Archival.** Upon adoption by the General Assembly, the election dossier shall form part of the permanent records of the Federation and shall be retained for a minimum period of ten (10) years.



PART III – ELECTIVE POSITIONS AND QUALIFICATIONS

13. Elective positions

The following positions shall be filled by election as provided in the Constitution and these Regulations—

- (a) President;
- (b) Vice-President;
- (c) Secretary;
- (d) Assistant Secretary;
- (e) Treasurer;
- (f) Assistant Treasurer;
- (g) Technical Director;
- (h) Marketing Director;
- (i) Development Director;
- (j) Women’s Representative;
- (k) Youth Representative; and
- (l) such other positions as the GA may determine.

14. Term of office

- (1) The term of office for all elected positions shall be four (4) years, commencing from the date of election.
- (2) No person shall serve more than two (2) consecutive terms in the same position.
- (3) No person shall serve more than three (3) terms in total in the same position across their lifetime.
- (4) A person who has served two consecutive terms shall observe a cooling-off period of four (4) years before being eligible for the same position.

15. General eligibility requirements

To be eligible for any elective position, a person shall—

- (a) be a Kenyan citizen of legal age (eighteen years or older);
- (b) be a registered KTF member in good standing for at least two (2) years;
- (c) have no outstanding membership fees or financial obligations to the Federation;
- (d) not be an undischarged bankrupt;
- (e) not have been convicted of a criminal offence involving dishonesty or moral turpitude;
- (f) submit all **Chapter 6 clearance documents** specified in Schedule 1, as required by **Regulation 4(3)(h)** and **Regulation 20(2)(g)** of the Registrar Regulations;



- (g) not hold a simultaneous national leadership position in another sports federation, per **FITB Bylaws, Article 28.2** and section 57 of the KTF Bylaws; and
- (h) satisfy any additional position-specific qualifications set out in Schedule 2 and the KTF Bylaws.

16. Position-specific qualifications

(1) The **President** shall—

- (a) have been a member for at least three (3) years;
- (b) be at least thirty (30) years of age and not more than seventy (70) years;
- (c) be a Kenyan citizen;
- (d) hold at least a degree from a university recognised in Kenya;
- (e) demonstrate leadership experience of at least five (5) years in sports administration, public service, or a comparable field;
- (f) satisfy the leadership and integrity requirements of Chapter Six of the Constitution of Kenya, 2010;
- (g) not be an undischarged bankrupt; and
- (h) require an absolute majority to be elected. The President proposes the EC for election per FITB Bylaws, Article 25.2.

(2) The **Vice-President** shall have been a member for at least two (2) years, be at least twenty-five (25) years of age, and hold at least a diploma from a recognised institution.

(3) The **Secretary** shall have been a member for at least two (2) years, be at least twenty-five (25) years of age, be a Kenyan citizen per Regulation 20(2)(g), and shall hold—

- (a) a **Certified Public Secretary (CPS)** qualification from the Institute of Certified Secretaries (ICS) of Kenya, or equivalent governance or legal qualification; or
- (b) a degree in law, public administration, or a related field from a university recognised in Kenya, with at least three (3) years of relevant administrative experience.

(4) The **Treasurer** shall have been a member for at least two (2) years, be at least twenty-five (25) years of age, be a Kenyan citizen per Regulation 20(2)(g), and shall hold—

- (a) a **Certified Public Accountant (CPA(K))** qualification from the Institute of Certified Public Accountants of Kenya (ICPAK), or equivalent professional accounting qualification; or
- (b) a degree in finance, accounting, or economics from a university recognised in Kenya, with at least three (3) years of relevant financial management experience.

(5) The **Technical Director** shall have been a member for at least two (2) years, be at least twenty-five (25) years of age, and hold a recognised coaching qualification (FITB coaching certificate, national coaching diploma, or sports science degree).



(6) The **Finance Committee Chair** shall satisfy the same professional qualification requirements as the Treasurer under subsection (4).

(7) The **Women's Representative** shall be a woman who has been a member for at least one (1) year, be at least twenty-one (21) years of age. This is a reserved seat per the Kenya Sports Act, 2013.

(8) The **Youth Representative** shall be aged eighteen (18) to thirty-five (35) at the date of nomination and have been a member for at least one (1) year.

17. Gender representation

(1) In accordance with **Article 27(8)** of the Constitution of Kenya, not more than two-thirds of the elected members of the EC shall be of the same gender.

