



UDA

KAZI NI KAZI

UNITED DEMOCRATIC ALLIANCE (U.D.A)
ELECTORAL AND NOMINATION DISPUTE RESOLUTION COMMITTEE
RULES AND PROCEDURES

Ratified by the National Executive Committee thisday of.....2022



UDA PARTY ELECTORAL AND NOMINATION DISPUTE RESOLUTION COMMITTEE RULES AND PROCEDURES

Table of Contents

1) INTRODUCTION	4
a) General.....	4
b) Purpose of these Rules.....	4
c) Application	4
2) GUIDING PRINCIPLES OF THE ELECTORAL AND NOMINATION DISPUTE RESOLUTION COMMITTEE	5
3) DEFINITIONS	5
4) COMMITTEE MEMBERS ARE BOUND BY THESE RULES & PROCEDURES	7
5) ADMINISTRATIVE	7
6) COMMUNICATION	8
7) DUTIES OF COMMITTEE MEMBERS	9
a. General provisions	9
b. Duty to declare Bias or Conflict of Interest.....	10
c. Duty of Confidentiality	11
d. Confidential Information.....	12
8) HEARINGS AND CONDUCT DURING COMMITTEE HEARINGS	12
a. Hearings	12
b. Conduct During Hearings	13
c. Fair Treatment	14
9) DELIBERATIONS AND CONDUCT DURING COMMITTEE DELIBERATIONS	15
10) TREATMENT OF COMMITTEE STAFF	16
11) IMPROPER USE OF INFLUENCE	17
12) PROHIBITION AGAINST ACCEPTING GIFTS AND OR BENEFITS	17
13) SANCTIONS & DISCIPLINARY PROCEDURES	18
14) APPOINTMENT OF COMMITTEE MEMBERS	19
15) MISCELLANEOUS PROVISIONS	20
16) SCHEDULES	21
A. SCHEDULE A	21



ACKNOWLEDGEMENT FORM.....	21
B. SCHEDULE B	22
COMPLAINTS PROCEDURE	22
C. SCHEDULE C	23
FORM 1.....	23
FORM 2.....	25
FORM 3.....	26
FORM 4.....	27
FORM 5.....	28



1) INTRODUCTION

A. General

Pursuant to **Article 32** Of the UDA Constitution, there shall be established an Electoral and Nomination Dispute Resolution Committee whose function will be to hear and determine disputes arising from ALL internal party elections and nominations.

B. Purpose of these Rules

These rules and procedures aim to ensure the values of the party as set out in the Constitution are adhered to in the discharge of this mandate. Consequently, the purpose of these rules and procedures are:

- To preserve the integrity and impartiality of the committee;
- To provide guidance to committee members in respecting the behaviour and conduct during their engagement with the committee;
- To assist committee members in contributing to the optimization of the committee's efficacy during hearings and deliberations;
- To maintain the quality of the committee's decisions;
- To protect the rights of the party members;
- To protect the rights of committee members; and
- To protect the rights of the party.

C. Application

These rules and procedures apply to the adjudication of all complaints and disputes before the Electoral and Nomination Dispute Resolution Committee and the application of these rules and procedures is subject to the authority of the Party Constitution.



2) GUIDING PRINCIPLES OF THE ELECTORAL AND NOMINATION DISPUTE RESOLUTION COMMITTEE

The following guiding principles listed herein are the basis of the rules and procedures and bind committee members when discharging their duties but not limited to:

- a) Rules of Natural Justice;
- b) Procedural Fairness;
- c) Integrity and high ethical standards;
- d) Mutual respect;
- e) Avoidance of bias and/or conflict of interest;
- f) Avoidance of the use of improper or undue influence;
- g) Confidentiality; and
- h) Judicious and dutiful execution of committee matters.

3) DEFINITIONS

Unless the context otherwise requires, in these rules and procedures, the following definitions shall apply:

- Affected Person:** means a person or persons affected by a complaint and who have the right to submit evidence pertaining to the issues before the committee;
- Chairperson:** means the committee member appointed by the National Executive Committee to preside over the committee pursuant to and in accordance with **Article 32** of the Constitution
- Complainant:** means a person making a complaint;
- Complaint:** means a formal objection and expression of dissatisfaction lodged in writing in accordance with the Party complaints procedure in Schedule B
- Constitution:** means the governing document of the party
- Deliberation:** means discussions strictly among panel members pertaining to a complaint listened, attended to, and intended to reach a conclusive decision on that complaint;



Deputy Chairperson: means the committee member elected by National Executive Committee to deputise the chairperson pursuant to and in accordance with **Article 32** of the Constitution;

National Executive

Committee (NEC): means the party organ established in accordance with **Article 8** of the constitution.

