

THE INSTITUTION OF SURVEYORS OF UGANDA (ELECTIONS)  
GUIDELINES, 2023

ARRANGEMENTS OF GUIDELINES

PART I PRELIMINARY PROVISIONS

*Guideline Title*

1. Citation.

PART II ELECTIONS COMMITTEE

2. Establishment of Elections Committee.
3. Composition of Elections Committee.
4. Functions and powers of Elections Committee.

PART III

QUALIFICATIONS FOR THE ISU OFFICE BEARERS

5. Qualifications for Council positions.
6. Qualifications for Committee Chair persons.

PART IV NOMINATIONS

7. Right of nominations.
8. Right of members to be elected.
9. Procedures for nominations.
10. Electronic filing of Nomination Form.
11. Submission of Nomination Form to the committee.
12. Vetting process.
13. Committee to publish names of qualified candidates.
14. Objections and appeal against vetting process.

PART V PROCEDURE OF ELECTIONS

15. Election procedure.
16. Campaign by candidates.
17. Right to vote and be voted for.
18. Voters' list.
19. Member to be elected in one elected position.
20. Voting by secret ballot.
21. Vote by proxy.
22. Procedure for elections of office bearers.
23. Candidate's right to have agent.
24. Conditions and guidelines for agents.
25. Counting of ballots.
26. Rejection of ballots.
27. Elections to be fair.
28. Attendance of elections proceedings in person.

29. Right to withdraw from contesting.
30. Announcement of the ISU General Elections results.
31. Swearing of candidates elect.
32. Records of elections results.
33. Complaints on elections process and results.
34. First Council meeting to appoint Standing Committees.
35. Maximum term to serve in position.

---

SCHEDULE

---

# **Institution of Surveyors of Uganda Election Guidelines 2023**

---

## **Election Guidelines**

---

(Made Section 3.6 of the Constitution)

---

THE Institution of Surveyors of Uganda (ELECTIONS) Guidelines, 2023

### **PART I PRELIMINARY PROVISIONS**

- Citation
1. These Guidelines may be cited as the Institution of Surveyors of Uganda (Elections) Guidelines, 2023.

### **PART II ELECTIONS COMMITTEE**

- Establishment of Elections Committee
2. There shall be established an Elections Committee in accordance with the Institution of Surveyors of Uganda Constitution Article 3.3 and 3.6

With exception of the First Elections committee, the Chairperson and members of the Elections Committee shall be elected in accordance with the Institution of Surveyors of Uganda Constitution Article 3.3.

- Composition of Elections Committee
3. The Elections Committee shall consist of-
    - (a) the Chairperson who shall be a Fellow and shall be a member in good standing and two other members in good standing, one of which shall be a graduate member.

- Functions and powers of Elections Committee
4. The Elections Committee shall have the following powers and functions:
    - (a) to ensure that qualified candidates for all

---

elective positions comply with all requirements of these Guidelines, professional representation, gender balance, and age by considering the best interest of the Institution ;

- (b) to prepare a report on the nominations and vetting process;

- (d) to hear and determine objections on the vetting, election process, and election results; and
- (e) to prepare a report on Institution General Elections and give recommendations on the Elections.

Position for members of Council

5. Subject to the provisions of the Constitution and these Guidelines, the positions for elected members of the Council shall consist of:

- a) President (non-electable, unless vetoed)
- b) Vice President
- c) Honorary Secretary
- d) Honorary Vice Secretary
- e) Honorary Treasurer
- f) Honorary Vice Treasurer
- g) Chapter Chairperson, Land Surveying
- h) Chapter Chairperson, Quantity Surveying
- i) Chapter Chairperson, Valuation Surveying
- j) Chapter Chairperson, Mining and Hydrological Surveying

Positions for Committee Chairpersons

6. Subject to the provisions of the Constitution and these Guidelines, the positions for elected committee Chairpersons shall consist of-

- a) Chairperson Publications Committee
- b) Chairperson Social Affairs Committee
- c) Chairperson Professional Standards & Development Committee
- d) Chairperson Women surveyors committee
- e) Chairperson Young Surveyors Committee
- f) Chairperson Technicians Committee
- g) Chairperson Students committee

Qualifications for President Position

7. The Vice President shall unless vetoed automatically be the President and the election of the Vice President shall be that of a President Elect

Qualifications for Council positions

8. A member shall be eligible for nomination or election as a council member as per schedule A.

Qualifications for committee chairpersons

9. A member shall be eligible for nomination or election as the Chairperson for a committee as per schedule A.

**PART IV  
NOMINATIONS**

Right of  
nomination

10. Any member in good standing may nominate a person where such member meets the qualifications criteria set out in these Guidelines or nominate a member of the Institution to be elected as office bearer of the Institution by submitting to the Institution Secretariat a nomination form, as provided in the Schedule to these Guidelines.