(2) Where the results of an election would produce a composition that violates the two-thirds gender principle, the IEC shall apply the Gender Top-Up rule: the lowest-ranked candidate of the over-represented gender shall be replaced by the highest-ranked unelected candidate of the under-represented gender.

18. Staggered elections

To ensure continuity, elective positions may be grouped into two cohorts (A and B), with elections held on a staggered two-year cycle as determined by the EC.

19. Walkovers

Where only one candidate is nominated for a position and is duly cleared, that candidate shall be declared elected unopposed.



PART IV – NOMINATION PROCESS

20. Nomination period

- (1) The IEC shall open nominations at least ninety (90) days before the Election-AGM (E-90).
- (2) The nomination period shall last at least thirty (30) days, closing at E-60.
- (3) The IEC shall publish a notice of nominations on the Federation website and through official communication channels.

21. Nomination requirements

A nomination shall include—

- (a) a completed nomination form;
- (b) the nominee's written consent to the nomination;
- (c) a proposer and seconder, both being Full Members in good standing;
- (d) the nominee's curriculum vitae and manifesto;
- (e) a passport-size photograph;
- (f) all Chapter 6 clearance documents listed in Schedule 1;
- (g) proof of membership and good standing;
- (h) certified copies of professional qualification certificates, where position-specific qualifications are prescribed under section 16; and
- (i) the prescribed nomination fee as set out in Schedule 3.

22. Nomination fees

- (1) Every nominee shall pay a non-refundable nomination fee to the IEC as prescribed in **Schedule 3**, adapted from the Elections (General) Regulations, 2012 (Reg. 19) and scaled to the Federation context.
- (2) Reduced nomination fees shall apply as follows: women shall pay eighty percent (80%) of the standard fee; youth nominees (persons under thirty-five years) shall pay seventy-five percent (75%) of the standard fee; and nominees with disabilities shall pay seventy percent (70%) of the standard fee, in alignment with the principle of inclusivity.
- (3) Nomination fees shall be paid by bank transfer, M-Pesa, or banker's cheque to the Federation's designated election account.
- (4) The IEC shall issue an official receipt for each nomination fee paid.
- (5) Nomination fees shall be applied towards the cost of conducting the election. Any surplus shall be credited to the Federation's general fund.

23. Self-nomination

Self-nomination is permitted, provided the nominee meets all eligibility requirements and submits a proposer and seconder.



24. Independent nominations

- (1) Nominations may also be received independently of the President's slate, in accordance with section 23(5) of the KTF Bylaws.
- (2) Independent nominees must satisfy the same eligibility and documentation requirements.

25. Presidential slate

- (1) Pursuant to **FITB Bylaws, Article 25.2**, the President may propose a slate of EC candidates for election.
- (2) The proposed slate shall be submitted to the IEC as nominations and shall be subject to the same vetting process as all other nominations.
- (3) Voters may vote for candidates from the presidential slate and independent nominations in any combination.

26. Withdrawal

A nominee may withdraw at any time before the close of nominations by written notice to the IEC. Nomination fees shall not be refunded.

27. Additional supporters

A nomination may be supported by additional Full Members beyond the proposer and seconder. The IEC may set a minimum number of supporters for specific positions.

28. Nomination code

Each nomination shall be assigned a unique code by the IEC in the format NOM-[YEAR]-[SEQ].

29. Nomination register

The IEC shall maintain a comprehensive register of all nominations received, including status, documentation, and vetting outcomes.



PART V – VETTING AND CLEARANCE

30. Vetting period

- (1) The IEC shall conduct vetting of all nominees within ten (10) days of the close of nominations (E-60 to E-50). The list of cleared candidates shall be published by E-50.
- (2) The vetting process shall verify eligibility, professional qualifications, Chapter 6 clearances, and compliance with these Regulations.

31. Chapter 6 clearance

- (1) Every candidate for an elective position shall submit the documents specified in **Schedule 1**, in compliance with **Regulation 4(3)(h)** and **Regulation 20(2)(g)** of the Registrar Regulations.
- (2) The IEC shall verify the authenticity of all clearance documents.
- (3) A candidate who fails to submit any required clearance document shall not be cleared for election.