Panel: means three committee members designated to hear a complaint and preside over its determination;

Panel Chair: means a committee member designated by the chairperson to preside over a panel hearing a complaint;

Party: means the **UNITED DEMOCRATIC ALLIANCE (U.D.A) PARTY**

Respondent: means a person responding to a complaint;

Rules and Procedures: means the provisions and stipulations contained herein for governing the conduct of the committee's affairs and ratified by the NEC in accordance with **Article 8 and Article 32** of the Constitution

Ruling: means the written determination of a complaint written and delivered by the panel that hears a complaint and issued to the parties involved;

Committee: means the Electoral and Nomination Dispute Resolution Committee established in accordance with **Article 32** of the Constitution and its members;

Committee Member: means a person appointed to the Electoral and Nomination Dispute Resolution Committee in accordance with the Party Constitution.

Committee staff: means a person or persons employed by the Secretariat and serving as administrative and or resource personnel to the committee;

Secretariat: means the party organ established in accordance with **Article 22** of the Constitution;



4) COMMITTEE MEMBERS ARE BOUND BY THESE RULES & PROCEDURES

- a) Committee members shall abide and be bound by these rules and procedures when discharging their roles and responsibilities in adjudicating complaints before the Committee.
- b) The chairperson shall be responsible for the implementation of these rules and procedures and will take all measures deemed appropriate to ensure they are adhered to.
- c) A Committee member shall immediately consult with the panel chairperson if at any time an issue arises that could potentially put the committee or a committee member in a position of potential conflict or bias or give rise to the apprehension of conflict or bias, real or perceived, under these rules and procedures.
- d) A panel chair shall immediately consult with their fellow members on the panel if at any time any issue arises that could potentially put the panel chair or a committee member in a position of potential conflict or bias, or give rise to the apprehension of conflict or bias, real or perceived, under these rules and procedures.
- e) Committee staff shall abide and be bound by these rules and procedures in discharging their roles and responsibilities unless the contrary is expressly stated.
- f) Committee members and Committee staff are bound by the Party's Code of Conduct found in Article 30 of the Constitution

5) ADMINISTRATIVE

- a) All committee members are required to familiarize themselves and understand the Party's complaint procedure and these rules and procedures.
- b) Each committee member shall upon appointment complete an undertaking that the Party's complaints procedure in Schedule B and these rules and procedures have been thoroughly studied and understood and is required to acknowledge the undertaking by signing the form in Schedule A which shall be kept by the Head of the Secretariat.



- c) The panel is expected to ensure that decision preparation of a ruling is done as per the requirements in the complaints procedure in Schedule B and may through the panel chair assign committee staff to assist in the preparation of a ruling.
- d) The panel through the panel chair must ensure the ruling takes the form specified in Schedule C and that each committee member of the panel shall append their name and signature to the ruling.
- e) A committee member shall be available at the sitting of the committee no less than 30 minutes prior to the scheduled commencement of a hearing unless sufficient reasons are given in advance.
- f) Committee members are expected to be available for a minimum number of hearing days, as determined by the Chairperson in consultation with the secretariat.
- g) No original records of the committee, documents and or exhibits may be removed from the office of the Committee without the authorization of the panel chair. At all times committee members are expected to exercise their role and duties in line with the guiding principles herein above stated.
- h) Original records of the committee which includes but is not limited to, documents and or exhibits and their copies shall be stored in a secure place by committee staff as will be directed by the Head of the Secretariat and this includes rulings of the committee.
- i) The records stated under this clause shall be kept in a manner that is easy to retrieve upon request by the committee chairperson, or the panel chair.
- j) The committee through the Chairperson shall ensure that all rulings made by co-opted members are ratified by the committee in good time.

6) COMMUNICATION

- a) A committee member shall not communicate directly or indirectly with any party, witness, or representative except during the hearing of a complaint.
- b) Committee members shall not communicate directly or indirectly among themselves about a complaint prior to the hearing of a complaint before a panel.



