

**THE INFORMATION AND COMMUNICATIONS TECHNOLOGY
ASSOCIATION OF ZAMBIA ACT, 2018**
(Act No. 7 of 2018)

**THE INFORMATION AND COMMUNICATIONS TECHNOLOGY
ASSOCIATION OF ZAMBIA (ELECTORAL) RULES, 2024**

ARRANGEMENT OF RULES

**PART I
PRELIMINARY**

Rule

1. Short Title
2. Interpretation

**PART II
GENERAL PROVISIONS**

3. Electoral Committee
4. Election Agent
5. Nomination Day
6. Identification of Candidates

**PART III
PROCEDURE FOR NOMINATIONS**

7. Nomination of Candidates
8. Withdrawal of Nominations
9. Validity of Nominations
10. Procedures after Determining Validity of Nominations.
11. Announcement of Valid Nominations
12. Publication of Validly Nominated Candidates
13. Death of Candidate

PART IV
CAMPAIGNS, ELECTIONS AND VOTING PROCEDURE

14. Campaigns
15. Voting by Proxy
16. Elections
17. Voting Procedure
18. Voting Period
19. Totaling of Votes
20. Equality of Votes
21. Results Announcement
22. Results Certification
23. Conduct During Voting

PART V
PROCEDURE AFTER ANNOUNCEMENT OF RESULTS

24. Storage of Election Results
25. Retention of Election Results
26. Election Petitions
27. Amendment of Rules
28. Immunity and Indemnity of Electoral Committee
29. First Schedule
30. Second Schedule

In Exercise of the powers conferred on the Council under article 11 of the ICTAZ Constitution 2022, the following rules are hereby made:

PART I
PRELIMINARY

1. These rules may be cited as ICTAZ Electoral Rules 2024 and shall be read together with the INFORMATION AND COMMUNICATIONS TECHNOLOGY ASSOCIATION OF ZAMBIA ACT NUMBER 7 OF 2018 and the ICTAZ Constitution, 2022. **(Title)**

2. In these rules, unless the context otherwise requires: -

“Ballot” means casting a vote secretly either physically or using electronic means.

“Candidate” means a member who is in good standing as defined by the Constitution and who has lodged or intends to lodge their nomination papers in relation to an election.

“Committee” means the electoral committee established under Rule 3

“Day” means a calendar day.

“Electronic voting” means a method of accepting, recording, counting, and tabulating votes using electronic means.

“Elections Officer” means a person appointed by the Council under Rule 3.2

“Election Petition” means a document filed to challenge the election of a member to the ICTAZ Council clearly stating the name of the petitioner and the grounds relied on.

“Eligible voter” means a member who is eligible to vote as prescribed by the Constitution, holds a valid practicing certificate, and is registered for the Annual General Meeting at which an election will be conducted.

“Returning Officer” means a person appointed by the Council to preside an election under Rule 3.1

PART II
GENERAL PROVISIONS

3. Electoral Committee

There shall be an Electoral Committee appointed by the Council which shall consist of:

- 1) Returning Officer who shall be an independent person and shall not be a member of the Association and;
- 2) Five (5) Election officers from among the members of the association.

3.1 Returning Officer

The Returning Officer shall be the highest authority of the process. His or her duties shall include but are not limited to the following.

- 3.1.1** Supervise proceedings during the elections.
- 3.1.2** Check voter eligibility.
- 3.1.3** Manage the electoral roll and voter communication.
- 3.1.4** Accept nominations from candidates.
- 3.1.5** Announce valid nominations.
- 3.1.6** Announce the electoral results.
- 3.1.7** Generally, ensure that the election process is impermeable.

3.2 Elections Officer

The Elections Officer shall serve as election volunteers and their duties are to provide voters with guidelines and procedures for voting in the system including:

- 3.2.1** Educate voters on the e-voting process, including how to access the electronic voting system, navigate through the interface, and cast their votes.
- 3.2.2** Ensure that voters understand the security measures in place to protect the integrity and confidentiality of their votes.
- 3.2.3** Assist voters with disabilities in casting the ballot when relevant:
- 3.2.4** Provide support to ensure secure voting.