32. Professional qualification verification

- (1) In addition to Chapter 6 clearances, the IEC shall verify that each nominee satisfies the **position-specific professional qualifications** prescribed in section 16, including—
 - (a) authenticity of degree certificates, professional certifications, and diplomas;
 - (b) current membership or good standing with the relevant professional body (ICPAK for CPA(K), ICS for CPS, or equivalent);
 - (c) verification of claimed professional experience through employer references or sworn affidavits; and
 - (d) authentication of foreign qualifications through the Commission for University Education or relevant recognition body.
- (2) The IEC may engage an independent professional assessor to verify technical qualifications, and may require a nominee to appear for a **qualification review interview**.
- (3) A nominee who does not meet the prescribed professional qualifications for the position sought shall not be cleared, unless the IEC determines that the nominee's alternative qualifications and experience are substantially equivalent.
- (4) The IEC's determination on equivalence under subsection (3) shall be recorded in writing with reasons and shall be subject to appeal under section 36.

33. Vetting interview

The IEC may conduct a vetting interview with each nominee to assess suitability, leadership capacity, and knowledge relevant to the position sought.



34. Document-level review

The IEC shall conduct a document-by-document review for each nomination, recording the verification status of each submitted document, including professional qualification certificates.

35. Vetting outcome

Upon completion of vetting, the IEC shall issue one of the following determinations—

- (a) cleared: the nominee meets all requirements and is admitted as a candidate;
- (b) documents requested: additional documentation is required within a specified timeframe;
- (c) rejected: the nominee does not meet the requirements, with written reasons;
or
- (d) withdrawn: the nominee has withdrawn their nomination.

36. Notification

The IEC shall notify each nominee of the vetting outcome in writing within seven (7) days of the completion of vetting.

37. Appeal against rejection

- (1) A nominee whose nomination is rejected may appeal in writing to the IEC within seven (7) days of notification, stating the grounds of appeal.
- (2) The IEC shall hear and determine the appeal within seven (7) days.
- (3) The IEC's decision on appeal shall be final, subject to the right to refer the matter to the Sports Disputes Tribunal under Part IX.



PART VI – CAMPAIGN PERIOD

37. Campaign period

(1) The campaign period shall begin upon publication of cleared candidates (E–50) and end ten (10) days before the Election-AGM (E–10). Campaigning outside the designated period is prohibited.

(2) Campaigning outside the designated period is prohibited.

38. Campaign guidelines

Candidates shall—

- (a) conduct campaigns with decorum and respect for other candidates;
- (b) not make promises that are beyond the authority of the position sought;
- (c) not use Federation resources or funds for campaign purposes;
- (d) not engage in bribery, inducement, or intimidation;
- (e) not make defamatory or false statements about other candidates; and
- (f) comply with the Code of Conduct at all times.

39. Campaign violations

The IEC may disqualify a candidate who commits a serious campaign violation. Minor violations may be sanctioned by a warning or reprimand.

40. Campaign spending

The IEC may set a maximum campaign spending limit. Candidates shall declare all campaign expenditure to the IEC.



PART VII – VOTING

41. Voter eligibility

- (1) Full Members in good standing are entitled to vote in all elections.
- (2) Associate Members with extended voting privileges under Part VII of the Membership Procedures are entitled to vote as specified in that extension.
- (3) All membership verifications shall end at least thirty (30) days before the Election-AGM (E-30). The provisional voter registry shall be published for a fourteen (14) day inspection period (E-30 to E-16). The final voter registry shall be published at least fourteen (14) days before the Election-AGM (E-14).

42. Voter categories

Voters shall be classified as—

- (a) delegates: persons designated by Full Member institutions to vote on their behalf;
- (b) individual members: persons voting in their own right;
- (c) officials: persons voting by virtue of their office; or
- (d) observers: accredited persons who may observe but not vote.

43. Voting methods

- (1) Elections shall be conducted by **secret ballot**, as required by **Regulation 20(2)(e)** of the Registrar Regulations.
- (2) The following voting methods may be used during the voting window (E-7 to E-3)—
 - (a) in-person ballot at designated polling station(s);
 - (b) electronic voting through a secure web-based platform (signed link authentication);
 - (c) WhatsApp interactive flow voting;
 - (d) USSD voting; or
 - (e) any combination of the above (hybrid), as authorised by the KTF Bylaws, section 61(3).
- (3) The IEC shall determine which voting channels are available for each election, based on technical readiness, security, and accessibility.
- (4) No voting of any kind shall take place on E-Day. E-Day is reserved exclusively for results verification and declaration at the Election-AGM.

