



## THE TECHNICAL UNIVERSITY OF KENYA

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### Office of the Dean of Students

#### MEMO

**FROM:** Chairman, SATUK 2024/2025 Electoral Board

**TO:** All SATUK 2024/2025 Aspirants

**REF:** TUK/DVC-ASA/DoS/SATUK 2024/2025 ELECTIONS/VOL 1

**DATE:** 6<sup>th</sup> March, 2024

**SUBJECT: SATUK 2024/2025 ELECTIONS**

The SATUK 2024/2025 Elections are scheduled to take place on **Wednesday 20<sup>th</sup> March, 2024** and **Thursday, 21<sup>st</sup> March, 2024** from 8:00 a.m. to 3:00 p.m. In this regard, the SATUK 2024/2025 Electoral Board hereby announce the following vacant positions:

#### 1. SATUK BOARD

- a) Three (3) delegates from each academic departments who will elect the SATUK Council
- b) Two Faculty Representatives (Male and Female) for each of the three faculties
- c) Two Hostel representatives (ladies and Men's)
- d) International Students Representative
- e) Representative of Persons with Disability

#### 2. SATUK COUNCIL

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary-General
- d) Finance Secretary
- e) Academic Secretary
- f) Sports, Entertainment and Culture Secretary
- g) Gender and Social Welfare Secretary

Any *bona fide* member of SATUK, who would wish to serve in the said positions, is hereby invited to apply for nomination.

Further to this, we also wish to bring the following important steps to your attention ;

### **3. NOMINATION OF CANDIDATES**

- a) The nomination forms for aspirants shall be available on the Students Portal from **Wednesday, 6<sup>th</sup> March, 2024;**
- b) The deadline for returning the nomination papers for Council and SATUK Board aspirants shall be on Wednesday, 13<sup>th</sup> March, 2024 **at 3:00 p.m. at D2.**
- c) For nomination of delegates, each Department in the University shall present to the undersigned a maximum list of six (6) candidates, three (3) male and three (3) female by **Wednesday, 13<sup>th</sup> March, 2024 mid-day** to facilitate early preparation of ballot papers for Electoral College Elections;

### **4. ELIGIBILITY FOR THE CANDIDATE FOR ELECTION**

A member is qualified for election to the Council if, at the time of election, he/she:

- a) Is a *bona fide* student at TU-K;
- b) Has at least:
  - i. Two (2) taught semesters left for study, with a minimum of fourteen (14) course units; and
  - ii. Completed two semesters, with a full load of academic study totaling to at least 14 course units.
- c) Is a member of the interest group he/she represents (e.g. belongs to the same Faculty, is an International Student, resides in the relevant hostel, or a Person with Disability);
- d) Must have passed University examinations of the immediate previous academic year;
- e) Shall be a paid-up member.

### **5. INELIGIBILITY FOR ELECTIONS**

The following categories of members are not eligible to vie for any electoral posts in *SATUK*:

- a) A person who has been convicted of a criminal offence in a court of law;
- b) Students admitted to the TU-K on transfer from another University who have not been in TU-K and attended at least two (2) taught semesters;
- c) Students who have been subjected to any disciplinary sanctions by the University for violating the student code of conduct and have not been cleared by University Management.
- d) Students moving from a Diploma to a degree programme and vice versa will not be considered for elections in their first year of study.
- e)

### **6. APPLICATION PROCESS**

- a) All application **MUST** be done online via the The Technical University of Kenya students' portal
- b) All candidates must attach a current official passport photo;
- c) All candidates must comply with requirements in sections **3, 4 and 5** above;
- d) All candidates must comply with any other suitable criteria set by the departmental vetting team.

### **E. Election Rules and Procedures**

- a) Voting shall commence at 6:00 a.m. and end at 3:00 p.m. on **20<sup>th</sup> March, 2024**;
- b) Every voter shall be required to produce a valid **Student Identity Card** before verification from the nominal roll;
- c) Each voter shall be issued with one ballot paper, per vacant position, bearing the name and picture of the contesting candidate and s/he will cast his/her vote for only one candidate of their choice at a time;
- d) Results of the College Elections shall be tallied and ranked from the highest to the lowest upon which compliance with the two-thirds gender rule shall apply (i.e. if 1<sup>st</sup> two are male, the 3<sup>rd</sup> candidate shall be the highest ranked female, and vice versa);
- e) In the case of Faculty representatives, the female and male candidate who garners the highest votes shall be declared the winner;
- f) The Presiding Officer shall present these results to the Returning Officer;
- g) The Electoral Board shall then announce the results immediately after the vote tallying process and cause them to be published within the University thereafter;
- h) Relevant election rules and procedures as ascribed in the SATUK Constitution 2018 (REVISED 2024) shall apply.

Please take note of the deadlines and participate in exercising your democratic rights.



Dr. Sylvester Hayker  
**Returning Officer/Chairman Electoral Board.**  
**SATUK 2024/2025 Electoral Board.**

**Copy to :** Vice Chancellor  
Dean of students