MEMO

FROM: Chairman, SATUK 2024/2025 Electoral Board

TO: All SATUK 2024/2025 Aspirants for Delegate

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

DATE: 8th March, 2024

SUBJECT: CLEARANCE FOR DELEGATE POSITION

Further to our earlier communication regarding clearance of aspirants, I wish to make clear the process of nomination for delegate position. Please take note of the following:

i. The delegate position is open to ALL bona fide members of SATUK and of the respective Department;

ii. All aspirants for nomination for the delegate position SHALL apply through the Students portal;

iii. Upon completion, they shall print the duly filled nomination form and submit it to the respective Head of Department/Academic Team Leader or the appointed nominee by mid-day on 12th March, 2024;

iv. The Academic Team Leader/ Head of Department or the appointed nominee shall sign to acknowledge receipt of the form and keep a record of all submitted nomination forms;

v. Where there are more than six (6) aspirants, the Academic Team Leader/ Head of Department/ the appointed nominee shall organize an election using applicable democratic methods (secret ballot, acclamation, and consensus etc.) to nominate a maximum of six (6) aspirants.
vi. The six (6) aspirants should comprise of 3 males and 3 females. Where only one gender has met the one-third criteria then there shall be no need for an election;

vii. The Academic Team Leader/Head of Department shall forward the results of the election from the Department together with all the received forms to the SATUK 2024/2025 Electoral Board secretariat in Block D Room 2 by **3:00pm on Wednesday 13th March, 2024** using the format below:

<table>
<thead>
<tr>
<th>Sr/No</th>
<th>Name</th>
<th>Gender</th>
<th>Reg. No</th>
<th>Course</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Another One</td>
<td>F</td>
<td>112/000</td>
<td>BSc (Mathematics)</td>
<td>Nominated</td>
</tr>
</tbody>
</table>

Please note that aspirants for the delegate position are **NOT ALLOWED** to submit their nomination forms to the Electoral Board secretariat.

Kindly, 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  
Executive Deans – FAST, FEBE, FSST  
Dean of Students  
Chairmen of Departments