44. Ballot design

- (1) Ballots shall be designed by the IEC and shall clearly list all candidates for each position.



- (2) Electronic ballots shall use anonymous voting: each ballot shall contain a voter hash (SHA-256 with salt) and a verification hash, but no information that could identify the voter.
- (3) Each ballot shall be assigned a sequence number for audit trail purposes.

45. Proxy voting

- (1) Proxy voting is permitted with at least forty-eight (48) hours' written notice to the IEC.
- (2) A proxy holder shall hold a written proxy authorization from the voter and shall present it to the IEC before voting.
- (3) No person may hold more than two (2) proxies.

46. Quorum

- (1) No election shall be valid unless a quorum of eligible voters is present or connected remotely.
- (2) Quorum shall be as specified in the KTF Constitution and Bylaws. The minimum number of voters required shall be determined by the IEC.

47. Voting procedure

- (1) The Returning Officer shall explain the voting procedure before the poll opens.
- (2) Each voter shall receive a ballot or access to the electronic voting system upon verification of identity and eligibility.
- (3) A voter who spoils a ballot may request one replacement, surrendering the spoiled ballot.

48. Channel locking

- (1) To prevent double voting across channels, once a voter casts a ballot through any channel, they shall be locked out of all other channels.
- (2) Channel locking shall be enforced through a channel lock token and expiry mechanism.

49. Voting period

- (1) All voting—whether digital (web ballot, WhatsApp, USSD) or physical (in-person ballot at designated polling stations)—shall open seven (7) days before the Election-AGM (E-7) and **close three (3) days before the Election-AGM (E-3)**.
- (2) No voting of any kind shall take place on E-Day. **E-Day is reserved exclusively for results verification and declaration** at the Election-AGM.
- (3) All votes cast across all channels shall be aggregated, verified, and results declared by the IEC Chairperson at the Election-AGM on E-Day.



50. Abstention

A voter may abstain from voting for any or all positions. Abstentions shall be recorded.

50. Close of poll

The Returning Officer shall close the poll at E-3. Any voter in the queue at the designated polling station at the time of closing shall be permitted to vote.

51. Voter verification tokens

Upon casting a ballot, each voter shall receive a verification token confirming their participation, which may be used to verify that their ballot was counted.



PART VIII – COUNTING AND RESULTS

52. Counting

- (1) Counting shall be conducted immediately after the close of poll, in the presence of accredited observers.
- (2) The Returning Officer shall announce the count at each stage.

53. Winning thresholds

- (1) Unless otherwise specified, a candidate shall be elected by a simple majority of valid votes cast.
- (2) For the position of President, an absolute majority (more than fifty percent) of valid votes cast is required.
- (3) Where a two-thirds majority is required, a candidate must receive at least sixty-six and two-thirds percent of valid votes cast.

54. Runoff

- (1) Where no candidate achieves the required threshold, a runoff election shall be held between the two candidates with the highest number of votes.
- (2) The runoff shall be conducted on the same day if practicable, or within seven (7) days.

55. Declaration of results

- (1) The Returning Officer shall declare the results, specifying: votes received by each candidate, total valid ballots, spoiled ballots, abstentions, and the declared winner.
- (2) Results shall be announced at the meeting and published on the website within twenty-four (24) hours.

56. Result verification

- (1) Results shall be verified by at least two IEC members before declaration.
- (2) Accredited observers may request a verification count, which the IEC shall not unreasonably refuse.

57. Observer sign-off

Accredited observers shall be invited to sign the results sheet. Refusal to sign shall be recorded with reasons.

58. Voter statistics

The IEC shall compile and publish comprehensive statistics including: eligible voters, registered voters, actual voters, turnout percentage, valid ballots, spoiled ballots, abstentions, and gender breakdown of candidates and elected officials.



PART IX – ELECTORAL DISPUTES

59. Dispute types

Electoral disputes include—

- (a) nomination rejection (dealt with under section 36);
- (b) eligibility challenges;
- (c) voting irregularities;
- (d) counting errors;
- (e) procedural violations;
- (f) fraud allegations;
- (g) campaign violations; and
- (h) any other matter arising from the election process.

