



## HEAD OFFICE

Elimu House South 'B'  
P. O. Box 10073, 00100  
G.P.O Nairobi  
Tel: 0727013047 0739599356  
E-mail: [elimusacco@gmail.com](mailto:elimusacco@gmail.com)

21<sup>st</sup> December 2020

TO: All Branch Chairmen  
Branch Secretaries  
Branch Treasures  
Nairobi Delegates  
Principals/Heads of institutions

Dear Sir/Madam,

### RE: ELECTIONS IN ALL ELIMU SACCO SOCIETY BRANCHES

This is to inform you that Elimu Sacco Society Ltd will hold nationwide Branch Elections between 9<sup>th</sup> January to 6<sup>th</sup> February 2021. The current branch officials are required to notify members in their respective branches by giving a notice of 21 days before the day of the meeting indicating the date, time and venue. A copy of the notice for the branch meeting should be sent to the Head Office, via email: [gm@elimusacco.com](mailto:gm@elimusacco.com) or [elimusacco@gmail.com](mailto:elimusacco@gmail.com), the moment it is sent to the members, and to the local County Cooperative Office.

The branch elections will be conducted in accordance with the society's by-laws and the Co-operative Societies Act and must be carried out under the supervision of County Co-operative Officials. In addition, due to the prevailing Covid-19 pandemic, the current branch officials MUST ensure that all Covid-19 protocols are observed. All venues must have handwashing stations with soap, or sanitizers and provide for social distancing of those who will attend the elections.

The minutes containing proceedings of the branch election meetings are to be forwarded to the Head Office no later than 12<sup>th</sup> February 2021, accompanied by a signed list of all members present and a forwarding letter from the returning officer (County Cooperative Officer) with the outcome of the branch elections.

By a copy of this circular, the Heads of institutions are kindly requested to give permission to registered members of the society to attend this very important meeting.

Attached herewith please find the guidelines on the conduct of elections and the delegates nomination forms to be completed by those intending to contest in the branch elections. Note that the same information can be accessed on our website: [www.elimusacco.com](http://www.elimusacco.com).

For any clarification concerning the above do not hesitate to contact the General Manager on [gm@elimusacco.com](mailto:gm@elimusacco.com) or through the society's phone number 020-8691300

With Co-operative Regards,

for

  
REHEMA IBRAHIM  
HONORARY SECRETARY

Cc Principal Secretary, Ministry of Education  
County Director of Education ( Counties)

Commissioner of Co-operative Development  
County Director of Co-operatives ( Counties)



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## NOTICE

TO: ELIMU SACCO SOCIETY LTD DELEGATES  
FROM: HON SECRETARY

RE: ELECTIONS GUIDELINES

1. Every member shall belong to one branch, based on his place of employment or business, from which he will participate in elections. It is the delegate's responsibility to inform the board of any change of electoral branch/employment.
2. All members attending the branch meeting should be registered.
3. The term of the delegates shall be three (3) years, subject to the application of annual rotation basis and they are eligible for re-election thereafter, unless transferred or cease to be a member of that electoral branch.

Guidelines on rotation of officials:

- a. Year 1 (2020): Branch Treasurer
  - b. Year 2 (2021): Branch Secretary
  - c. Year 3(2022): Branch Chairman
4. Attached is the revised nomination form with the revised eligibility for the position of delegates. It is to be filled by all aspirants for the delegates position before the elections and forwarded to the head office.
  5. A copy of this notice, the revised nomination form and the new bylaws is to be availed to the returning officers before the elections.
  6. Due to the prevailing Covid-19 pandemic, the current branch officials **MUST** ensure that all Covid-19 protocols are observed. All venues must have handwashing stations with soap, or sanitizers and provide for social distancing of those who will attend the elections. All in attendance must wear masks. The meeting must be held within the shortest possible duration.

With Cooperative Regards,

  
REHEMA IBRAHIM  
HON SECRETARY