4. Election Agents

- 4.1. A candidate shall name his election agent in the nomination papers and that person shall be the candidate's election agent in those elections.
- 4.2. An election agent referred to in sub rule 1 shall be a member who is an eligible voter.
- 4.3. A candidate may revoke the appointment of the election agent at any time by giving written notice to the electoral committee and to the election agent.
- 4.4. The election agent may resign at any time by giving written notice to the candidate.
- 4.5. The election agent shall adhere to conduct prescribed in these rules and the constitution.

5. Nomination day

The Council shall, sixty (60) days before the AGM, issue a notice specifying the dates for filing nominations through electronic means or a daily newspaper of daily circulation in the Republic.

6. Identification of Candidates

Any candidate standing for election shall be identified by the names appearing on the members register.

PART III PROCEDURE FOR NOMINATIONS

- 7. A candidate who meets the criteria in the Constitution shall lodge a nomination paper with the Registrar within the period specified in the notice.
 - 7.1. The nomination paper shall be in Form I as set out in the first schedule.
 - 7.2. The nomination paper shall be signed by supporters of the nomination, who shall be eligible to vote.
 - 7.3. A Member shall only be nominated for election to one office at an election.

7.4. A Candidate shall pay a nomination fee set out in the second schedule and as prescribed by the Council from time to time, when lodging in their nomination before the returning officer.

7.5. Secretariat shall verify nomination papers received to ensure that candidates are in good standing with the Institution. Secretariat will use the Member Clearance Form for verifying membership status of the candidate.

8. Withdrawal of Nomination

A nomination may be withdrawn by the candidate, or a person duly authorised by the candidate at any time before the expiry of the period specified in the notice for lodging the nomination.

9. Validity of Nomination

The Electoral Committee shall determine the validity of the nominations lodged.

9.1. Where the Electoral Committee determines that no candidate has been validly nominated to any position, the Committee shall, in respect of that position, follow procedures laid out in 9.2.

9.2. In the event that no valid nomination is received after the close of nominations, the Committee shall within 7 days call for further nominations which shall comply with Rule 7.

9.3. The second and final round of nominations shall be run for 7 days.

9.4. If no nominations are received in the second and final round in respect of that position, a by-election shall be held within 90 days after the elective AGM.

9.5. Where only one candidate has validly filed the nomination papers for any position or office, there shall be no election held for that position or office and the Returning Officer shall declare such a candidate duly elected at the AGM.

10. Procedures after determining validity of Nominations.

10.1. Where two or more candidates have been validly nominated to a particular position or office, the Electoral Committee shall report to the Council and the report shall set out the names in alphabetical order and position or office contested.

10.2. A Member shall be nominated for election to only one office at an election.

11. Announcement of valid nominations

The Returning officer shall announce the names of validly nominated candidates within 5 days after the close of nominations.

12. Publication of Validly Nominated Candidates

The Council shall publish the list of candidates at least thirty (30) days before the AGM through electronic means and/or in a daily newspaper of daily circulation in the Republic.

13. Death of a Validly Nominated Candidate

Where a candidate dies or becomes incapacitated after the close of nominations and before the election date the following will apply

13.1. Where only one candidate was validly nominated for a particular position, fresh nominations will be called for that position.

13.2. Where there is more than one candidate, the election will proceed.

PART IV
CAMPAIGNS, ELECTIONS AND VOTING PROCEDURE.

14. Campaigns

- 14.1. The campaign period shall be as stated in the Constitution.
- 14.2. All campaigns must be conducted with fairness, honesty, and integrity.
- 14.3. Misrepresentation or false information about opponents is strictly prohibited.
- 14.4. Campaign materials should focus on the candidate's qualifications, experience, and proposed policies.
- 14.5. Campaign communication must be respectful and avoid personal attacks.
- 14.6. Offensive language, discriminatory remarks, or any form of hate speech are not allowed.
- 14.7. Candidates shall engage in constructive debates and discussions.
- 14.8. Candidates shall not unreasonably coerce voters to vote for them.
- 14.9. Bribery in the form of sponsoring drink ups, meet ups and promises of payment upon successful election are forbidden.
- 14.10. Candidates shall not engage in behavior that is discriminatory on grounds of gender, sex, ethnicity, religion, physical appearance among many others.
- 14.11. The use of private information and data protected by privacy laws is strictly forbidden.
- 14.12. Candidates should not engage in conduct that is intended to interfere, manipulate, or otherwise disrupt the electoral process.
- 14.13. A Member who contravenes these rules commits an offence and professional misconduct and shall be reported in writing to the Returning Officer and dealt with in accordance with the Act and disqualified from the election.
- 14.14. All candidates shall be allocated a maximum of 5 minutes to present their campaign message to the voters at the AGM.