- c) Communication from a complainant or respondent to a committee member regarding a complaint in any form shall be remitted to the secretariat and shall be dealt with in accordance with the policies and procedures of the Committee.
- d) Committee members shall not publicly comment on or discuss, orally or in writing, any aspect of a complaint, before a ruling.
- e) A committee member shall not communicate with the media regarding any committee matters and shall direct all media inquiries to the secretariat or to the Chairperson.

7) DUTIES OF COMMITTEE MEMBERS

a. General provisions

- i. Committee members are bound by the rules of natural justice and procedural fairness and as such are obligated to avoid conflicts of interest or real bias
- ii. Committee members shall not engage in any conduct or behaviour that may damage the reputation or integrity of the Committee.
- iii. Committee members shall conduct themselves with transparency and integrity at all times and shall not engage in conduct that would compromise their position on the Committee in any way
- iv. A committee member shall not use or divulge information obtained as a result of their appointment to the committee for personal benefit or gain or for the benefit or gain of any other person, organization, or entity.
- v. A committee member who becomes aware of any conduct by another committee member in contravention of these rules and procedures shall report the said conduct immediately to the chairperson.
- vi. A committee member who becomes aware of any conduct by the chairperson or deputy chairperson is in contravention of these rules and procedures shall report the said conduct immediately to the head of the Secretariat.



b. Duty to declare Bias or Conflict of Interest

- i. A committee member shall inform the panel chair, at the earliest opportunity, of any basis on which an allegation of bias or conflict, or potential bias or conflict, might be raised with respect to any activity, interest or relationship of the committee member in a complaint before the Committee.
- ii. If during a panel hearing, a committee member realizes that a conflict or potential conflict exists but which was not known by the committee member at the commencement hearing, the committee member shall immediately advise the panel chair, who shall determine whether or not the committee member should recuse themselves.
- iii. These provisions apply to a panel chair who shall immediately inform the panel and recuse themselves immediately.
- iv. Where a committee member recuses himself from the panel, the panel chair shall note this on the record of proceedings and liaise with the chairperson or deputy chairperson, for a replacement on the panel.
- v. These provisions only apply in the interests of fairness and natural justice and shall not be used as a technicality by a complainant, respondent or affected person to delay proceedings.
- vi. A Committee member shall not sit on a panel where:
 1. The complainant, respondent or affected person, is a family member or extended family member or is related in a similar manner to the committee member's spouse, children, or their children's family or their extended family members.
 2. The committee member has a direct relationship that is not casual in nature including but not limited to being a business associate, an acquaintance of either a complainant, respondent or affected person in any form participates in a complaint before the Committee.



3. The committee member has links with a complainant, respondent, or affected person directly or indirectly that are not casual in nature through an entity or organization or person.
4. The committee member has a demonstrable interest of any kind

c. **Duty of Confidentiality**

- i. A committee member shall not disclose or release by any means, directly or indirectly, to the public, a person, entity, organization or any party member, any information acquired by virtue of their service on the committee, in either oral or written form, except when required by law, or by the committee chairperson as authorized by the NEC.
- ii. A committee member shall not use confidential information for personal or private gain, or for the gain of relatives or any person, entity or corporation, either directly or indirectly. For the purposes of this section confidential information includes but is not necessarily limited to any and all information provided to the Committee, or acquired, pursuant to the Committee exercising its authority under the Constitution.
- iii. Committee members shall not speak with the public, complainants, respondents or affected persons in a complaint or any of their known agents or representatives before or during hearings, during adjournments of hearings, about the substance of the complaint.
- iv. Committee members shall maintain at all times, the confidentiality of the Committee's deliberations regarding rulings on complaints, or issues that have come before the Committee.
- v. Committee Members shall not, directly or indirectly, discuss or comment on the conduct or behaviour of individual Committee Members in their role as members of the Committee.



- vi. Confidentiality concerning a complaint shall remain in effect even after a ruling is made public.
- vii. Committee Members shall not, directly or indirectly, discuss or comment on the conduct or behaviour of individual committee members with the public, a complainant, respondent or affected person and can only do so when required by Law or the NEC.
- viii. Any attempt by the public or a complainant, respondent or affected person or their agents or representatives to discuss a complaint or issue before the committee with a committee member or committee staff shall be immediately reported or otherwise brought to the attention of the Chairperson.

d. Confidential Information

Confidential information is information in the possession of or received in confidence by the Committee, and that the Committee is either prohibited from disclosing or is required to refuse to disclose except by Law or the Constitution and includes information committee members may have received or been privy to, in their capacity as committee members.

