



## GENERAL ELECTION GUIDELINES AND PROCEDURES FOR THE CIVIL SOCIETY REPRESENTATIVES OF CONSTITUENCIES ON THE CCM BOARD.

The CCM is formed of Senior Level representatives drawn from the public, non-public and development partners, constituencies to Serve voluntarily at the CCM board.

The Global Fund requires all CCM members representing non-government constituencies to be elected by their own constituencies based on a documented, transparent process, developed within each constituency.

The CCM Governance Manual also provides that each Constituency should have its own selection criteria, election/nomination protocols (**See Clause 2.2 of the Governance Manual March,2021**), which should be agreed upon by constituency members and communicated to the CCM Secretariat in addition to the standard election guidelines provided by the CCM.

Under the Global Fund arrangement, civil society has an essential contribution to make in informing and improving public policy through its activities around policy monitoring, analysis, advice, and, advocacy.

The presence of independent watchdog organizations in the CCM is especially desirable for the purposes of grant oversight, conflict of interest management, and, policy coherence.

### **The Standards For The Election of Civil Society Representatives at CCM shall be guided by:**

- Facilitation of the process should be highly participatory with each of the networks represented in discussion and reaching a consensus on the representatives.
- Ensure free, fair, and democratic elections, the members will agree on an electoral team/ committee of two persons (Chair and Secretary) as ex-Officios, to facilitate the session on electioneering.
- The CCM member elected by their own constituency should be based on clear set criteria disseminated to all members of the constituency prior to commencement of the election process and the same should take into account relevant experience in representing, coordinating and networking with CSOs involved in HIV/AIDS, TB, or malaria in their constituency.
- The CCM member elected should be able to periodically publish or provide feedback to all members on the development and other global funding at CCM to ensure he/she is accountable to the constituency.



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- The representative may be replaced by members for inefficiency or performance that is unsatisfactory (e.g. members who do not attend or do not share information).
- Be able to hold engagement in country dialogue processes, and community consultation(s) to inform priorities for NFM funding requests, and coordinate input into key GF-related documents (e.g., funding requests or grant-making documents).
- She / He should periodically create awareness on the global fund and the three diseases (HIV and AIDS, malaria, and TB), and enhance the skills of the members on M/E reporting.
- The elected member is formally communicated to the CCM Secretariat (with the CCM Chair in copy).
- Mode of Elections; Elections will be by Secret ballot or by unanimous decision if a member is uncontested. For constituencies with more than 3 (three) sub-groups, the voting process shall be by electoral colleges nominating (2) two delegates each, who shall form an electoral college that consequently shall vote the substantive and the Alternate Member to the CCM Board respectively.
- Documentation and evidence of the process for election (minutes of meetings, Constituency Selection Criteria, and Guidelines, etc) should be submitted to the CCM Secretariat together with the formal letter as one of the key requirements by GF.
- The selected member will be expected to share their CV detailing the skills profile to enable the CCM Secretariat to allocate him/her to an appropriate CCM Oversight Committee for service.
- CCM to designate an officer to watch over the process in line with the COI policy of the CCM and compliance during the election of the said member.

## Nominations

- To identify the nominees, the participants will be asked to present themselves and these will be recorded on the flip chart.
- They will be then given the opportunity to state what their organizations were doing on the various diseases and why they felt they were qualified to represent the CSOs in the CCM.



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- The participants will there-after be asked to cast their votes subject to the other requirements herein provided.

## **VOTING PROCEDURE**

- It shall be by consensus or where necessary by voting.
- Voting may be by secret ballot or open as may be determined by resolution of members of the Constituency
- Voting process shall only be deemed valid upon attaining quorum of Members.
- Save for consensus of all members of the Constituency, all votes shall be by a simple majority.
- Where the Constituency General Meeting is attended both physical and on line by members, all votes shall be computed, tallied and considered by the Constituency Electoral committee prior announcing the final results. The online attendance shall be managed by the constituency electoral committee.
- Absentee members shall lose their right to vote provided quorum is attained by the constituency and No Voting by proxy is unacceptable.

## **ELECTION PROCEDURE**

- Subject to the electoral procedure through electoral colleges who shall elect delegates for the electoral college or through the normal election procedure, all Interested members shall submit written expression together with recommendation from his or her organization to the Constituency secretariat three (3) days before the nomination day in line with the nomination requirements above.
- The expression of interest by any interested candidate shall be seconded by at least (2) two members from the constituency.
- In the event that there are no expression of interests submitted by the deadline, nominations shall be done on the floor at the meeting or general meeting of the Constituency as the case may be but in any case, only candidates who submitted their written expression of interests shall be nominated subject to the fulfilment of the requirements for nomination above.
- The Constituency secretariat shall open nominations at the MEETING OF ALL members by presenting the names of the nominees to fill the position of substantive member or Alternate Member to the CCM Board on a flip chart.



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- Elections shall be conducted by the election committee appointed by the constituency prior to the Nomination week.
- Election procedure on the election date shall be determined by the constituency electoral committee in line with the provision of application of election of members through the electoral colleges and the same shall be communicated to the members by the electoral chairperson by publishing the same on the notice board and sending out notices to the members early enough.
- Upon completion of elections, the chair shall immediately declare the winner as the dully elected substantive or Alternate member of the constituency to the CCM BOARD.
- The electoral committee shall document the results and submit a report to the CCM secretariat to the effect that the elections were held, in a civil manner, free and fair and present/ introduce the dully elected substantive/ Alternate member to the CCM SECRETARIAT.
- Elections shall at all times be gender based with equal rights of expression. The electoral committee and the Constituency secretariat must ensure that the conflict of interest is managed and that the principles and values which are the foundation of CCM governance are adhered to before and during the election process.
- The constituency elections shall be Gender based with all having equal rights to participation in the electoral process, expression of interest to be nominated and elected to the position of a substantive or Alternate Member to the CCM Board.