60. Filing

- (1) An election dispute shall be filed in writing with the IEC within fourteen (14) days of the declaration of results (by E+14).
- (2) The petition shall state the grounds, supporting evidence, and the relief sought.

61. Hearing

- (1) The IEC shall hear and determine election disputes within thirty (30) days of the declaration of results (by E+30).
- (2) Both parties shall have the right to present evidence and make submissions.

62. Remedies

The IEC may—

- (a) uphold the election results;
- (b) dismiss the petition;
- (c) order a recount;
- (d) order a fresh election (revote) for the affected position;
- (e) invalidate the result for the affected position;
- (f) impose penalties for violations; or
- (g) refer the matter to the Ethics Committee for disciplinary action.

63. Appeal

- (1) A party aggrieved by the IEC's decision may appeal to the Sports Disputes Tribunal within thirty (30) days of the IEC's decision, per **section 55** of the Kenya Sports Act.
- (2) Further appeal may be made to the Court of Arbitration for Sport (CAS) per **Article 9.5** of the KTF Constitution.



64. Interim measures

Pending the determination of a dispute, the elected candidate shall assume office unless the IEC or a tribunal orders otherwise.

65. Costs

Each party shall bear its own costs unless the IEC or tribunal orders otherwise.



PART X – BY-ELECTIONS, SUPPLEMENTARY, AND RECALL

66. By-elections

- (1) A by-election shall be held within ninety (90) days of a casual vacancy arising.
- (2) The IEC shall manage by-elections using the same procedures as general elections, with adjusted timelines.

67. Supplementary elections

Where an election is invalidated by the IEC, a tribunal, or a court, the IEC shall conduct a supplementary election within ninety (90) days.

68. Recall elections

- (1) An office holder may be recalled in accordance with **Regulation 10** of the Registrar Regulations, which provides for removal of office bearers for reasons including—
 - (a) violation of the Constitution;
 - (b) mismanagement or abuse of office;
 - (c) gross misconduct; or
 - (d) conduct detrimental to the sport.
- (2) A recall petition must be supported by at least one-third of eligible voters and shall be submitted to the IEC.

69. Transitional provisions

Where the IEC is not yet constituted at the time a by-election or recall election is required, the EC shall appoint an ad hoc electoral committee of at least three independent persons to manage the election, pending the appointment of a permanent IEC.



PART XI – GENERAL

70. Election code

Each election shall be assigned a unique code in the format ELEC-[YEAR]-[TYPE]-[SEQ].

71. Digital platform

(1) The Federation's digital platform (app.tchoukball.ke) shall support the election process, including nomination submissions, voter registry management, electronic voting, and results publication.

(2) The IEC shall certify the security and integrity of the digital voting system before each election.

72. Election report

(1) The IEC shall submit a post-election report to the Sports Registrar within seven (7) days of the Election-AGM (by E+7), including turnout, results, observer reports, disputes filed, and newly elected officials.

(2) The IEC shall submit a comprehensive election report to the GA within thirty (30) days of the election, including recommendations for future improvements.

73. Registrar notification

(1) The IEC shall ensure that the Registrar is notified of the upcoming election at least **forty (40) days** before the Election-AGM (E-40), which exceeds the minimum of twenty-eight days required by **Regulation 20(2)(d)**.

(2) The Secretary shall notify the Sports Registrar of newly elected officials within twenty-one (21) days of the Election-AGM (by E+21).

74. Amendment

These Regulations may be amended by a resolution of the General Assembly.

75. Effective date

These Regulations take effect upon adoption by the General Assembly.



PART – SCHEDULE 1 – CHAPTER 6 CLEARANCE DOCUMENTS

Every candidate for an elective or appointive position shall submit the following documents, in accordance with Regulation 4(3)(h) and Regulation 20(2)(g) of the Registrar Regulations and Chapter Six of the Constitution of Kenya, 2010—

No.	Document	Issuing Authority
1	Certificate of Good Conduct	Directorate of Criminal Investigations (DCI)
2	Tax Compliance Certificate	Kenya Revenue Authority (KRA)
3	Ethics and Anti-Corruption Clearance	Ethics and Anti-Corruption Commission (EACC)
4	Credit Reference Bureau Report	Any licensed CRB
5	HELB Clearance Certificate	Higher Education Loans Board (HELB)

Documents must be original or certified copies, issued within six months of the nomination date.