8) HEARINGS AND CONDUCT DURING COMMITTEE HEARINGS

a. Hearings

- i. Hearings will be conducted at the Party Headquarters or any venue that the Secretariat shall approve by general notice and as stated in the complaints procedure in Schedule B.
- ii. A complainant, respondent or affected person who receives a Hearing Notice shall be expected to be at the venue of the hearing in person accompanied by their advocate(s) if they so desire.



- iii. Failure to heed to a Hearing Notice by either the complainant, respondent or affected person shall not preclude a panel from proceeding to hear and dispense with a complaint their absence notwithstanding.
- iv. A complainant, respondent or affected person who receives a Hearing Notice shall avail themselves at the venue no less than 30 minutes prior to the scheduled commencement of a hearing.
- v. A complainant, respondent or affected person who receives a Hearing Notice shall avail themselves at the venue no less than 30 minutes prior to the scheduled commencement of a hearing.

b. Conduct During Hearings

- i. Committee Members shall conduct themselves with decorum at hearings of the Committee in accordance with the committee's procedures, and in accordance with the applicable constitutional requirements. Where the committee's procedures do not address or do not appear to address an issue, committee members shall consult with the Chairperson through the panel chair.
- ii. Committee members on a panel shall make detailed written observations of the evidence they hear and of the persons giving evidence to aid in arriving at a ruling.
- iii. In addition, the following behaviour is expected of committee members at all times during hearings:
 - 1. Refrain from side conversations;
 - 2. Refrain from destructing or disruptive behaviour;
 - 3. Use a respectful tone during questioning;
 - 4. Remain engaged and actively listening to all persons speaking;
 - 5. Avoid interrupting a person speaking (panel members included) allow the person speaking to finish before continuing with questions,



although the Panel Chair can interject if the person speaking is taking longer than necessary or longer than allocated or is out of order or as the situation dictates;

6. Use polite and acceptable language;
7. Refrain from emotional strong responses and questioning;
8. Avoid asking leading questions unless demonstrably necessary;
9. Co-operate with the panel chair in ensuring an orderly hearing;
10. These rules and procedures above also apply to all persons appearing before a panel.

c. Fair Treatment

- i. Each committee member shall ensure that his or her conduct at the meeting and hearing is in accordance with the rules of natural justice and procedural fairness and this includes but is not limited to:
 1. Acting without malice;
 2. Acting for a proper purpose;
 3. Acting ethically and with integrity;
 4. Not ignoring relevant evidence;
 5. Maintaining an open mind at all times;
 6. Acting without prejudice; and
 7. Be respectful and courteous to all parties during the hearing.
- ii. Each Committee Member has a responsibility to ensure that during a hearing all persons are:
 1. Treated fairly;
 2. Dealt with in good faith;
 3. Dealt without bias and in an open, orderly, impartial manner;
 4. Given adequate opportunity to state their case;



5. Treated in accordance with the rules of natural justice and procedural fairness to enable the Committee to consider the submissions of all parties to a complaint
6. Assist those unfamiliar with the hearing process, as and when necessary or appropriate, but assist in such a manner to ensure that this does not lead to the perception of bias or advocacy on behalf of or against, a complainant, respondent or affected person.

9) DELIBERATIONS AND CONDUCT DURING COMMITTEE DELIBERATIONS

- a. Deliberations shall be strictly in private with and only the panel and the relevant committee staff present and the panel chair will ensure fair, orderly and time-sensitive deliberations as required for each complaint and taking cognizance of the complaints procedure in Schedule B and its deadlines.
- b. The following behaviour is expected of committee members during panel deliberations:
 - i. The same guidelines provided for behaviour and decorum during a hearing shall apply to panel deliberations and committee members shall maintain the appropriate decorum in accordance with their duties and responsibilities;
 - ii. Committee members shall show respect towards each other, and submit to the authority of the Panel Chair in conducting deliberations;
 - iii. Each Committee member shall allow time for other panel members to share their thoughts and opinions and the panel chair shall give each committee member adequate opportunity to express themselves;
 - iv. Committee members shall avoid coercive language or applying undue influence in arguing points during deliberations;
 - v. Committee members on a panel shall respect differences of opinion and remain open-minded throughout the deliberation process;



