



**Zambia Institute of  
Human Resource Management**

**THE COUNCIL ELECTIONS OF THE ZAMBIA INSTITUTE OF HUMAN  
RESOURCES MANAGEMENT (ZIHRM) TO BE HELD ON 31<sup>ST</sup> MAY 2019**

**1.0 PREAMBLE**

Pursuant, to the *Zambia Institute of Human Resources Management Act 1997, Council Rules, Regulations and Procedures for better functioning of the Institute and in accordance with Section 28 and Schedule 5 of the ZIHRM Act No.11 1997 and the Electoral Rules and Procedures*, the Electoral Committee has been appointed and mandated to supervise the Council Elections scheduled for 31<sup>st</sup> May, 2019 at Chrismar Hotel in Livingstone.

**2.0 ELECTORAL RULES**

**The Electoral Rules governing the said elections are as follows:**

- 2.1 There shall be an Electoral Committee, which shall consist of the Chairperson and two other Members. The Members of the Electoral Committee shall not be eligible for elections while serving in the Committee.
- 2.2 The Committee shall:
  - 2.2.1 Issue necessary instructions to the Returning Officer, Presiding Officer and Election Officers, to ensure compliance with provisions of the rules and procedures.
  - 2.2.2 Supervise and direct the elections.
  - 2.2.3 Perform any other functions conferred on the Committee by the Council relating to elections.

- 2.4 The Electoral Committee shall give 21days notice for submission of the nominations. The closing date is **Friday 3<sup>rd</sup> May, 2019**.
- 2.5 Fully paid up Members holding the classification of **Fellow and Member** who wish to contest in the Elections are kindly requested to submit a duly completed nomination form to the Registrar of the Institute, who will receive them on behalf of the Electoral Committee, Zambia Institute of Human Resources Management in Lusaka, not later than **Friday 3<sup>rd</sup> May, 2019** at or before 16:30 hours at the Institute's offices at Plot 1780 Buchi Road, off Lubambe Road Northmead.
- 2.6 Any nomination received after the day and time and in a place other than that appointed shall be null and void.
- 2.7 The Electoral Committee shall make available the voters roll and shall allow eligible voters to verify their details from **Wednesday 29<sup>th</sup> to Thursday 30<sup>th</sup> May, 2019** at the latest.
- 2.8 The Electoral Committee shall publish information regarding successful nominations to the members of the Institute before the date of elections, but not later than **Friday, 24<sup>th</sup> May, 2019**.
- 2.9 The Elections shall be by secret ballot.
- 2.10 Identification of an eligible voter will be by his/her full names and or ZIHRM identification number.
- 2.11 Members are entitled to one vote each.
- 2.12 Affiliate and Student Members are **NOT** eligible to nominate, second or vote.
- 2.13 The Electoral Committee shall declare any nomination invalid if any of the following is not complied with:
  - (i) Not duly completed.
  - (ii) Not properly signed.
  - (iii) Not accompanied by the declaration referred to in the nomination paper or the declaration is defective in any material way.
  - (iv) Supported by a non paid up Member.

- (v) If a Member has a pending case of misconduct and or criminal nature before the ZIHRM Disciplinary Committee or his/her employer and;
  - (vi) If a member is supported by an ineligible member such as an affiliate or student member.
- 2.14 Any candidate who is aggrieved with the election result may petition by outlining the grievances in writing to the Electoral Committee. An aggrieved party should within 48 hours give notice of petition after announcing the results. The petition should be lodged within 14 days after announcing the results.
- 2.15 The Governing Council may invite the Electoral Commission of Zambia to provide, Returning and Election Officers and necessary Electoral materials.
- 2.16 Members of the Electoral Committee, Returning Officer and Election Officers shall not be personally liable for anything done or omitted to be done in the performance of their duties.

### **3.0 ELIGIBILITY/CANDIDATES**

- 3.1 Members who are fully paid up as of **Thursday 18<sup>th</sup> April, 2019** save for Student and Affiliate are eligible to vote.
- 3.2 Fully paid up Members holding the classification of Fellow and Member are eligible to stand.
- 3.3 They should not have served in the Council for more than two terms.
- 3.4 They should not have any criminal record.
- 3.5 The application should be signed by **two fully paid up Members** of the Zambia Institute of Human Resources Management.
- 3.6 Nominations forms should reach the undersigned on or before **Friday, 3<sup>rd</sup> May, 2019.**
- 3.7 Any member facing a disciplinary case will be ineligible to stand.

#### **4.0 PROXY VOTING**

A Member eligible to vote may vote by Proxy:

- 4.1 A Member who is entitled to attend a General Meeting and vote in a secret ballot and who is unable for any reason to attend such meeting may appoint another Member to vote as his/her proxy.
- 4.2 The appointment of a proxy shall be in writing on such a form as may be prescribed by the rules and shall be signed by the Member making such appointment.
- 4.3 Completed proxy forms (ERP) shall be submitted to the Registrar on behalf of the Electoral Committee at least twenty-four (24) hours before the Annual General Meeting. Proxy forms that are submitted after 24 hours will not be accepted.

#### **5.0 CONDUCT OF ELECTIONEERING**

- 5.1 Proxy forms that are submitted after 24 hours as indicated 4:3 above will be declined.
- 5.2 Proxy forms should be handled by contestants.
- 5.3 The Registrar shall keep a record of proxies received.
- 5.4 Contestants are not allowed to use ZIHRM materials in their campaign.
- 5.5 The following shall be rules of electioneering
  - (i) No election posters should be put at the entrance of the Election Hall or room.
  - (ii) All campaigns should end 12 hours before the Annual General meeting.
  - (iii) Block Campaigns is not permissible.
  - (iv) Posters will only carry an individual portrait.

(v) **Announcements of election results shall be done by the Chairperson Electoral Committee.**

**6.0 TERM OF OFFICE**

- 6.1 The President and Vice President are each elected for a two year term of office and may be re-elected for a further consecutive term of two years after which he/she retires from office.
- 6.2 The President and Vice President may be elected for further or terms after a break from office of not less than one year after each term or terms of office.
- 6.3 Other Members of the Council and District Branch Committee Officials are also elected for a two year term of office and are eligible for re-election for a further two year term of office, after which he /she must retire from office.

**Issued by: Electoral Committee**