### **CRITERIA FOR CIVIL SOCIETY TO PARTICIPATE IN THE SELECTION**

In line with the governance manual, values, Mission and Roles for the CCM, the criteria here-blow is set and or designed to ensure a smooth selection or election procedure for the filling of the position of Substantive Member to the CCM board representing the CSO Constituency.

The set criteria is a joint effort of all members of the constituency and as such shall collectively be binding directions to be upheld at all times for a smooth completion of the selection process by the constituency.

### **INDIVIDUAL NOMINEE CRITERIA AND OR REQUIREMENTS.**

- Must have worked been in a managerial portfolio for at least **5 Years serving as** Executive Director or any other Top managerial position or someone in a senior management portfolio with hands on knowledge of either Health related space.



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- Must be a person of high moral standing with unchallenged ethical values.
- Great exhibition of interpersonal skills, communication, deliberation with a knowledge of governance issue.
- Ability to mobilize all members in the constituency for an effective representation.
- Knowledgeable in issues of governance and oversight functions in public related matters.

### **NOMINEE FORWARDING ORGANISATION CRITERIA/REQUIREMENTS**

- The organization must be a well-established (non-profit making organization), registered (CSO) and have been operational for at least 10 years of service record in either HIV/AIDS, TB, Malaria or Resilient Sustainable Systems for Health (RSSH).
- Bear apt experience in the CCM operations with the Global fund.
- It must have a national wide geographical coverage (organizational profile must be submitted upfront).
- Bear a high demonstration of coordination capacity and or working relations with other CSO's at local and national levels.
- It must be mandated to coordinate, network, and represent CSOs in thematic ie HIV/AIDS, or TB. Malaria
- Must have regional and national governance structures in place. (Submit proof of the structures)
- Evidence of credibility, transparency, and the ability to freely and efficiently disseminate information and encourage feedback. (Profile).
- Ability to effectively articulate and advocate for issues raised by constituents.
- Be committed and available to attend and/or provide constructive input into CCM.
- **Nomination forwarding organization must be recommended by at least (2) Two other CSOs who are members of the same Constituency**



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- Interested CSO's may forward the desire to be nominated upon satisfaction and compliance to the above.
- That upon receipt of the applications for nominations, in line with the above, the electoral committee shall vet the suitability of the candidates and publish on the Notice Board or any other conspicuous place the CSOs whose candidates have been nominated for the final selection or voting.
- The electoral committee shall ensure that all nominated candidates are accorded 10 minutes to express their candidature and re- affirm their commitment to the constituency prior to the election.
- The nominees shall then be subjected to the electoral process at the Annual General Meeting or an Extra Ordinary General Meeting of the Constituency with due quorum.

#### **COMMUNICATION OF SELECTED OR ELECTED REPRESENTATIVE TO CCM SECRETARIAT.**

Upon successfully electing a representative, the electoral committee shall declare the victor among the nominees to the constituency as the dully elected substantive constituency representative.

That, the election committee shall sign and seal the results, and transmit a copy of the same to the attention of the secretariat, who shall upon receipt equally cause a notice to be sent out and or published to all members informing them of the newly selected, elected or appointed constituency representative to the CCM Secretariat.

That **within 48 hours** after the election of the representative, the Constituency secretariat shall cause a notice to be addressed and delivered to the CCM SECRETARIAT introducing the new elected or selected representatives.

#### **GENERAL GUIDELINES**

- For purposes of these guidelines and to ensure an effective, and violence free elections in any given constituency, a member of the constituency eligible for elections or participation in the elections / voting, is one who appears on the list of members submitted by the constituency secretariat and must be a member of an organisation forwarding or eligible to participate in election of Members to the CCM Board.
- **For avoidance of doubt**, in line with the principle of inclusiveness desired by the Global Fund, all members whether subscribed or not, are eligible to participate in an election of members to the CCM



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Board since subscription is an internal management issue of the secretariat and not a goal for the Global Fund.

- The constituency secretariat and the constituency electoral committee shall ensure that the Global Fund **CONFLICT OF INTEREST POLICY** is taken into account by avoiding all forms of corruption or conflict of interests whether actual, possible or perceived and once identified, the same should be immediately addressed and the CCM Secretariat is immediately Notified.
- **For avoidance of doubt**, the head of an organization who also doubles as the coordinator of the secretariat shall not be eligible for any elective position in the upcoming elections unless they resign as heads of the secretariat or the organization as the case may be.
- All interested members Must declare any conflict of interest at the time of expression of interest and where a conflict of interest is identified as and against the contesting member, the electoral committee shall immediately disqualify the said applicant.
- Where the applicant has been disqualified, and there are no other applicants, the constituency electoral committee shall reopen nomination on the floor to ensure an effective, inclusive and democratic election of both the Substantive and Alternate Members to the CCM Board.
- THE GUIDELINES TO OPERATE SUBJECT TO NECESSARY MODIFICATIONS AND ADAPTAIONS WITHIN EACH CONSTITUENCY.

**Adopted by the CCM Board at the Board Retreat in Jinja 29<sup>th</sup> and 30<sup>th</sup> June 2023.**

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**Signed For and on behalf of; (Constituency Members):  
Secretariat Coordinator.**

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**signed For and on behalf of; (CCM Secretariat)  
Secretariat Coordinator.**