Right of  
members to be  
elected

11. Subject to the provisions of these Guidelines, every member of the Institution who has the rights and privileges of membership shall be eligible for election to any post in the Institution in accordance with these Guidelines.

- (a) to issue notice to all members and the public through widely circulating newspapers or electronic media that the nominations are open to all elected positions for the ensuing year;
- (b) the notice referred to under paragraph (a) shall be issued at least 6 weeks before the date of the elections;
- (c) all nominations shall be submitted to the Election Committee not later than one week from the date of the notice;
- (d) Nominations shall be in writing as prescribed in the Schedule to these Guidelines, signed by the nominator and nominee and seconded by at least one member. The nominator and seconder shall be of equal membership category or above) that of the nominee
- (e) nomination for Chapter-specific offices shall specify the Chapter for which the candidate is nominated and in each case, the candidate and all members who have signed the nomination form shall be members registered in the respective Chapter;
- (f) the Elections committee may extend the deadline for receipt of the nominations but such extension shall not exceed seven days;

- (l) gender balance shall be considered while nominating candidates and taking into account the best interest of the Institution ;
- (m) the Elections committee shall prepare a list of nominated candidates for each elected positions and circulate the list;
- (n) the Elections committee shall make any other procedure as the Committee may deem necessary for the best interest of the Institution

Electronic filing of nomination form

11. Nomination forms may be submitted by means of electronic communication provided that the hard copy of the original form is delivered to the Chairperson and the Secretariat within fourteen days after the lapse of the deadline for receipt of the nominations.

Submission of nomination forms to Committee

12. All nomination forms shall be received by the Elections Committee

Vetting process

13. The Elections Committee shall conduct a vetting process to determine eligibility of members nominated in all the positions.

Committee to publish names of nominees

14. The Chairperson of the Elections Committee shall publish the positions for which they are nominated.

Objections and appeals against vetting process

15. A candidate or member who is not satisfied with the vetting process may apply for review to the Elections Committee explaining the grounds for review with sufficient proof within three days from the day the vetting results are announced by the Elections Committee

(1) Every application for review made shall be in writing and shall be submitted to the Elections Committee.

(2) Upon receipt of the application for review, the Committee shall summon the applicant for hearing and determination of his or her application within seven days.

(3) The hearing referred to under subregulation (2) may be conducted physically or electronically.

(4) The decision of the Committee under this regulation shall be final and conclusive and the Committee shall publish any amendments to the nomination in case there have been any changes to the nomination list arising out of the review.

PART V  
PROCEDURE FOR ELECTIONS

Elections procedure 16. The Elections Committee shall conduct an election where it is satisfied that there are candidates to vie for vacant positions.

Campaign by candidates 17.-(1) Prior to an election conducted under these Guidelines, candidates shall be allowed to conduct campaigns for the position they are vying for.

(2) Subject to these Guidelines, candidates and their supporters shall not, during campaign and on election day, conduct themselves as members of any registered political party.

(3) The Elections Committee shall ensure that:

(a) campaigning time is announced according to the timing schedule planned by the Elections Committee;

(b) all candidates are provided with equal opportunity to campaign and post information about their candidature on the Institution 's website and other communication platform of the Institution ;

(c) the Elections committee shall be neutral throughout the elections and any member of the staff shall not take sides during the campaigns;

(d) candidates and their supporters shall not conduct themselves in a manner contrary to the code of conduct governing the members generally including use of violence, bad language or any other conduct that may harm their own standing or personality of other candidates

; and

(e) candidates observe the schedule set by the Committee for campaigning.

(3) Subject to the provisions of these Guidelines, the Elections Committee may disqualify any candidate who violates the provisions of these Guidelines.

(4) Final campaigning shall be conducted on the day preceding the elections:

Provided that, the Committee may decide otherwise on the deadline for the final campaigning depending on the circumstances.

(5) The Elections Committee shall, before disqualifying any candidate, give such candidate the right to be heard.

(6) The decision of the Committee to disqualify a candidate shall be final.

Right to vote and be voted

18. Every member of the Institution in good standing has a right, as provided for the Constitution, to vote during the Institution General Elections conducted at the General Meeting of the Institution.

