



## Abbreviations

<b>AGM</b>	Annual General Meeting
<b>SGM</b>	Special General Meeting
<b>NCC</b>	National Conservancies Council
<b>EC</b>	Executive Committee

## Definitions

Categories of Conservancies means private, group and community conservancies

<b>Community Conservancy</b>	means a conservancy established by community members on community land
<b>Eligible Member</b>	means a conservancy that has been admitted to KWCA's membership and has fully renewed their annual membership fee
<b>Group Conservancy</b>	means a conservancy established by a group of private landowners on private land
<b>Member</b>	means a conservancy that has been admitted to KWCA's membership through an approval by the NCC and adopted by the general assembly, this may include community, private, group conservancies
<b>Private Conservancy</b>	means a conservancy established by private individual or corporate body on private land

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# 1.0 About the KWCA Election Guidelines

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The election guidelines provide procedures for conducting elections for members of the National Conservancies Council, during the KWCA General Meetings. They apply in the election of members of National Conservancy Council while ensuring that KWCA governance structure is representative, inclusive, and functional. The guidelines for principles and procedure that facilitate conduct of free, fair, transparent, credible and accountable elections.

Members are encouraged to review the guidelines well ahead of elections. For any enquiry or feedback, share your email to: [info@kwcakenya.com](mailto:info@kwcakenya.com) or contact the KWCA Office Mobile **+254 708418522**.

## 2.0 KWCA's Governance Structure

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KWCA's governance structure is three-tier, comprised of:

### 2.1 The Members' Assembly,

Comprised of conservancies registered and adopted as KWCA member conservancies. The Assembly is the highest decision-making authority and members reserve powers to guide NCC through the AGM resolutions. Members exercise this mandate, powers and responsibility during the Annual General Meeting (AGM) and Special General Meeting (SGM), where each member has one vote, held by the conservancy chairperson or their representative. To exercise this right the conservancy must be up to date in its annual subscription.

### 2.2 The National Conservancies Council (NCC)

Comprised of four (4) office bearers (Chairperson, Vice-chairperson, Secretary and Treasurer); landscape

representatives; the chairperson of the National Conservancies' Women Forum; and the chairperson of the National Conservancies' Youth Forum. The NCC is responsible for overseeing all matters relating to KWCA's membership; provide linkage between KWCA and the conservancies; establish strategic priorities of KWCA; appoint independent members of Executive Committee and provide their oversight.

### 2.3 Executive Committee (EC)

Comprised of seven (7) members being: the four (4) office bearers and three (3) independent technical experts appointed by the NCC. The EC is responsible for technical and financial oversight of KWCA; fundraising and linking KWCA to strategic partners; and approving KWCA's vision, strategic and annual plans and performance reports in compliance with the KWCA constitution.



## 3.0 Conduct of Elections

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### 3.1 General Rules of Elections

1. The elections shall be held every three years at an annual general meeting or a special general meeting that is specifically called for such purpose. The elections shall be guided by the Constitution of KWCA and the election guidelines.
2. The election shall be exercised by eligible conservancy members including community, group and private conservancies that make up the membership.
3. The quorum for the elections shall be two-thirds of KWCA's eligible members.
4. The conservancy members eligible to vote shall be based on members who have renewed their annual subscription fee before the date of the AGM
5. Each member conservancy shall have one vote, the vote shall be exercised by the conservancy Chairperson or Conservancy representative appointed in writing by the Chairperson.
6. The following individuals shall be eligible to contest and be elected to a position within the NCC:
  - a) The Chairperson of an eligible conservancy; or
    - i. In the absence of the Chairperson, a representative from a private conservancy duly appointed in writing by the Chairperson; or
    - ii. A member of the conservancy's governance structure (such as a board member) from a group or community conservancy, duly appointed in writing by the Chairperson.
7. A person appointed as a conservancy representative during an AGM shall be eligible to vie for a position, only if the representative sits in the governance structure of the conservancy (conservancy board member)
8. Members having previously served for two consecutive three-year terms are not eligible for re-election until after a lapse of two other terms.
9. Candidates seeking to be elected shall adhere to the principles of leadership and integrity as provided for under the guiding principles of leadership and integrity of Chapter 6 of Kenya's Constitution.
10. Any nominated member shall disclose any conflict of interest he or she is aware of

