


The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR CUEASO ELECTIONS (CUEA/DVC AA/DOS/12)	DEAN OF STUDENTS
	NO. OF APPENDICES:
	SIX (6) 7.1 – 7.6
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
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Revision	02		Date	21 Nov 2018
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	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
Title	Procedure For CUEASO Elections	Page 2 of 10

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

0.	Contents and Record Of Changes	2
1.0	Purpose	2
2.0	Scope	3
3.0	References.....	3
4.0	Definition of Terms	3
5.0	Principal Responsibilities	3
6.0	Method	3
7.0	Appendices	5
7.1	Context.....	5
7.1.1	External / Internal Factors	5
7.1.2	Relevant Interested Parties	5
7.2	Risk Analysis and Control	6
7.3	Required Organizational Knowledge	7
7.4	Process Map	7

0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1		3	6.2,6.9,(numbering of forms)	DOS


0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users

1.0 PURPOSE

This procedure describes the methodology of conducting elections of the Catholic University of Eastern Africa Students Organization (CUEASO).

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
Title	Procedure For CUEASO Elections	Page 3 of 10

2.0 SCOPE

This procedure applies to the election of all CUEASO officials at the Catholic University of Eastern Africa.

3.0 REFERENCES

- 3.1 Students Handbook
- 3.2 CUEA Quality management manual
- 3.3 CUEASO Constitution
- 3.4 University Amendment Act, 2016

4.0 DEFINITION OF TERMS

- 4.1 CUEASO: Catholic University of Eastern Africa Students Organization


5.0 PRINCIPAL RESPONSIBILITIES

The Dean of Students has the overall responsibility of ensuring that this procedure remains adequate for its intended purpose and is effectively applied.

6.0 METHOD


- 6.1 The Dean of Students shall announce the vacant positions in the CUEASO office by February of each year.
- 6.2 The interested students shall pick a Candidate Application Form (CUEA/DVCADM/DOS/12/fm1) from the Dean of Students, apply for the position of interest and return the duly filled form to the Dean of Students by the date indicated on the announcement.
- 6.3 The Administrative Assistant shall compile the list of applicants and ask for confidential reports from the applicants' departments and their GPA academic performance from the Registrar.

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
Title	Procedure For CUEASO Elections	Page 4 of 10

- 6.4 The Dean of Students shall present the list of candidates to the University Management Board for approval.
- 6.5 The Dean of Students shall put up a notice with the names of the candidates who have been cleared to contest various positions.
- 6.6 If not approved, the Dean Students of shall communicate to the unsuccessful candidates giving reasons why they did not qualify.
- 6.7 The Dean of Students shall communicate to various Electoral Colleges to initiate the process of selection of the delegates.
- 6.8 The Dean of Student shall set an election date where all delegates shall vote for their candidate of choice.
- 6.9 The Chairperson of Electoral Commission (usually a member of CUEA staff selected by Student governing Council (SGC) shall announce the winners after the counting of votes.
- 6.9 The winners shall be sworn in CUEA/DVC ADM/DOS/12/fm2 on the last Friday of March.

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
Title	Procedure For CUEASO Elections	Page 5 of 10

7.0 APPENDICES

7.1 CONTEXT


7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	National Politics	Influence of the election outcome
(ii)	Regionalism/Nationalism	Regionalism/Nationalism
(iii)	Constitution Act	Broadened representation
(iv)	Ethnicity	Ethnicity
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Inter – Power Campus struggle	Alienates some members
(ii)	Socio-economic status	Disadvantaged in terms of the campaigns
(iii)	Delegates system	Fair representation
(iv)	University Budgets	Timelines
(v)	Apathy in some positions	Gender representation
(vi)	Vetting of candidates	Incomplete records

7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Students	Fair representation
(ii)	University Administration	Good leaders, fair campaigns
(iii)	Government	Adherence to the Act
(iv)	Stakeholders	Fair processes


Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	<h2>Standard Operating Procedure</h2>	DVC ACAD/CCD/05
Title	Procedure For CUEASO Elections	Page 6 of 10

7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
	Influence of the election outcome	Vested interest, sources of funding	2	3	6	Medium	Strict adherence to the electoral guidance & ethics
	Regionalism/Nationalism	Patriotism & Nationalism	3	2	6	Medium	Sensitization
	Broadened representation	Apathy of the opposite gender	3	3	9	High	Education
	Ethnicity	National Ethnic divisions	3	3	9	High	Sensitization
	Corruption	Diminished moral values	3	3	9	High	to inculcate ethical values to the students
	Incomplete academic records	not processing examination results on time	3	3	9	High	Faculty adherence to timelines