15. Voting by proxy

Voting by proxy is not allowed as per the Constitution.

16. Elections

- 16.1.** The elections to the Council of the Information and Communications Technology Association of Zambia shall be held on a date that will be announced at least 60 days prior to the election by the Council.
- 16.2.** The Electoral Committee and any independent observers shall monitor the election process to ensure its integrity.

17. Voting Procedure

- 17.1.** Elections shall be by secret ballot which shall be conducted in such manner as the Electoral Committee may direct.
- 17.2.** The Electoral Committee shall prescribe and publish the voting procedure 60 days before the election date.
- 17.3.** The electronic voting platform shall meet the following minimum requirements:
- i. The system shall provide a confirmation step for voters to review and verify their choices before final casting of the ballot.
 - ii. Upon successful voting, voters shall receive an electronic confirmation receipt.
 - iii. The confirmation receipt may include details such as the date and time of the vote and a unique transaction ID.
 - iv. Votes cast through the e-voting system shall be encrypted to ensure the confidentiality and integrity of the voting process.
 - v. Robust security measures shall be put in place to prevent tampering or unauthorized access to the e-voting system.

18. Voting Period

- 18.1.** The voting period shall commence and conclude at the designated time.
- 18.2.** Members who access the e-voting system before the closing time shall be allowed to complete their votes before the system closes.

19. Tallying of Votes

- 19.1.** The e-voting system shall automatically tally the votes once the voting period ends.
- 19.2.** Use or possession of electronic devices within the totaling center shall not be allowed, except for the returning officer.
- 19.3.** The Electoral Committee shall review and verify the electronic tally.

20. Equality of Votes

All votes cast shall be equal.

21. Results Announcement

- 21.1.** The official results, including the names of elected candidates and the total votes received by each candidate, including the statistics, if possible, shall be announced publicly.
- 21.2.** Results shall be communicated promptly to all members and stakeholders following the tallying of results.

22. Results Certification

The final results from the e-voting system shall be certified by the Electoral Committee and documented for record-keeping.

23. Conduct during voting.

All voters shall conduct themselves in an orderly manner during the voting process and shall not interfere with the work of the Electoral Committee.

PART V
PROCEDURE AFTER ANNOUNCEMENT OF RESULTS

24. Storage of Election Results

24.1. On completion of the tallying of votes cast, the Returning Officer shall –

24.1.1. render and sign a report stating the-

- i. total number of votes received;
- ii. number of votes rejected and the grounds for rejection;
- iii. total number of votes in favour of each candidate; and
- iv. names of the candidates duly elected.

24.1.2. Retrieve E-Voting system Logs which contain complete data relating to the election.

- i. total number of votes received;
- ii. number of votes rejected and the grounds for rejection;
- iii. total number of votes in favour of each candidate; and
- iv. names of the candidates duly elected.

24.1.3. Retrieve E-Voting system Logs which contain complete data relating to the election.

24.2. The Returning Officer shall submit the report under sub-rule (a(I)) to the Registrar.

24.3. The Returning Officer shall submit the E-Voting system Logs under sub-rule (a(II)) to the Registrar.

25. Retention of Election Results

The Secretariate shall ensure that the election report, E-voting System Backup and E-voting System Logs are available for a minimum period of Five (5) years from the date of the elections.

26. Election Petitions

- 26.1.** An aggrieved candidate shall, within seven (7) days of the announcement of the election results and upon payment of a prescribed fee, submit the petition to the Registrar, clearly stating the Petitioners full name and the grounds relied on.
- 26.2.** The Registrar shall on receipt of the petition constitute an Ad Hoc Elections Petition Committee to hear and determine the Petition.
- 26.3.** The Committee shall be chaired by a non ICTAZ member.
- 26.4.** The Committee shall consist of three non-ICTAZ members and two senior members of the association.
- 26.5.** The Registrar shall, within 5 days of the closing of the petition window, compile the petitions received and submit them to the Elections Petitions Committee.
- 26.6.** The Committee's ruling shall be rendered within 30 days of receipt of the petition from the Registrar.
- 26.7.** The Committee's ruling shall be final.