### 3.2 Election Considerations

In electing NCC representatives, members are encouraged to adhere to the following principles:

1. No gender should constitute more than two-thirds of the elected members.
2. Ensure representation of youth.
3. Office bearers shall have representation of all categories of conservancies, and NOT MORE than two (2) office bearers shall be from the same category of conservancies
4. Strive for landscape diversity in representation.
5. Retain at least one-third of the outgoing members to ensure continuity.
6. Candidates must not be current politicians or contesting any political office.
7. Individuals who have served two consecutive terms are not eligible for re-election.

## 4.0 The Elections of NCC Members

### 4.1 Order of Elections

On the day of the elections: -

1. Elections of the office bearers shall be conducted first by all eligible members present during the AGM.
2. Upon conclusion and issuance of results on office bearers, elections of the landscape representatives shall be conducted.
3. Both office bearers and elected landscape representatives shall be presented to the AGM for ratification

### 4.2 Election of Office Bearers

Office bearers shall be elected based on the following guidelines-

1. Office bearers shall comprise of the Chairperson, Vice Chairperson, Secretary and Treasurer;
2. A member is eligible for election as an office bearer if the member meets the eligibility criteria prescribed in Article 20(3); and aligns to the functions and responsibilities of the office bearers in Article 19 of the KWCA Constitution (see Annex II);
3. Nomination of candidates shall be undertaken in any of the two methods below;
  - i. **Self Nomination** - A candidate seeking to be elected as an office bearer shall fill out the prescribed nomination form as a self nominated candidate.
  - ii. **Nomination by a member** - A representative from an eligible conservancy may nominate a candidate for any office bearer position by filling out a the nomination form
  - iii. **Endorsement** - The nomination form shall be filled by two persons endorsing the candidate
4. Both forms for self and proposed nominations will

be available in the KWCA website, 7 days before the date of the elections until midnight of the day before the elections, when nomination process will end. Physical copies of the nomination forms will also available at KWCA offices and in the venue, the day before the elections;

5. During the AGM, the chairperson of the Electoral Committee shall declare the positions vacant and present the names of all eligible candidates from the nominations;
6. During the AGM, the eligible candidates shall be present physically and present themselves for election to all the eligible conservancy members
7. Office bearers shall be elected by a simple majority and the poll shall be conducted by secret ballot for positions that attract more than one person
8. If voting is by secret ballot, eligible members will vote for their preferred candidate by writing the names of the candidates in ballot papers issued by the Presiding Officer.
9. Ballot papers shall have a KWCA stamp and serial number, in the colors presented below:

1. Chairperson - Green
2. Vice chairperson - Yellow
3. Treasurer - Blue
4. Secretary - White
10. In case of a tie in votes, members will be entitled to a second vote for the two top candidates; and in case of a second tie the Presiding officer shall announce a method to resolve
11. The results of the election of office bearers shall be announced by the Presiding Officer upon conclusion of the elections and before the elections of the landscape representatives.

12. The elected office bearers shall also serve as the representatives of their respective landscapes. Therefore, those landscapes shall not participate in the elections outlined under subsection 4.3 below

### 4.3 Election of Landscape Representatives

Landscape representatives shall be elected based on the following guidelines:

1. Elections for landscape representatives shall be conducted as per landscapes in Annex 1 below;
2. A person is eligible for election as a landscape representative if the member meets the criteria prescribed in Article 20(3) of KWCA's Constitution (Annex II);
3. Members shall elect landscape representatives during or before the AGM, the election shall be by consensus, secret ballot, or voting by a show of hands.
4. Elections conducted before the AGM shall be supported by signed minutes indicating the election process and outcome; and shall be

presented to the electoral committee chair and the presiding officer as the final decision of the landscape.

