



**Institution of
Surveyors of
Kenya**

**Guidelines for Nomination of ISK Members to
Statutory Boards and Other Agencies**

2024

1. General

These guidelines provide the criteria to be followed when nominating a member to serve in a statutory board, or other agencies, in furtherance to the provisions of **Rule 8** of the ISK Constitution.

2. Register of Nominees

The ISK Secretariat shall maintain a register of ISK Members who have been nominated to various boards, agencies etc. including the name, chapter, category of membership, membership number, gender, organization where they are nominated, date of nomination and date of expiry of the term and make this list accessible to members.

3. Criteria for Nomination

Any Full Member who wishes to be nominated to serve in any board or agency should meet the following criteria:

- a) Ensure s/he has an up-to-date Certificate of Good Standing;
- b) Should have an average of 50 CPD points for the last three years;
- c) post qualification experience of 3 years for nomination to Adhoc committees; 5 years for nomination to Boards and 7 years for nomination to Commissions and equivalent;
- d) Should sign a declaration that s/he doesn't have any outstanding dues to ISK;
- e) Should sign a declaration that s/he doesn't have or is not undergoing any disciplinary action by ISK, any regulatory boards or any other professional Body, and
- f) Should have proven experience in the respective field.

4. Procedure for Nomination

The Procedure for considering members for nomination will be as follows:

- a) The CEO shall receive a request for nomination of an ISK member to a statutory board or Agency and immediately inform the President of the same;
- b) The President shall communicate the request to Chapter Chairpersons and thereafter cause communication to all members
- c) Eligible members shall apply by sending their application to the CEO
- d) The CEO shall collate the names and present the list to the President who shall then present the names to the Executive Committee;
- e) The Executive Committee shall deliberate the list of applications and recommend suitable candidates to the Council;
- f) The Council shall consider the recommendations of the Executive Committee and approve nominees based on the request from the statutory body or agency;

- g) The decision of the Council shall be final; and
- h) The CEO shall communicate the decision of the council to the nominees and all members.

5. Urgent Nominations

For urgent nominations where a nominee is required within two days, the President may liaise with Chapter Chairpersons directly on phone or by email. The nominees recommended by the Chapter Chairpersons will be communicated to the Council at the earliest possible time for ratification.

6. Nominations to Accommodate Diversity

The list of nominees approved by the Council shall take into account diversity in age, gender, culture, skills and regional balance.

7. Terms of Reference for Nominees

As a general rule, nominees shall adhere to the ISK Code of Ethics and safeguard the interest of ISK members in the statutory board or agency to which they are nominated. The nominees shall provide an annual report to the Council on matters relating to their nominations.

8. Removal of Nominees

The Council may withdraw a nomination in the event of:

- a) Reported misconduct handled as per the SOPs for handling reported complains against members;
- b) Non-performance and Non adherence to the Terms of Reference; and
- c) Failure to provide reports as required under the Nomination Guidelines.

9. Payment of Allowances to Nominees

The communication of nominees to the Requesting Body shall include a requirement for compensation of the Nominee as per the terms of the Requesting Body. In the event of default, the nominated Members may give feedback to the CEO for prompt administration action by the Council.

10. Review of Guidelines

These Guidelines may be reviewed periodically by the Council and ratified by the Annual General Meeting.