27. Amendment of rules

The Council may, when it deems fit, constitute a committee to amend the electoral rules for the better administration of the electoral process.

28. Immunity and indemnity of Electoral Committee

The Electoral Committee Members are immune from any personal liability arising from their functions. All actions shall be brought against ICTAZ and not the individual members of the committee.

Upon appointment to the Electoral Committee, the ICTAZ agrees to indemnify and hold harmless, the Electoral Committee Members, to the fullest extent permitted by law, from any claims, liabilities, expenses, or damages (including legal fees) arising out of or related to actions taken in good faith within the scope of their duties. This indemnification shall cover all reasonable costs incurred by committee members in connection with legal proceedings, settlements, or judgments resulting from their committee-related activities, provided such actions were undertaken in the best interest of the organization and without willful misconduct or gross negligence.

29. First Schedule

NOMINATION FORM

Form I
(Rules 7(1))



**INFORMATION AND
COMMUNICATIONS TECHNOLOGY
ASSOCIATION OF ZAMBIA**

**The Information and Communications
Technology Association of Zambia Act, 2018**
(Act No. 7 of 2018)

**Information and Communications Technology
Association of Zambia (Electoral) Rules, 2024**

EXECUTIVE COUNCIL ELECTIONS NOMINATION FORM

NOMINATION CATEGORY (Tick Applicable Box)		
President	<input type="checkbox"/>	
Vice President	<input type="checkbox"/>	
Other Position	<input type="checkbox"/>	Please Specify

NOMINEES INFORMATION

Nominee's Full Name:

ICTAZ Membership Number:

Membership Category:

NOMINEE'S CONTACT INFORMATION

Address:

Phone:

Email:

Supporter Information:

Note:

- 1. A supporter can only support one candidate per position.**
- 2. The number of supporters per nomination category (position) is as follows:**
 - a) President/Vice President – **Ten (10)**.
 - b) All chairpersons of the committees including the National Secretary and National Treasurer – **Five (5)**.
 - c) Members of the Ethics and Integrity Committee – **Five (5)**.
 - d) Committee Members – **Three (3)**

No.	Supporter's Full Name	Membership Number	Phone Number	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Attach Supporting Documents:

- 3. Membership clearance form.
- 4. Proof of payment of nomination fees

Declaration:

I, the undersigned, declare that the information provided in this nomination form is accurate and complete to the best of my knowledge.

Signature.....

[Nominee's Full Name Date:.....

30. Second Schedule

Form II
(Rules 7(4))



INFORMATION AND
COMMUNICATIONS TECHNOLOGY
ASSOCIATION OF ZAMBIA

**The Information and Communications
Technology Association of Zambia Act, 2018**
(Act No. 7 of 2018)

**Information and Communications Technology
Association of Zambia (Electoral) Rules, 2024**

NOMINATION FEES

Position	Nomination Fees (ZMW)
President	2,000
Vice President	1,750
National Secretary	1,500
National Treasurer	1,500
Chairperson Membership	1,500
Chairperson Professional Development	1,500
Chairperson Technical Affairs	1,500
Chairperson Midland	1,500
Chairperson Northern Region	1,500
Committee Members	1,000
Professional Ethics and Compliance (Committee) Members	1,250



**The Information and Communications
Technology Association of Zambia Act, 2018**
(Act No. 7 of 2018)

**Information and Communications Technology
Association of Zambia (Electoral) Rules, 2024**

PETITIONING FEES

Position	Petitioning Fees (ZMW)
President	
Vice President	
National Secretary	
National Treasurer	
Chairperson Membership	
Chairperson Professional Development	
Chairperson Technical Affairs	
Chairperson Midland	
Chairperson Northern Region	
Committee Members	
Professional Ethics and Compliance (Committee) Members	

Note: The Executive Committee shall in due course determine the fees.