- vi. Committee members on a panel shall refrain from conjecture or commentary not supported by facts and relevant evidence and at all times remain open to facts including evidence that may have been overlooked;
- vii. Committee Members shall consider all relevant written and oral evidence and arguments of the parties;
- viii. Committee Members shall come to a conclusion or position thoughtfully and decisively;
- ix. Rulings are to be by a simpleCOMPL majority on the panel;
- x. Committee Members shall accept decisions gracefully during deliberations and this applies to the complainants, respondents and affected persons when notified of a ruling.

10) TREATMENT OF COMMITTEE STAFF

- a. Committee Members shall be respectful of the role of the committee staff who provide services and advice based on professionalism and objectivity
- b. Committee staff shall be respectful of the role of the committee members and carry out their assigned tasks as instructed and with the necessary professionalism and objectivity.
- c. Committee Members shall not, directly or indirectly, maliciously or falsely injure the professional or ethical reputation of the committee staff.
- d. Committee staff shall not directly or indirectly maliciously or falsely injure the professional or ethical reputation of committee members.
- e. Committee Members shall not use, or attempt to use, directly or indirectly, their authority, influence or for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity and shall disclose any improper activity by committee staff to the Chairperson and Head of the Secretariat.



11) IMPROPER USE OF INFLUENCE

- a. Committee Members shall not, directly or indirectly, use the influence of their position or capacity as Committee Member, or by any other means, for any other purpose than for the discharge of official duties as a committee member including but not limited to:
 - i. The use of one's status as a committee member to improperly influence the decision of another person to the private advantage of oneself, one's parents, children, children's family, or spouse, staff at a committee member's place of employment, friends, associates or any entity or organization;
 - ii. Seeking preferential treatment from persons, organizations or entities based on being a committee member;
- b. For the purposes of this provision "private advantage" does not include a matter that:
 - i. Is of general application; or
 - ii. Concerns remuneration, honoraria or benefits of a committee member pursuant to the terms of service as a committee member.

12) PROHIBITION AGAINST ACCEPTING GIFTS AND OR BENEFITS

- a. Committee Members shall not accept a fee, advance, gift or personal benefit of any kind that is connected directly or indirectly with the performance of his or her duties on the Committee unless permitted by the exceptions listed below
- b. The following are recognized as exceptions:
 - i. Compensation authorized by the party;
 - ii. A suitable memento honouring the Committee Member for their service;
 - iii. Suitable lodging, food, beverages, transport and entertainment provided by the party and includes receptions and banquets and similar events attended in the committee member's official capacity
 - iv. Education and training processes and including training materials.



13) SANCTIONS & DISCIPLINARY PROCEDURES

- a. If a committee member or a committee staff member is found to be in contravention of these rules and procedures they will be subject to disciplinary action.
- b. If a contravention is identified, the Committee Chairperson, in consultation with the Deputy Chairperson and the Head of the Secretariat, shall determine whether the contravention is minor or severe in nature, based on factors such as the potential impact of the contravention on the Committee and the committee member's ability to discharge their responsibilities.
- c. If the Committee Chairperson, in consultation with the Deputy Chairperson and the Head of the Secretariat, determines that the contravention is minor, the Committee Chairperson may deal with the contravention directly and in so doing the Chairperson may impose the following disciplinary action:
 - d. Suspending the Committee Member from serving on panels for a period of time determined by the Committee Chairperson but taking cognizance of the complaints procedure in Schedule B and its deadlines.
 - e. If however it is determined that the contravention is severe, the Committee Chairperson and the Deputy Chairperson shall meet with the Committee Member to discuss the contravention and suspend the committee member from serving on panels and recommend to the NEC any of the following disciplinary actions:
 - i. Request the resignation of the Committee Member;
 - ii. Request the NEC to revoke the appointment of the Committee Member;
 - iii. Initiate disciplinary action as per the Constitution.
- f. If a contravention is on the part of the Chairperson or the Deputy Chairperson then the Head of the Party Secretariat shall inform the NEC which shall then deal with the contravention