The Graduate Members shall only be eligible to Vote for the Chapter Chair Positions and committee Chairpersons.

Voters list

19. The election Committee shall, in every year of election, prepare a list of members who are eligible to vote.

(5) A member of the Institution who has a reason to believe that a voters list improperly includes or omits such member's name, or contains an error in respect of the Chapter in which a member is entitled to vote may, before the election, report the error to the Elections Committee Chairman

Voting by secret ballot or electronically

20. Voting shall be by secret ballot or electronically provided that the Committee may determine the manner of the voting process of a particular election.

The ballot papers shall be prepared in the format recommended by the Elections Committee.

The order of names on a ballot paper shall be in alphabetical order starting from letter "A" until the placing of all candidates' names on the ballot has been determined.

Voting by proxy

21. During elections, voting by proxy shall not be allowed unless where provided otherwise by special resolution passed by members during the general meeting.

Procedure for elections of Institution's office bearers

22.-(1) The election of the Institution office bearers at the Institution General Meeting shall be held in accordance with the following procedure:



- (a) the Elections Committee shall publish in the Institution 's official communication tools a short description of each candidate in whatever format as the Elections Committee may prescribe ;
- (b) the Returning Officer or any officer designated by the Returning Officer shall ensure that the number of ballot papers is equal to the number of members entitled to vote as appearing in the voters list;
- (c) ballots for different elective positions shall be differentiated by colours and shall be casted into different boxes or any other devices as determined by the Committee;
- (d) only ballots received at the General Meeting and before the closure of voting session by the Returning Officer shall be counted;
  
- (e) subject to the provisions of these Guidelines, each member shall have one vote for each elected position;
- (f) a member who submits more than one ballot for one elected position shall have his ballots rejected;
- (g) the candidate with the highest number of votes shall be elected to that office;

Candidate's right to have agent

23. A candidate shall have the right to appoint or select an agent during the voting process and counting of the votes.

Conditions and guidelines for agents

24. Agents shall be guided by the following procedures and conditions:

- (a) an agent shall be a Professional Member of sound mind;
- (b) agents shall be prohibited from using telephones during counting, after counting and before announcement of the election results; and
- (c) polling agents shall be prohibited from announcing election results before formal announcement of the election results.

(2) Elections Committee Chairperson may expel an agent who acts contrary to the procedures and conditions issued by the Committee during the election process.

Counting of ballots

25. The cast ballots shall be counted in accordance with the following procedures:

- (a) for each elective position, the ballots shall be opened and removed from the box or any other device as determined by the Committee;
- (b) each voter declaration shall be read aloud;
- (c) all votes shall be counted and recorded unless void or rejected; and
- (d) ballots which are rejected shall be kept separately.

Rejection of ballots

26.-(1) A ballot shall be rejected where:

- (a) it contains or is enclosed in an envelope that contains a marking that identifies the voter;
- (b) it contains votes for more candidates than the number to be elected;
- (c) it is not a ballot issued by the Committee; or
- (d) it is received by the Committee after the election time.

(2) A vote shall be void where it is:

- (a) casted for a candidate whose name does not appear on the ballot; or
- (b) ambiguous or unclear as to the candidate voted

for.

Elections to be fair

27. The Chairperson of the Elections Committee or appointed Assistant Returning Officers shall supervise the counting of votes and ensure that the elections are fair and conducted in accordance with the procedures stipulated in these Guidelines.

Where there is equal number of votes

28. Where in the election for any position the number of votes ties between the first two or more candidates, the Chairperson of the Elections Committee shall call for election re-run:

Provided that, only the tied candidates shall be eligible for an election re-run.

Attendance of election proceedings in person	<p>29. A candidate shall attend the election proceedings in person unless such candidate has valid and strong reasons for non-attendance.</p> <p>The Committee may decide whether or not to consider the grounds advanced by the candidate for nonattendance.</p>
Right to withdraw from contesting	<p>30. Candidates shall have the right to withdraw from contesting a position within fourteen days before election by informing the Chairman of the Elections Committee in writing.</p>
Announcement of the Institution General Elections results	<p>31. Upon compilation of all election results from the Institution the Chairperson of the Elections Committee shall record all elections results in a prescribed form as provided in the Schedule and announce the results at the Institution 's General Meeting.</p>
Swearing of candidates elect	<p>32. The elected Institution 's office bearers shall</p> <p>be sworn in at the Annual General Meeting by the a Person nominated by the Elections committee at the Annual General Meeting.</p> <p>(2) The persons referred to under subregulation (1) shall take office after the completion of the Annual General Meeting.</p>
Record of elections results	<p>33.-(1) The Elections Committee shall ensure that the number of votes received by each candidate are kept and reported in the Committee report on Institution's General Elections.</p> <p>(2) The report under subregulation (1) shall be published in the Institution's media of communication.</p> <p>(3) The information referred to in subregulation (1) shall be public information.</p>
Complaints on elections process and results	<p>34. A candidate or his agent who is not satisfied the election process may apply to the Elections Committee for a review of the election immediately after the election and before the results are announced.</p> <p>(2) The application under subregulation (1) may be made orally or in writing.</p> <p>(3) The Elections Committee shall promptly review the election in that particular position and determine the complaint immediately before the next stage of the election process.</p>