5. Elections conducted during the AGM shall be held during the time and venue allocated, and shall ensure participation of all eligible member conservancies from the landscape.
6. The results of the election shall be announced by the Presiding Officer before AGM closure.

### 4.4 National Conservancies Womens' and Youth Representatives

1. The chairperson of the National Conservancies Womens' Forum, elected in line with Annex III below, will form part of the National Conservancies Council.
2. The chairperson of the National Conservancies Youth Forum, elected in line with Annex III below, will form part of the National Conservancies Council.
3. The two chairpersons shall be presented physically to the AGM, and announced as members of the NCC by the Presiding Officer.

## 5.0 Election Officials

### 5.1 Electoral Committee

1. The committee shall be an ad hoc committee consisting of **3-5 members**
2. The committee shall be constituted **seven (7) days** before the day of elections and dissolved thereafter, unless where election disputes arise, in which case it shall be dissolved upon the resolution of the dispute.
3. The committee shall be formed by the National Conservancies Council

#### 5.1.1 Roles and responsibilities of the Electoral Committee

- i. To observe and guide the election process
- ii. To assist the presiding officer in counting the votes

- iii. Review any changes needed in the nomination process
- iv. Deliberate on any disputes that may arise
- v. Approve the election process report

#### 5.1.2 Eligibility for members of the Electoral Committee

A member shall qualify to sit in the electoral committee if he/she:

- i. Comes from a conservancy member of KWCA for a minimum of 2 years or maybe an officer from an organisation that is partner to KWCA
- ii. Is knowledgeable on the electoral processes, the KWCA constitution and the Constitution of Kenya.

- iii. Understands the principles of democracy and governance
- iv. Is a person of outstanding moral integrity
- v. Should not be vying for a position in the NCC

- v. Maintain ballot secrecy
- vi. Count the votes and declare the winners
- vii. Prepare an election report and submit to the electoral committee and KWCA

## 5.2 The Presiding Officer

The Presiding Officer shall be contracted by KWCA as an independent person to oversee the elections.

### 5.2.1. Duties of the Presiding Officer

- i. Comply with KWCA Constitution and election guidelines
- ii. Call for the application of members to form the Electoral Committee
- iii. Guide the committee on procedures
- iv. Oversee the elections and be impartial to all members.

## 5.3 Election Dispute Resolution

1. Any party dissatisfied with the process or outcome of the elections shall file a complaint to the Electoral Committee by way of a written notice within 24 hours after the announcement of the results.
2. The Electoral committee shall investigate the complaint and render a decision within 10 days.
3. If the parties are dissatisfied with the decision of the Committee, they shall refer to the dispute procedure under Article 34 of KWCA Constitution.

# Annex I: Landscapes

The landscapes categorization in this section is purely for purposes of elections of landscape representatives during the 2025 KWCA AGM, to ensure that an inclusive regional representation is achieved in the composition of the NCC.

No	Landscape	County & Constituency
1.	Pwani	Kilifi County Kwale County Mombasa County Lamu County Tana River County Ijara Sub-County, Garissa County
2.	Taita Taveta	Taita Taveta County Kilifi (upper part), Makueni (lower part), Kwale (upper part of Kwale)
3.	Athi Kapiti	Kajiado North Sub-County Kajiado East Sub-County Machakos County

		Makueni (north part of Makueni), Kitui County Kiambu County
4.	Amboseli	Kajiado South Sub-County
5.	South Rift	Kajiado Central Sub-County Kajiado West Sub-County
6.	Mara	Narok County
7.	Rift Lakes	Nakuru County
8.	Baringo	Baringo County
9.	Western	Kakamega County Busia County Kisumu County Bungoma County Homa Bay County Trans Nzoia County West Pokot County Uasin Gishu County Elgeyo Marakwet County Turkana County