14) APPOINTMENT OF COMMITTEE MEMBERS

- a. The Committee Chairperson and the Deputy Chairperson shall be appointed by the NEC pursuant to the provisions of **Article 32** of the Constitution and shall be of the opposite gender.
- b. A committee member shall be appointed by the NEC pursuant to the provisions in **Article 32** of the Constitution.
- c. The Committee shall have the authority to co-opt qualified persons to assist it as and when required to deal with matters in any Part of the Republic of Kenya.
- d. The Committee shall exercise this authority through the chairperson and recommend to the NEC the names of co-opted members in good time for ratification by the committee.
- e. A co-opted committee member shall serve in a designated Part of the Republic of Kenya as specified by the committee chairperson and committee in consultation with the Secretary-General of the party.
- f. A committee member shall serve for a term as specified by the NEC upon appointment and subject to **Article 32** of the Constitution.
- g. A committee member ceases to hold office subject to the constitution in the following circumstances;
 - i. Upon the expiry of their term and its subsequent non-renewal
 - ii. Upon a written resignation addressed to the NEC;
 - iii. Upon their appointment being revoked pursuant to disciplinary measures and sanctions;
 - iv. Upon death or bankruptcy;
 - v. Upon reconstitution of the Committee by the NEC pursuant to a written notice to all members
- h. The NEC shall ensure that the Committee is provided with the necessary resources, committee staff, training, equipment and facilities to carry out its mandate and this



includes any assistance needed by the Committee to carry out its obligations and brought to the attention of the NEC through the chairperson and relevant party communication procedures.

- i. The committee members including the chairperson and deputy chairperson shall be barred from seeking political office while serving in those positions.
- j. The committee members including the chairperson, deputy chairperson, committee members and the committee staff shall be protected from any personal liability for any and all actions undertaken in the discharge of their official duties in a bona fide manner

15) MISCELLANEOUS PROVISIONS

- a. These rules and procedures will only come into force upon ratification by the NEC on the date hereinabove specified.
- b. The committee shall upon consultation among members have the authority through the chairperson to amend these rules and procedures to better govern the workings and conduct of the committee.
- c. Schedules to these rules and procedures form an integral part of these rules and procedures.



16) SCHEDULES

A. SCHEDULE A

SCHEDULE A

ACKNOWLEDGEMENT FORM

I(print name) having been appointed Chairperson of/ Deputy Chairperson of/ a Member of/being co-opted as a member of/ the UDA Party Electoral and Nomination Dispute Resolution Committee & Committee acknowledge that I have been provided with a copy of the UDA Party Electoral and Nomination Dispute Resolution Committee & Committee rules and Procedures which I have read and understood and thus agree to abide and be bound by the same.

.....

(Date)

.....

(Signature)



B. SCHEDULE B

SCHEDULE B

COMPLAINTS PROCEDURE

1. Please read and understand these rules before proceeding to file a complaint
2. A person wishing to complain against a decision must do so within the time specified by the committee.
3. A complainant must fill and file the required Complaint Form with the Electoral and Nomination Dispute Resolution Committee within the time and in the manner specified by the committee.
4. The Complaint Form is to be typed and if handwritten must be in BLUE INK
5. If a complainant wishes to complain in writing they must ensure that their writing is legible (readable).
6. Any illegible (unreadable) complaint shall not be processed by the Electoral and Nomination Dispute Resolution Committee
7. The Electoral and Nomination Dispute Resolution Committee & Committee shall send the complainant an acknowledgement of receipt within the time specified by the committee.
8. The Electoral and Nomination Dispute Resolution Committee shall within the time specified by the committee transmit through the Secretariat the Complaint to everybody named by the complainant or affected by the complaint in the form provided.
9. The Electoral and Nomination Dispute Resolution Committee shall send a hearing notice to all the parties within the time specified by the committee in the form required stating when the hearing shall take place
10. The Electoral and Nomination Dispute Resolution Committee will hear the Complaint within the time specified by the committee.
11. All sittings of the Electoral and Nomination Dispute Resolution Committee shall take place at the UDA Party Headquarters or any venue that the Secretariat shall approve by notice
12. A Complainant shall fill in the provided forms and acknowledge that they read and understood the rules.



