

GUIDELINES FOR KCPA ELECTIONS 2025

PREAMBLE

- i. Kenya Counseling and Psychological Association (KCPA) is a registered Members Association whose main objective, among others, is to assist the Government and the general society, in all matters of practice of Counseling and Psychology in Kenya by the promotion of an understanding and awareness of professional counseling and psychological services throughout Kenya (Article 2a).
- ii. KCPA is mandated to hold Elections for office bearers and members of its Management Committee regularly in accordance with its Constitution (Article 8c).
- iii. In compliance with these clauses, KCPA shall be holding its election on **December 5, 2025**, for the positions of National Chairperson and committee members – 3 positions.
- iv. Candidates for the position of office bearers and committee members must be holders of a Bachelor's degree in counselling/Psychology and have practiced for more than 5 years. Candidates with a background and experience in finance, accounts, business administration and management will have an added advantage. They must be active members of KCPA and have paid their subscriptions.
- v. The candidates for the Chairperson position must be holders of a minimum of Master's degree in Counselling/Psychology and have practiced for more than 10 years. Candidates with qualification in strategic management; leadership; governance; organisational development will have an added advantage. They must be active members of KCPA and have paid their subscriptions.
- vi. All candidates must not have any outstanding disciplinary cases, disputes or be under any sanction with either KCPA or any other professional organization(s) in Kenya or abroad. They must demonstrate adherence to the principles of good leadership and ethics as set out by Chapter 6 of the Constitution of Kenya 2010.
- vii. Each candidate should be aware that service as an office bearer is purely voluntary and there are no allowances or benefits, monetary or otherwise, that accrue from being elected as an office bearer for rendering service to the Association.
- viii. Any candidate should be aware that appointment as an office bearer brings to an end any other elected or appointed position in KCPA.
- ix. All office bearers and committee members should be ready to avail themselves for meetings and KCPA activities.

2025 ELECTION GUIDELINES

1. CONDUCT OF ELECTIONS

The Elections shall be presided over by the Electoral Committee, which comprises four (4) persons nominated by the KCPA Board.

2. POLLING DATE AND STATION

The election shall take place on **December 5, 2025**, virtually.

3. ELIGIBLE VOTERS

The register of members eligible to vote shall contain the names of members who are fully paid as of **October 31, 2025**.

4. IDENTIFICATION PROCEDURE AND DOCUMENTS FOR ELIGIBLE CANDIDATES AND VOTERS

The name of the Voter and the candidate must be on the voter's register, and the Voter and the candidate must produce the following documents for identification: -

a. Candidate:

- i. KCPA 2025 Membership Certificate
- ii. National Identity Card
- iii. Certified copies of academic qualifications
- iv. Certified copy of the Counselors and Psychologists board license
- v. Certified copy of the KCPA accreditation

b. Voter:

- a. Be registered in the electronic register.

5. NOMINATION OF CANDIDATES

a. The candidate for the post of chairperson must get nominated by 7 (seven) members and the candidates for committee members must get nominated by 5 (five) members. A member nominating a candidate must have been KCPA member for the last 3 years and up to date with their annual subscription (2025).

b. A member can only nominate one candidate.

c. Candidates who will be nominated by a member who has nominated another candidate will be disqualified.

6. APPLICATION FEES

a. The candidate for the position of Chairperson shall pay a non-refundable application fee Kshs. 15,000/- and Kshs. 10,000/- for the other board members' positions then attach evidence of payment.

- b. All candidates are supposed to read these guidelines for the purpose of completing the Nomination Form and the Electoral Code of Conduct.
- c. The nomination forms can be downloaded from KCPA website.

7. ELECTORAL CODE

- a. All candidates and agents are to sign and swear before Commissioner of Oaths or Magistrate to the electoral code of conduct attached to these guidelines and submit to KCPA together with their nomination forms.
- b. Any candidate who violates the electoral code shall invite one or more of the sanctions provided therein including but not limited to the disqualification from participating in the elections.

8. RETURN OF THE NOMINATION FORMS AND CODE OF CONDUCT

- a. The last date of the return of the nomination forms and code of conduct by candidates and agents will be on the date specified in the KCPA 2025 election timetable.
- b. No Nomination forms shall be acceptable after 5pm of the date specified.

9. NOMINATED CANDIDATES

- a. The list of the nominated candidates for various positions will be released by the date specified in the KCPA 2025 election timetable.
- b. The Electoral Sub-Committee shall give reasons in writing for not approving the nomination of any candidate who has applied to the candidature by the date specified in the KCPA 2025 election timetable.