## Key

### Northern Landscape

County	Conservancy
Isiolo	Biliqo-Bulesa
Marsabit	Jaldesa Community Conservancy
Isiolo	Leparua Community Conservancy
Samburu	Ltungai Community Conservancy
Samburu	Meibae Community Conservancy
Marsabit	Melako Community Conservancy
Isiolo	Nasuulu Community Conservancy
Samburu	Kalama Community Wildlife Conservancy
Isiolo	Nakuprat-Gotu Community Conservancy
Samburu	Sera Community Conservancy
Marsabit	Shurr Community Conservancy
Marsabit	Songa Community Conservancy
Samburu	Westgate Community Conservancy
Isiolo	Nannapa Community Conservancy
Isiolo	Naapu Community Conservancy
Isiolo	Nannapisho Community Conservancy
Samburu	Nkoteiya Community conservancy
Samburu	Namunyak - Nalowouon Conservancy
Marsabit	Kamuthe Wildlife Conservancy
Marsabit	Ele-Dimtu Conservancy Community Organization
Marsabit	Darathe Conservancy Group
Marsabit	Dukana Buluk Community Conservancy
Marsabit	Dabel Community Conservancy
Isiolo	Sericho Community Conservancy
Isiolo	Garba Tulla Community Conservancy
Isiolo	Kinna Ward Community Conservancy
Isiolo	Cherab Community Conservancy
Isiolo	Narupa Community Conservancy
Samburu	Namunyak - Ngilai West Community Conservancy
Samburu	Ngilai Community Conservancy

### Mara Landscape

County	Conservancy
Narok	Mara Naboisho Conservancy
Narok	Olderkesi Community Wildlife Conservancy
Narok	Motorogi conservancy
Narok	Enonkishu Conservancy
Narok	Mara Lemek Conservancy
Narok	Mara North Conservancy
Narok	Ol Kinyei Conservancy
Narok	Olaro Orok Conservancy
Narok	Ol Choro Oirouwa Conservancy
Narok	Mara Ripoi Conservancy
Narok	Oloisukut Conservation Ltd
Narok	Mara Siana Conservancy
Narok	Nashulai Maasai Conservancy

Narok	Pardamat Conservation Area
Narok	Mount Suswa Conservancy
Narok	Isaaten
Narok	Olerai Conservancy
Narok	Loita Hills Conservancy
Narok	Ole Tukat Conservancy
Narok	Partakilat Wildlife Conservancy

### Rift Lakes Landscape

County	Conservancy
Nakuru	Soysambu Conservancy
Nakuru	Sanctuary Farm
Nakuru	Lentolia Farm
Nakuru	Mundui Conservancy (Kongoni)
Nakuru	Loldia Conservancy
Nakuru	Oserengoni
Nakuru	Kigio Wildlife Conservancy
Nakuru	Crater Lake Game Sanctuary
Nakuru	Marula Estate
Nakuru	Solai Sanctuary
Nakuru	Lake Solai Wetlands Conservation Association
Nakuru	Ecoscapes Conservancy

### Baringo Landscape

County	Conservancy
Baringo	Ruko Community Wildlife Conservancy
Baringo	Irong Community Conservancy
Baringo	Kabarion Conservancy
Baringo	Kiborgoch Community Wildlife & Wetland Conservancy
Baringo	Ng'enyin Community Conservation Area
Baringo	Kaptuya Community Wildlife Conservancy
Baringo	Sinibo Geopark Community Conservancy
Baringo	Kiborit Community Conservancy
Baringo	Chuine Wildlife Conservancy
Baringo	Kiplombe Community Conservancy
Baringo	Tuiyarus Community Conservancy
Baringo	Mangar Community Conservancy