- (4) On determination of the application, the Elections Committee shall either:
- (a) dismiss the application where it is not meritorious; or
  - (b) Rescind the election process and commence that particular process afresh.
- (5) The decision made by the Elections Committee under sub-regulation shall be final and conclusive.

First Council  
meeting to  
appoint standing  
committees

35. Within thirty days of being elected, the President shall convene a meeting of the Council and during that meeting the Council shall appoint members of all standing committees.

SCHEDULE - A

**POSITIONS AVAILABLE AND ELIGIBILITY**

S/N	Positions Available	Member Eligibility	Voter Eligibility
1.	Vice President	LS, FISU	Fellows, PMs, PAs
2.	Honorary Secretary	QS, FISU (Female)	Fellows, PMs, PAs
3.	Honorary Vice Secretary	FISU, MISU/AISU	Fellows, PMs, PAs
4.	Honorary Treasurer	LS, FISU/MISU/ AISU (Female)	Fellows, PMs, PAs
5.	Honorary Vice Treasurer	FISU/MISU/ AISU (Female)	Fellows, PMs, PAs
6.	Chapter Chairperson, LS	LS, FISU/MISU/ AISU	Fellows, PMs, PAs, Graduates
7.	Chapter Chairperson, QS	QS, FISU/MISU/ AISU	Fellows, PMs, PAs, Graduates
8.	Chapter Chairperson, VS	VS, FISU/MISU/ AISU	Fellows, PMs, PAs, Graduates
9.	Chapter Chairperson, MHS	MHS, FISU/MISU/ AISU	Fellows, PMs, PAs, Graduates
10.	Chairperson Publications Committee	Any Chapter, FISU/MISU/ AISU/ Graduate	Fellows, PMs, PAs, Graduates
11.	Chairperson Social Affairs Committee	Any Chapter, FISU/MISU/ AISU/ Graduate	Fellows, PMs, PAs, Graduates
12.	Chairperson Professional Standards & Development Committee	Any Chapter, FISU/MISU	Fellows, PMs, PAs,
13.	Chairperson Women surveyors committee	Any Chapter, FISU/MISU/ AISU/ Graduate (Female)	Fellows, PMs, PAs, Graduates
14.	Chairperson Young Surveyors Committee	Any Chapter, MISU/ AISU/ Graduate	Fellows, PMs, PAs, Graduates
15.	Chairperson Technicians Committee	Technician member, ISU	Technicians Members
16.	Chairperson Students committee	Student Member, ISU (From Makerere University)	Students

*\*FISU – Fellow Institution of Surveyors of Uganda, MISU – Member Institution of Surveyors of Uganda, AISU – Associate Institution of Surveyors of Uganda, QS – Quantity Surveying, LS – Land Surveying, VS – Valuation Surveying, MHS – Mining and Hydrological Surveying  
PMs – Professional Members of Institution of Surveyors of Uganda  
PAs- Professional Associates of Institution of Surveyors of Uganda*

FORM No...A.....

**NOMINATION FORM FOR ELECTION OF COUNCIL MEMBERS**

FORM No...B.....

**NOMINATION FORM FOR ELECTION OF COMMITTEE CHAIRPERSONS**

FORM C:

**ELECTION RESULTS FORM**

POSITION	NAMES OF CANDIDATES	NUMBER OF VOTES			CANDIDATES AGENTS' NAME AND SIGNATURE
		YES	NO	SPOILT	
VICE PRESIDENT ( President Elect)					



I ....., the Returning Officer of  
 ..... General Election hereby confirm that the above  
 results for elections conducted on ..... At  
 ..... Annual General Meeting \* are correct.

.....  
 RETURNING OFFICER