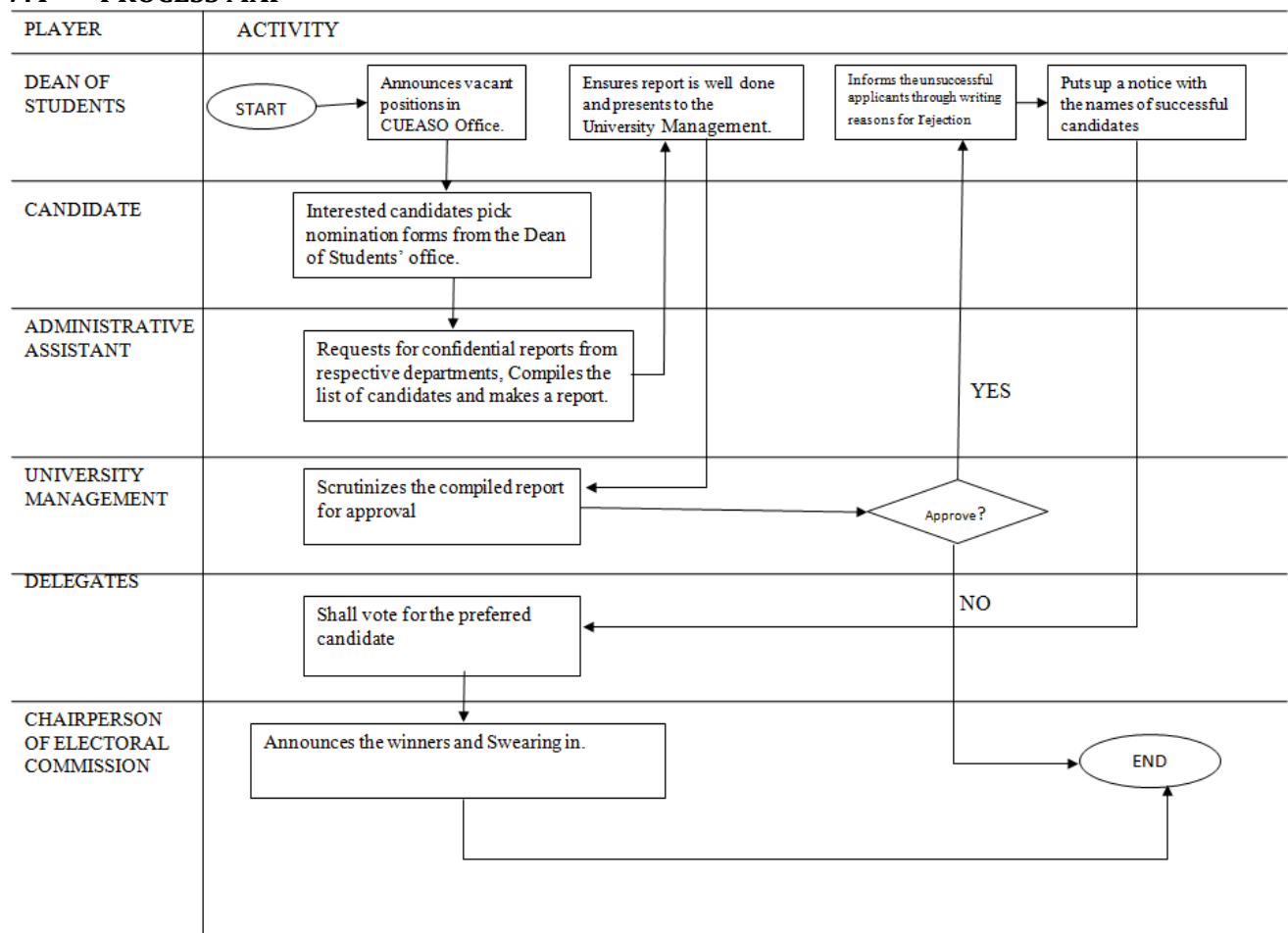
Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	<h2>Standard Operating Procedure</h2>	CUEA/DVC ADM/DOS/12
Title	Procedure For CUEASO Elections	Page 7 of 10


7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

University Amendment Act, 2016

7.4 PROCESS MAP



Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
Title	Procedure For CUEASO Elections	Page 8 of 10

7.5 CANDIDATES APPLICATION FORM

STUDENTS COUNCIL/CUEASO ELECTIONS NOMINATION FORMS 2018

A. DETAILS OF CANDIDATE

NAME:...../ REG.NO.:.....

ELECTORAL COLLEGE:.....YEAR OF STUDY:.....

PROGRAM DURATION:.....POST INTERESTED IN:.....

CONTACT/CELL PHONE:.....

PAST EXPERIENCE:

.....
.....

B. DETAILS OF PROPOSERS

	NAME	REG. NO.	SIGN
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------



Standard Operating Procedure

**CUEA/DVC
ADM/DOS/12**

Title

Procedure For CUEASO Elections

Page 9 of 10

	NAME	REG. NO.	SIGN
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

.....
CANDIDATES' SIGNATURE

.....
DATE


FOR OFFICIAL USE ONLY
.....

RECEIVED BY

RETURNING OFFICER:.....
(NAME) (SIGNATURES) (DATE)

DVC ADM/DOS/fm2

Revision	02		Date	21 Nov 2018
----------	----	--	------	-------------

	Standard Operating Procedure	CUEA/DVC ADM/DOS/12
Title	Procedure For CUEASO Elections	Page 10 of 10

7.6 CUEASO SWEARING IN FORM

Swearing in on

I..... Reg. No

Having been duly elected as the of the Catholic University of Eastern Africa Students Organization (CUEASO) do hereby declare that,

1. I will serve all the students of the Catholic University of Eastern Africa to the best of my ability without fear or favour.
2. I will represent the students and not my personal interests.
3. I will work with my colleagues as a team.
4. I will respect the University Administration and work with them for the well being of this institution.

So help me God!

In the Presence of:-

Electoral Commission Chairperson -

Signature:..... Date.....

The Dean of Students

Signature:..... Date.....

The DVC - Academics

Signature..... Date.....

CUEA/DVC ADM/DOS/12/fm2

Revision	02		Date	21 Nov 2018
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