10. APPEALS BY CANDIDATES NOT DECLARED NOMINATED

Any candidate wishing to appeal the decision against the approval of nomination shall within the prescribed time in the 2025 Election timetable: -

- a. Make an appeal in writing signed by the dissatisfied Nominee or Candidate stating concisely the grounds of appeal and the prayer(s) sought to the Management Committee.
- b. Pay a non-refundable appeal fee of Kshs 10,000/- and attach payment evidence.
- c. KCPA Appeal Committee shall deliberate on the appeal and render its ruling within the prescribed time in the 2025 Election timetable.
- d. The decision of the KCPA Appeal Committee shall be final.
- e. If the appellants appeal to the KCPA Management Committee is successful, the candidates name shall be included in the list of the nominated candidates and members informed accordingly.

11. CAMPAIGN PERIOD

- a. The official campaign period starts and closes as indicated in the KCPA 2025 election timetable. Campaigns of any sort will not be allowed 24 hours before the polling day and during the polling day.
- b. Any candidate, or supporters of the candidate who will breach this rule shall render the candidate to be disqualified from contesting in addition to paying the fine as specified in the electoral code against the candidate and agents.
- c. Supporters of any candidates who will campaign for the candidates on these days will expose the candidates to disqualification and the Association may take action against such supporters which action may include and not restricted to the sanctions in the Electoral Code.

12. MODE OF VOTING

Polling System Setup for electronic voting platform

- a. As per the voters' register, members will be sent a link to register for the ELECTION EVENT.
- b. Once the registration has been done, voters will be verified and a link for the elections sent to their individual emails.
- c. Members are encouraged to use their correct details and credentials. The default is the **KCPA NO'**.
- d. During the elections, there will be a polling tab at the bottom of the platform dashboard. That is where the host will launch different polls/voting process.
- e. The names of the nominees will be displayed there and the positions they are vying for, e.g. Chairperson and the names of the individual at the bottom.
- f. During the voting process, the host will launch a time period for the voting process and once the time has lapsed, the voting process will end. The next position poll will also be launched and the process will be the same. Any other information for clarity shall be communicated before the election date.

13. COUNTING OF VOTES

The voting shall be real time, and counting will be done electronically and it shall be transparent.

14. DECLARATION OF THE NUMBER VOTES AND WINNERS

The chair of the Elections Sub-Committee shall announce all the results of the voting as per prescribed time in the 2025 election timetable.

15. APPEALS BY CANDIDATES NOT DECLARED ELECTED

Any candidate wishing to appeal against the results of the voting and the declaration of winners shall as per the prescribed time in the 2025 election timetable: -

- a. Make an appeal in writing signed by the dissatisfied Nominee or Candidate stating concisely the grounds of appeal and the prayer(s) sought to the Management Committee.

- b. Pay non-refundable appeal fees of Kshs. 10,000/- and attach a copy of the banking slip or payment receipt together with appeal documents.
- c. KCPA Management Committee shall deliberate on the appeal and render its ruling with the prescribed time in the timetable.
- d. The decision of the KCPA Management Committee shall be final.
- e. If the appellants appeal to the KCPA Management Committee is successful, the Elections Sub-Committee or the KCPA Management Committee shall inform the candidate and members accordingly and give directions on the holding of a fresh election. If the position that the candidate appealed against is that of the Chairperson, the same should be filled within 60 days or given the necessary conditions in respect of any other Committee Member position.

16. SWEARING IN OF ELECTED OFFICIALS

The swearing in of all the newly elected officials shall take place on **16th December, 2025.**

17. POST –ELECTION SECURING AND AUDIT OF REGISTERS

- a. Four days after the conclusion of the election, the Electoral Committee will Secure all the voters' register results sheets and any other Election materials and store them safely as directed by the KCPA Electoral Committee.
- b. The Electoral Committee shall also conduct a post-election audit of the election for the purpose of identifying any malpractices and also identifying any culpable official or member for the purpose of disciplinary action within 14 days from the date of election announcement.