C. SCHEDULE C

FORM 1

SCHEDULE C

FORM 1

COMPLAINT

(To be used to file a complaint alleging a violation of the Party Rules and Procedure in Nominations)

To the Electoral and Nomination Dispute Resolution Committee:

SECTION ONE

Please read and understand the Instructions BEFORE filling this Section:

1. The purpose of this section is to provide your personal and party details to the Electoral and Nomination Dispute Resolution Committee.
2. All the fields below must be filled as required and full details provided
3. Attach a copy of your Identity Card or Kenyan Passport and UDA Membership Card AT THE BACK of this Section
4. The Identity Card Number (No.)/ Passport Number(No.)as used to register as a voter with IEBC and attached as required above
5. The Surname and Other Name(s) are to be filled as they appear on your Identity Card or Kenyan Passport
6. The Date of Birth and Sex is to be filled as they appear in the Identity Card Number(No.)/ Passport Number(No.) provided
7. The Contact Telephone, Email and Address will be used as provided for all communication with and by the Electoral and Nomination Dispute Resolution Committee (PLEASE ENSURE THEY ARE UPTO DATE AND IN ORDER)
8. The Position is the one you sought in the UDA Party Nominations
9. The County/Constituency/Ward/polling centre is the one you sought nomination and MUST be filled by any person making a complaint.

Surname:.....Other names.....

Identity Card No./Kenyan Passport No

Date of birth:.....Sex.....

UDA Membership No:.....

Contact Telephone:.....

Contact Email.....



Contact Address.....
Position sought:.....
National Position Sought
County contested in:.....
Constituency contested in:.....
Ward contested in:.....



FORM 2

ACKNOWLEDGEMENT OF RECEIPT OF COMPLAINT

TO.....(Name of Complainant and address)

Your Complaint dated.....

Has been received by the Electoral and Nomination Dispute Resolution Committee on:

..... (State Date of receipt)

DATED this day of20.....

Signature

.....

(NAME OF SIGNATORY)

Member, UDA Party Secretariat



FORM 3

TRANSMISSION OF COMPLAINT

TO.....(Name of Respondent and address)

TAKE NOTICE THAT:

A Complaint dated..... and attached herein,
Has been filed against you and received by the Electoral and Nomination Dispute Resolution
Committee,

You shall be notified of a hearing date when you shall be accorded the opportunity to respond.

DATED this day of20.....

Signature

.....

(NAME OF SIGNATORY)

Member, UDA Party Secretariat



FORM 4

HEARING NOTICE

UDA PARTY ELECTORAL AND NOMINATION DISPUTE RESOLUTION COMMITTEE

COMPLAINT NO.....OF.....

.....COMPLAINANT

VERSUS

.....RESPONDENT

To: (NAME and ADDRESS)

HEARING NOTICE

TAKE NOTICE that the above matter is scheduled for hearing on..... at
.....in the forenoon or soon thereafter.

TAKE FURTHER NOTICE that in default of your attendance the aforesaid hearing will proceed as
the Electoral and Nomination Dispute Resolution Committee and shall deem fit.

DATED thisday of..... 20.....

Signature

.....

(NAME OF SIGNATORY)

Member, UDA Party Electoral and Nomination Dispute Resolution Committee

NB: TO BE ISSUED TO COMPLAINANT AND RESPONDENT(S)



FORM 5

RULINGS TEMPLATE

UDA PARTY ELECTORAL AND NOMINATION DISPUTE RESOLUTION COMMITTEE

COMPLAINT NO.....OF.....

.....COMPLAINANT

VERSUS

.....RESPONDENT

RULING

- A. BRIEF FACTS**
- B. COMPLAINANT'S SUBMISSIONS**
- C. RESPONDENT'S SUBMISSIONS**
- D. AFFECTED PERSONS SUBMISSIONS (If there is an affected person)**
- E. SUMMARY OF ISSUES TO BE DETERMINED**
- F. FINDINGS**
- G. CONCLUSION**

Dated and delivered at Nairobi this..... day of 20.....

.....
(MEMBER'S NAME and SIGNATURE)

Member, UDA Party Electoral and Nomination Dispute Resolution Committee

.....
(MEMBER'S NAME and SIGNATURE)

Member, UDA Party Electoral and Nomination Dispute Resolution Committee

.....
(MEMBER'S NAME and SIGNATURE)

Member, UDA Party Electoral and Nomination Dispute Resolution Committee