### Laikipia Landscape

County	Conservancy
Laikipia	Ol Jogi Wildlife Conservancy
Laikipia	Borana Conservancy
Laikipia	Ol Pejeta Conservancy
Laikipia	Il Ngwesi Community Conservancy
Laikipia	Lekurruki Conservancy Trust
Meru	Ngare Ndare Forest Trust
Laikipia	Nareto Conservancy Limited
Nyeri	Sangare Ranch
Laikipia	Sossian -Samburumburu

Laikipia	Mukutan Conservancy (Laikipia Nature Conservancy (Ol Ari Nyiro))
Laikipia	Loisaba Conservancy
Meru	Lewa Conservancy
Laikipia	The Mugie Conservancy
Laikipia	Segera
Laikipia	Ol Maisor Farm
Laikipia	El Karama Conservancy
Laikipia	Suyian Conservancy
Laikipia	Ewaso Enclave Conservancy
Laikipia	Kirimon Community Conservancy
Laikipia	Naibunga Central Community Conservancy
Laikipia	Lolldaiga Ranch
Laikipia	Tumaren / Karisa Walking Safari
Laikipia	Enasoit Ranch
Laikipia	Mpala Research Centre
Laikipia	Naibunga Upper Conservancy
Laikipia	Naibunga Lower Conservancy
Nyeri	Aberdare Country Club/ The Ark Ltd
Laikipia	Shulmai Community Conservancy
Laikipia	Mayianat Community Conservancy

### Western Landscape

County	Conservancy
Vihiga	Kaimosi Mission Wildlife Conservancy
Trans Nzoia	Kitale Nature Conservancy
West Pokot	Masol Community Conservancy
West Pokot	Pellow Community Conservancy
Busia	Mukhondo Conservancy
Nandi	Kibirong Conservancy
Nandi	Kingwal Conservancy Community Based Organization
Siaya	Utonga Nature Conservancy
Kakamega	Lugari Green Wildlife Sanctuary
Elgeyo Marakwet	Kibargoi Wildlife Conservancy
Elgeyo Marakwet	Kapkurmoi Cultural and Conservation/Rimoi
Bungoma	Buteyo Miti Park Conservancy

### North Eastern Landscape

County	Conservancy
Mandera	Chachabole Community Conservancy
Wajir	Sabuli Wildlife Conservancy
Garissa	Bura East Conservancy
Mandera	Kontomas Community Conservancy
Mandera	Takaba South Community Wildlife & Forest Conservancy
Wajir	Lorian Swamp Wildlife Conservancy
Garissa	Gurufu Community Wildlife Conservancy
Mandera	Diid Guchi Wildlife Conservancy
Garissa	Baraki Community Wildlife Conservancy
Isiolo	Bora'Ana Community Conservancy

### Pwani Landscape

County	Conservancy
Lamu	Hanshak Nyongoro Conservancy
Tana River	Malkahalaku Conservancy
Lamu	Awer Community Conservancy
Lamu	Kiunga Marine Community Conservancy
Tana River	Lower Tana Delta Conservation Trust
Tana River	Ndera Community Conservancy
Lamu	Pate Marine Community Conservancy
Kwale	Golini Mwaluganje Community Wildlife Conservancy
Kilifi	Galana Wildlife Conservancy
Lamu	Amu Community Conservancy
Kilifi	Vipingo Ridge Wildlife Sanctuary
Tana River	Shakako Community Conservancy
Kwale	Dokata Ranch
Kwale	Bora Bora Wildlife Park
Tana River	Shakababo Community Conservancy
Tana River	Kora Wells Community Conservancy
Garissa	Ishaqbini Community Conservancy