18. CALENDAR OF EVENTS FOR 2025 ELECTIONS

Activity	Timeline	Responsibility/Action by
Establish Election Committee	11 th September ,2025	Association Board
Define election guidelines	25 th September, 2025	Election Committee
Notice of election for office bearers and sending application forms	2 nd October, 2025	Election Committee Chair & Secretariat
Budgeting & resource mobilization	3 rd October, 2025	Treasurer & Board

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Update the membership register and publish	9th October, 2025	Membership Committee
Deadline to submit applications	15th October, 2025	Candidates
Open nominations	16th October, 2025	Election Committee
Verify and approve candidates	17th October, 2025	Election Committee
Publish list of candidates/Announcement of Nominees through emails and KCPA website	21st October, 2025	Election Committee
Dissatisfied candidates not declared as Nominees to appeal via email or hard copy of appeal delivered at KCPA office	23rd October, 2025	Election Committee
Release of Final list of nominees Names	30th October, 2025	Election Committee
Train members on voting system	4 th November, 2025	Election Committee & IT Team
Publish election calendar	11 th November, 2025	Election Committee
Disseminate campaign guidelines/code	13 th November, 2025	Election Committee
Candidate campaigns	14 th November, 2025	Candidates
End of campaign activities	3 rd December, 2025	Election Committee
Voting Day (electronic portal)	5 th December, 2025	Election Committee & IT Team
Announce results	5 th December, 2025	Election Committee
Issue certificates	8 th December, 2025	Election Committee
Handle disputes/appeals Dissatisfied candidates to appeal via hard copy of appeal delivered at KCPA office	9 th December, 2025	Appeals Committee
Results of appeals	11 th December, 2025	Appeals Committee

Handover process Swearing-in of elected persons	16 th December, 2025	Outgoing & Incoming Officials. KCPA Board and KCPA Advocate
Conduct election review	17 th December, 2025	Election Committee
Submit final report	18 th December, 2025	Election Committee

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KCPA 2025 ELECTIONS

CANDIDATE'S APPLICATION FORM

	Surname:	other names
1	Postal address:(include postcode)	
2	Phone numbers:	
3	Email address:	
4	Accreditation status (attach copy of Certificate)	
5	Membership number	
6	Residential Area: - County..... Town..... Estate.....	
7	Date of KCPA Subscription for 2025 (attach payment evidence)	
8	<p>State any two Continuing Professional Education Seminars and / or workshops or other forum conference you have attended over the last two years and attach a copy of the certificate of participation.</p> <p>a.</p> <p>b.</p>	
9	<p>State any two activities you have participated organized by the Association over the last two years and give brief details on the nature of your participation. (You may attach another paper if this space is not sufficient)</p>	
10	<p>In which capacity are you applying to serve in the committee (Tick one)</p> <p>a. Office Bearer (specify the position)</p>	

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11	<p>Briefly state 3 items you intend to achieve or you will propose to the Committee to consider for the welfare of members and propelling the Association to greater heights</p> <p>a)</p> <p>b)</p> <p>c) (You may attach another paper if this space is not sufficient)</p>
12	<p>Indicate any five points of strengths you will bring on board for your choice in number 12 above and attach supporting documents.</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p>
13	<p>Date of payment of Application fees (attach copy of Banking slip or receipt)</p> <p>.....</p>
14	<p>Nominating Person</p> <p>a) Name.....</p> <p>b) Postal address:(include postcode)</p> <p>c) Phone numbers.....</p> <p>d) Email address.....</p> <p>e) Membership number.....</p> <p>f) Date of KCPA Subscription payment for 2025 (attach evidence of payment)</p> <p>g) Signature.....</p> <p>h) Date.....</p> <p>Ibeing the nominating person do hereby confirm;</p>

	<p>i) That I have not nominated any other person for the purposes of this election.</p> <p>ii) I do understand that if I have nominated any other person for the purposes of this election both candidates are liable to be disqualified.</p> <p>I expressly authorize the Electoral committee to contact me, if need be, for any verification</p> <p>iii) Signature.....</p>
15	<p>Signed by the Proposed Nominee</p> <p>I.....do hereby confirm that I am aware that service as a committee member is purely voluntary and no allowances or monetary benefit or otherwise accrue from being elected as a committee member or for rendering service to the Association.</p> <p>Signature..... Date.....</p>

THE KCPA ELECTORAL (CODE OF CONDUCT) REGULATIONS
DECLARATION OF COMPLIANCE BY CANDIDATES

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contesting the elections to be held on **December 5, 2025** or soon thereafter for the position of and having submitted my Nomination Form, do Solemnly Swear, Affirm and Declare that I and my agents will subscribe and observe all the provisions of this Code of Conduct and in particular to:

- a) Promote the ideals of the Kenya Counselling and Psychological Association in a fair, truthful, free and transparent manner.
- b) To avoid, condemn and **prevent violence** and **intimidation** or **abusive language** or words that will disparage the conduct of my opponents or opposing candidates.
- c) To instruct my agents, supporters and campaigning teams and, members of the Kenya Counselling and Psychological Association who have nominated me to respect the Code by avoiding violence and using **intimidating, derogatory** or **abusive language** in any media or communication.
- d) To respect and affirm all the rights of all participants and supporters of opponents in the election:
 - i. To express divergent opinions,
 - ii. To debate and contest the policies and programs of other candidates in a positive and objective manner without causing bad blood or ridiculing them,
 - iii. To canvass freely for support from members of the KCPA,
 - iv. To respect and be subject to the law and regulations pertaining to the holding of public meetings and general campaigns,
 - v. To refrain from distributing **offensive electoral literature** and campaign materials, SMS texts, e-mails or in social media.
 - vi. To refrain from publishing and distributing **offensive notices** and **advertisements** in print and electronic media, notice boards, etc.
 - vii. Avoid erecting **offensive** banners, placards and posters,
 - viii. To co-operate with responsible authority and other relevant institutions and other authorities in the investigation of issues and allegations

arising during the election period,

- ix. To avoid any corrupt tendencies like **bribing the voters** to vote for me, or refrain from **offering any inducement or reward** to any person to vote or not wishing to vote for you or any other candidate,
- x. To respect the polling and tallying Centre by avoiding any conduct or any form of campaigns on the polling day and any other specified days in the election rules and guidelines including distributing any forms of inducements in form of money or presents in an attempt to influence the voters, electoral officers, security officers and agents,
- xi. To refrain from impeding the right of any candidate, canvassers and representatives to have access to members for purposes of voter education, canvassing for and soliciting support for elections,
- xii. To avoid, eliminate and stop **plagiarizing** the opponent's messages, posters and to discourage and prevent the removal, disfigurement or destruction of campaign materials of any contestants,
- xiii. To refrain from **publishing, repeating false**, or forwarding any **defamatory** or **inflammatory** allegations concerning any person connected with the election to defame the character of a contestant or any other person or Member of the Association.
- xiv. To refrain from any attempt to abuse a position of **power, privilege or influence**, including any offer of reward or threat to refuse to pay a penalty properly imposed by the responsible authority for errant behavior by me or my supporters during campaigns and voting.
- xv. To avoid any discrimination based on profession, occupation, age, race, gender, tribe or place of origin or residence or other local connection, political opinion, color, creed or sex in connection with the election activity.
- xvi. To acknowledge the responsible authority in the conduct of election, ensure the attendance and participation of representatives at meetings of any Liaison Committee and other forums convened by the responsible authority in dispute resolution, respect and honor fines or any condition imposed on my candidature due to misconduct and unbecoming campaign behavior by me or my supporters during campaign for votes.
- xvii. To facilitate the responsible authority's right of access and other representatives to all public meetings or other electoral activities co-operate in the official investigation of issues and allegations arising during any election period.

- xviii. To reassure members with regard to the secrecy and integrity of the ballot and furthermore, to reaffirm the fidelity to the effect that no one will know how any other person has voted.
- xix. To take reasonable steps to discipline, stop and control my agents, employees, candidates, members and supporters from infringing this code, engaging in activities of commission or omission which amount to offences under the electoral laws or otherwise for not observing this code or contravening or facilitating to comply with any provision of the electoral laws.
- xx. To refrain and deter my supporters and agents from conducting campaigns and speeches in Continuing Professional Education Seminars and workshops or other forums during the campaign period,
- xxi. Without prejudice to any other rights, to accept the final outcome of the election and the declaration and certification of the results thereof.
- xxii. To promote free and fair campaigns by all lawful means.

Where, in the opinion of the responsible authority and on sufficient presentation of evidence, I or my supporters and agents have contravened or infringed on any of the provisions of this Code, I will be liable to have committed an electoral offence and may be liable to the following penalties or may be liable to be disqualified from the elections or both.

- a. Formal warning,
- b. A fine for breach by any candidates and/or agent(s) is Kshs. 10,000/-,
- c. Be barred from holding any public meetings, campaigns or meeting the voters during campaign period,
- d. Be barred from participating in any one or more future KCPA elections,
- e. My agents may also be cautioned, warned, be fined or barred from participating in any one or more future KCPA elections.

I have read the Code, confirm that I have understood the contents of this Code of Conduct, swear to respect and abide by all the conditions of the Code and to that end promise to undertake objective and mature campaigns free from coercion, abusive language and violence.

So, help me God.

Sworn at... ..by the said

Name of Candidate:

ID/Passport No:

Signature:

This day of2025

Before me

.....(STAMP)

COMMISSIONER OF OATHS/MAGISTRATE