PART – SCHEDULE 2 – ELECTIVE POSITIONS AND QUALIFICATIONS TABLE

Position	Min. Age	Threshold	Terms	Professional Qualification
President	30	Absolute majority	2	Degree + 5 yrs leadership experience
Vice-President	25	Simple majority	2	Diploma or equivalent
Secretary	25	Simple majority	2	CPS(K) or law/admin degree + 3 yrs
Asst. Secretary	21	Simple majority	2	—
Treasurer	25	Simple majority	2	CPA(K) or finance degree + 3 yrs
Asst. Treasurer	21	Simple majority	2	—
Technical Director	25	Simple majority	2	Coaching cert / sports science degree
Marketing Director	21	Simple majority	2	—
Development Director	21	Simple majority	2	—
Women's Rep.	21	Simple majority	2	—
Youth Rep.	18	Simple majority	2	—
Finance Cttee Chair	25	Simple majority	2	CPA(K) or finance degree + 3 yrs

All positions require Chapter 6 clearances (Schedule 1). Membership duration per section 16. Cooling-off: 4 years for President, VP, SG, Treasurer, Technical Director, Finance Cttee Chair. 'Or equivalent' determined by IEC under section 32(3).



PART – SCHEDULE 3 – NOMINATION FEE SCHEDULE

Pursuant to section 22 and adapted from the Elections (General) Regulations, 2012 (Kenya), the following nomination fees shall apply—

Position	Standard (KES)	Women (KES)	Youth (KES)	PWD (KES)
President	100,000	80,000	75,000	70,000
Vice-President	50,000	40,000	37,500	35,000
Secretary	50,000	40,000	37,500	35,000
Treasurer	50,000	40,000	37,500	35,000
Technical Director	30,000	24,000	22,500	21,000
Marketing Director	30,000	24,000	22,500	21,000
Development Director	30,000	24,000	22,500	21,000
Asst. Secretary	20,000	16,000	15,000	14,000
Asst. Treasurer	20,000	16,000	15,000	14,000
Women's Representative	20,000	16,000	15,000	14,000
Youth Representative	20,000	16,000	15,000	14,000
Finance Committee Chair	30,000	24,000	22,500	21,000

Women pay 80% of standard fee (20% reduction). Youth (under 35) pay 75% (25% reduction). Persons with disabilities pay 70% (30% reduction), per s. 22(2). Fees are non-refundable (s. 26). The EC may revise fees by resolution, subject to GA ratification at the next AGM.



PART — SCHEDULE 4 — ELECTION TIMELINE (ANNEXURE E)

All dates are relative to **E-Day** (the Election-AGM), as prescribed by these Election Regulations, the Kenya Sports Act 2013 (Second Schedule), and the Sports Registrar Regulations 2016 (Part VI, Reg 20).

Activity	Timeline	Responsible
EC writes to 10 seconding entities requesting IEC nominees	E – 150 days	EC / President
EGM to adopt Election Regulations & appoint IEC	E – 120 days	EC / General Assembly
IEC fully constituted & operational	E – 90 days	IEC
Nominations open	E – 90 days	IEC
Nominations & endorsements close	E – 60 days	IEC
IEC vetting & clearance of candidates	E–60 to E–50	IEC
Cleared candidates published	E – 50 days	IEC
Appeals window (7 days)	E–50 to E–43	Aggrieved candidates
Campaign period	E–50 to E–10	Cleared candidates
Notify Sports Registrar of upcoming election	E – 40 days	Secretary
Voter register closes (membership verification)	E – 30 days	IEC
Final voter registry published	E – 14 days	IEC
Campaign period ends	E – 10 days	All candidates
All voting opens (digital & physical)	E – 7 days	IEC
All voting closes	E – 3 days	IEC
Election-AGM: Results verification & declaration	E-Day	IEC / General Assembly
Post-election report submitted to Sports Registrar	E + 7 days	IEC
Dispute filing deadline & handover complete	E + 14 days	Aggrieved parties / Officials
Notify Sports Registrar of new officials	E + 21 days	Secretary
IEC dispute determination deadline	E + 30 days	IEC

E-Day = Election-AGM date. E – 90 = 90 days before E-Day. E + 7 = 7 days after E-Day. All timelines per KTF Election Regulations (Art 4.3.2, KTF Constitution), Kenya Sports Act 2013 (Second Schedule), and Sports Registrar Regulations 2016 (Part VI, Reg 20).