### Amboseli Landscape - Kajiado South

County	Conservancy
Kajiado	Tawi Conservancy
Kajiado	Motikanju Conservancy
Kajiado	Kanzi
Kajiado	Kitirua Conservancy
Kajiado	Selenkay Conservancy
Kajiado	Elerai Conservancy
Kajiado	Olpusare Conservancy
Kajiado	Kitenden A
Kajiado	Naalarami
Kajiado	Nailepu
Kajiado	Oltiyani
Kajiado	Olepolos
Kajiado	Osupuko
Kajiado	Nasaru Olosho Conservancy
Kajiado	Rombo Conservancy
Kajiado	Olgulului Ranch Conservancy
Kajiado	Kilitome Conservancy
Kajiado	Ole Narika Conservancy
Kajiado	Nairrabala Conservancy
Kajiado	Illainagrunyoni Conservancy
Kajiado	Taiserre Conservancy
kajiado	Empakaai Conservancy
kajiado	Lenkiloriti Conservancy
kajiado	Oldonyo Wuas Conservancy
kajiado	Olokurto Conservancy
kajiado	Loosikitok Conservancy
kajiado	Noonkiyiaa Conservancy

### Athi Kapiti Landscape

County	Conservancy
Kajiado	Naretunoi
Kajiado	Rimpa Estates Wildlife Conservancy
Kajiado	Olosira Community Conservancy
Machakos	Lisa Ranch
Machakos	Swara Plains Wildlife Conservancy
Machakos	Maanzoni Owner's Association
Machakos	Lukenya Hills Ranch
Machakos	ILRI Kapiti Wildlife Conservancy
Machakos	Lukenya Wildlife Conservancy (Malinda Ranch)
Nairobi	Africa Fund For Endangered Wildlife - Giraffe Centre

### Taita Taveta Landscape

County	Conservancy
Taita Taveta	Bura Ranch
Taita Taveta	Mgeno Ranching Company Ltd
Taita Taveta	Kamungi Conservancy
Taita Taveta	Kasigau Ranching Company Ltd
Taita Taveta	Lumo Wildlife Conservation Trust
Taita Taveta	Rukinga
Taita Taveta	Lake Jipe Conservancy
Taita Taveta	Maungu Ranching Company Ltd.
Taita Taveta	Oza Group Ranch
Taita Taveta	Wangala Ranch
Taita Taveta	Kambanga Ranching Company Ltd
Taita Taveta	Dawida Ranching Company Ltd
Taita Taveta	Wushumbu Ranch
Taita Taveta	Izera
Taita Taveta	Amaka Ranch
Taita Taveta	Mramba Ranch
Taita Taveta	Taita Hills Wildlife Sanctuary
Taita Taveta	Ndara B
Taita Taveta	Lualenyi Ranching Company Ltd

Taita Taveta	Choke Ranch
Taita Taveta	Mbulia Conservancy
Kilifi	Shirango Community Conservancy
Taita Taveta	Chalongo
Taita Taveta	Mbale Ranching Co. Ltd.
Taita Taveta	Marungu Hill Conservancy Association
Taita Taveta	Jora Conservancy
Taita Taveta	Teita Estate Conservancy
Taita Taveta	Taita Ranch

### South Rift Landscape

County	Conservancy
Kajiado	Olerai Wildlife Community Conservancy
Kajiado	Shompole Community Conservancy
Kajiado	Olkiramatian Community Conservancy
Kajiado	Empaash Oloirienito Conservancy
Kajiado	Lorbetera Conservancy
Kajiado	Noosikitok Conservancy
Kajiado	Parsilet Conservancy
Kajiado	Kikesen River Conservancy
Kajiado	Ologesailie Land Owners Conservancy
Kajiado	Kisapuk Community Conservancy
Kajiado	Oltepesi Conservancy
Kajiado	Osewan Conservancy
Kajiado	Ileisai Conservancy
Kajiado	Olchorro Oiborr Conservancy
Kajiado	Kiluan Community Wildlife Conservancy
Kajiado	Kwenia Vulture Sanctuary Trust
Kajiado	Karero CBO Conservancy
Kajiado	Lumbwa Conservancy
Kajiado	Murtuna Conservancy
Kajiado	Oloolera River Conservancy
Kajiado	Orgirra Conservancy
Kajiado	Oldonyo Sambu Conservancy

