

UWEAL VETTING PROCEDURE

1. VETTING COMMITTEE

A committee comprising of the following shall be constituted as the vetting committee

- a. A representative from the planning committee (Chairperson)
- b. Representative from the membership committee (not eligible to stand)
- c. A representative from the Legal committee not eligible to stand
- d. A representative from the institute of corporate governance
- e. Outgoing chair who is not eligible to stand

2. NOMINATION

A call for expression of interest will be issued by the Chairperson Vetting committee requesting members to self or nominate their preferred leaders for the different dockets. The eligibility criteria in general includes:

1. Being a paid up member of UWEAL for all the time of membership
2. Having been a member for the last three years.
3. Having participated in UWEAL activities in the last three years
4. Having a Business in sound standing (registered, audited accounts, Tax clearance, NSSF certificate, physical location in Uganda).
5. Personality of good conduct (one should present an affidavit that shows they have not been convicted of a criminal offence other than the traffic offences and should not be bankrupt.)
6. Board leadership experience
7. Expertise or experience in the respective docket (e.g. Finance for Treasurer)
8. Good communication, comprehension and reading skills
9. Networked and exposed
10. Education level at least a Bachelor's degree or an equivariant qualification – a master's degree is an added advantage.

11. Being a former Board or committee member with sound evaluation is an added advantage. The evaluation report will include:

- Self evaluation against targets, attendance, contribution to docket

3. VETTING

The vetting committee will vet each candidate against the criteria above and generate a list of nominees for each docket. They will write to each individual nominee and ask them to apply. The application should include evidence for all the above criteria and three letters of reference from members of good standing in society.

4. APPLICATION

Received applications meeting the criteria will be screened out and the final list of nominees will be published.

5. CAMPAIGNS

The published list of nominees will be commissioned to start campaigns. A breakfast meeting for campaigning will be carried out. All candidates will have a chance to present themselves. Candidate manifestos will be published in the social media platform to enable members to know them better. Candidates buying votes or decampaigning others will be disqualified. The ballot paper will be printed

6. VOTING

At the AGM voting will take place only fully paid up members ever since they joined UWEAL will be eligible to get a ballot paper. The winners will be announced and the old Board dissolved. A formal handover and corporate governance training will be carried out before the end of April 2021.

7. TIMELINE

Activity	Nomination	Vetting	Application	Interviews	Campaigns	Voting
Time	4 weeks	2 weeks	1 week	3 weeks	3 weeks	AGM
Milestone	Nomination list	Vetted list	Nominated, vetted and application list	Final nomination list	Nominee campaigns	Ballot paper
2021 timeline	December 15/2020	January 15/2021	30 th January 2021	7 th February 2021	28 th February 2021	March 2021