## Annex II: Extract of KWCA Constitution

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### Article 18 (3): Eligibility for Election as an Office Bearer

- 18.3** For one to be eligible for election as an Office Bearer, he must meet the following criteria:
- 18.3.1** Shall be above the age of 21 years;
  - 18.3.2** Shall be from an organization which has been a member of the Association for at least 2 years preceding the date of the Annual General Meeting in which he seeks to be elected;
  - 18.3.3** Shall be of sound mind and understanding.

### Article 19: Functions and Responsibilities of the Office Bearers

- 19.1** The functions and responsibilities of the **Chairperson** shall be:
- 19.1.1** To preside over all meetings of the National Conservancy Council, the Executive Committee and the General Meeting unless prevented by illness or other sufficient cause.
  - 19.1.2** To perform any other duties as may be directed by members provided that such duties are not inconsistent with the provisions of this Constitution.
- 19.2** The functions and responsibilities of the **Vice-Chairperson** shall be to assist the Chairperson in the performance of his duties and to perform the duties of the Chairperson in his absence.
- 19.3** The functions and responsibilities of the **Secretary** shall be:
- 19.3.1** To deal with all the correspondence of the Association under the general supervision of the National Conservancy Council and the Executive Committee.
  - 19.3.2** To issue notices convening all meetings of the National Conservancy Council, Executive

Committee and all General Meetings of the Association.

**19.3.3** To record and keep minutes of all meetings of the National Conservancy Council, Executive Committee and all General Meetings

**19.3.4** To preserve of all records of proceedings of the Association and of the National Conservancy Council and the Executive Committee

**19.3.5** To draw the agendas of meetings.

**19.3.6** To perform any other duties as may be directed by the National Conservancy Council and the Executive Committee.

### 19.4. The functions and responsibilities of the **Treasurer** shall be:

**19.4.1** To receive and disburse, under the directions of the National Conservancy Council and the Executive Committee, all monies belonging to the Association and issue receipts for all monies received by him and preserve vouchers for all monies paid by him.

**19.4.2** To keep proper books of account of all monies received and paid by the Association.

**19.4.3** To ensure books of account of the Association are preserved and are made available for inspection whenever so required.

**19.4.4** To generally manage the financial affairs of the Association in a proper and efficient manner.

**19.4.5** To maintain full record of all assets, liabilities, income and expenses of the Association.

### Article 20: The National Conservancies Council

- 20.3** For one to be eligible for election as a National Conservancy Council, he must meet the following criteria:



- 20.3.1.** Shall be above the age of 21 years;
- 20.3.2.** Shall be from a regional organization which has been a member of the Association for at least 2 years preceding the date of the

Annual General Meeting in which he seeks to be elected;

- 20.3.3.** Shall be of sound mind and understanding;

## Annex III: Duties & Responsibilities of the National Conservancies Council

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The functions and responsibilities of the Council shall include;

- a. To ratify the decisions of the Executive Committee involving changes to the Association's strategy and structure;
- b. Recruit, approve, recommend suspension and expulsion of members and deal with all matters relating to conservancy membership of the Association;
- c. Represent the Association at regional and national level where and as required;
- d. Provide an effective link between the Association, Conservancies and regional associations as agreed in the regional association's Memorandum of Understanding;
- e. Support the Associations Programmatic implementation at the regional level;
- f. Provide feedback about strategic priorities and activities from regional and conservancies perspectives;
- g. Promote sharing of best practices and experiences between and among conservancies and regional associations;
- h. Support the implementation of the Conservancies Members Declaration;
- i. Generally direct and monitor the affairs of the Association;
- j. Act upon all applications for membership;
- k. Ensure that true and accurate records and accounts are kept of the Association's money, and its properties, capital reserves, liabilities, income and expenses;
- l. Draft or cause to be drafted the code of conduct and internal regulations which shall include all matters which have not been taken care of or provided for in this governance manual to ensure smooth functioning of the Association;
- m. Authorize investments of the Association;
- n. Lay before the General Meeting an audited financial statement and budget for the following year;
- o. Recommend fines to the members for approval at AGM.
- p. Affiliate and maintain liaison with national or international organizations approved by the General Meeting;
- q. Make capital expenditures;
- r. Report to the Annual General Meeting on their activities and actions;
- s. Approve fundraising proposals;
- t. Perform such other duties as are necessary to preserve the sound management of the Association and authorize any action consistent with this governance manual unless specifically reserved for the General Meeting.

## Annex IV: Election of the Chairpersons of The National Conservancies Womens' & Youth Forums

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### 1.1 Election of The National Conservancies Womens' Forum Representative

#### 1.1.1 Eligibility Criteria for Election as Women Forum Representative

- i. Women candidates must be active members of the conservancy's governance structures or registered members of a conservancy
- ii. Candidates should have demonstrated commitment to advancing gender equity and conservation efforts within their communities, evidenced by past involvement in relevant conservation and development initiatives
- iii. Candidates should possess experience in leadership roles, conservation or advocacy
- iv. Candidates should have the endorsement of other women representative from their landscape

#### 1.1.2 Process of Elections as Women Representative

- i. Interested women will declare their intention to run for the position of chairperson of the National Conservancies Women Forum. Alternatively, members of the women forum may nominate representatives who they believe embody the necessary values and commitment.
- ii. The election of the representative will take place during a designated meeting of the women's forum.
- iii. Voting will be conducted through secret ballot.
- iv. The results of the elections will be announced promptly, and the elected

representative will be recognized as the voice of women within the National Conservancy Council

- v. The elected Women Representative will serve a term of 3 years, with the possibility of re-election for one more term

#### 1.1.3 Roles and Responsibilities of Women Representatives

- i. **Advocacy:** Actively promote gender equality and the inclusion of women in conservation initiatives;
- ii. **Representation:** Serve as the voice for women's interests in the council, ensuring their perspectives and needs are addressed; and
- iii. **Collaboration:** Work with other representatives, local leaders, and organizations to foster partnerships that benefit women and the environment.

### 2.1 Election Of The National Conservancies Youths' Forum Representative

#### 2.1.1 Eligibility Criteria for Election as Youth Forum Representative

- i. Candidates must be active members of the conservancy governance structures or registered members of the conservancies.
- ii. Candidates should demonstrate a strong commitment to wildlife conservation and youth development, evidenced by prior involvement in relevant activities or projects.
- iii. Candidates must be within the age range of 18 to 35 years.

- iv. Candidates should have the backing of their peers from their landscapes, reflecting their capability and readiness to serve.

#### **2.1.2 Process of Elections for Youth Representative**

- i. Interested youth will declare their intention to run for the position of Youth Representative. Alternatively, members of the National Conservancies Youth Forum may nominate individuals they believe would effectively represent youth interests.
- ii. Elections will be held during a designated youth forum meeting, ensuring inclusive participation from all interested young members.
- iii. Voting will be conducted via secret ballot
- iv. The results will be announced at the end of the election meeting, with the elected representative

formally recognized as the voice of youth in the National Conservancy Council.

- v. The Youth Representative will serve a term of 3 years, with the possibility of re-election for one more term

#### **2.1.3. Roles and Responsibilities of Youth Representative**

- i. Promote youth engagement in wildlife conservation, advocating for policies that benefit youth
- ii. Ensures that concerns, views and ideas of young people are incorporated in the NCC decisions and communicated effectively
- iii. Work collaboratively with KWCA leadership to integrate youth-focused initiatives into broader conservancy strategies.
- iv. Advocate for policies that enhance the involvement of youth in wildlife conservation and conservancy management.



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