



# **UGANDAN NORTH AMERICAN ASSOCIATION**

*A Non-Profit Organization*

## **2011 UNAA ELECTORAL COMMISSION GUIDELINES**

Ugandan North American Association (UNAA), a not-for-profit Organization which shall hereinafter be called the Association 'and or UNAA' and both shall represent and have the same meaning.

2.3: Statement of Non-discrimination Intent: The Association is an equal opportunity organization. It does not discriminate, for membership purposes, on the basis of race, color, religion, political affiliation, gender, age, handicap, marital status, sexual orientation, nationality or ethnicity. The Association is nondenominational, non-sectarian, non-political, secular and not-for-profit. In these Bylaws, or in the Articles of Incorporation, and henceforth, in any official writing of the Association or public address, wherever reference is made to a masculine gender, reference will also be made to a feminine gender; thus he/she; his/hers.

UNAA has become the credible and effective organization that it is today because the founders and past board members of UNAA were committed to the ideals of UNAA laid out in its Charter as outlined below:

- a) To enable, stimulate and promote acquaintance, friendship and unity among Ugandans in North America by promoting social and cultural activities and interaction within and between our local communities and across the continent.
- b) To address the needs and challenges peculiar to our members by promoting co-operative efforts and developing strategic partnerships with philanthropic, cultural, educational, economic empowerment and other social service organizations.
- c) To increase awareness and facilitate access to the gainful exploitation of educational, entrepreneurial and employment opportunities in North America through better networking, training and other innovative programs.
- d) To build partnerships with key stakeholders that will facilitate the growth of cultural, philanthropic, economic and educational interests between the peoples of Uganda and North America.
- e) To promote and protect our unique Ugandan cultural identity through regular social and cultural activities.
- f) To counsel and advise relevant governments on policies and regulations affecting UNAA membership.

## **ELECTORAL COMMISSION**

### **PURPOSE OF THE ELECTORAL COMMISSION**

There shall be a standing and independent Electoral Commission appointed by the UNAA Board of Trustees and confirmed with the advice and consent of the UNAA Council. However, the Constitutional Review Committee authorized the current UNAA International Board to select the members of the Election Committee to oversee the Electoral Process in 2011. The members of the Electoral Commission shall be full Members of the Association in good standing and of high ethical standards and shall represent all the demographics of the Association. The Electoral Commission will abide by the Constitution as approved in September 2010.

#### ***9.1: Electoral Commission:***

which shall hereinafter be called The UNAA-Electoral Commission 2011, and or “EC” and both shall represent and have the same meaning.

#### ***9.2: Independence of the Electoral Commission:***

Once the members of the Electoral Commission have been appointed by the UNAA Board of Trustees and confirmed by the UNAA Council, they shall operate independently of all UNAA organs.

#### ***9.3: Number of Members of the Electoral Commission:***

There shall be a minimum of thirteen (13) members of the Electoral Commission.

#### ***9.4: Structure:***

The fully constituted Electoral Commission shall include a Chairperson appointed by the UNAA Board of Trustees, and a Vice Chairperson, Secretary and any other officers who shall be elected by the Electoral Commission as needed.

#### ***9.5: Term of office:***

Each member of the Electoral Commission shall serve a four (4) year term effective September 2011.

#### ***9.6: Functions & Powers of the Electoral Commission:***

The Electoral Commission shall:

- Create and/or update the Election Guidelines
- Maintain and update the voters' register
- Accept nominations and vet candidates
- Determine candidates' registration fees
- Manage voting logistics
- Set the deadline for registration for voting, which shall be no later than thirty (30) days prior to the election
- Conduct elections
- Publish the election schedule and any deadlines
- Announce election results

## **ELECTORAL COMMISSION PROCESS AND GUIDELINES**

The following guidelines will help streamline the process of nominations and certification for election to the Board of Directors of UNAA. No one is considered to be an official candidate until he/she has, within the prescribed timeline, submitted the nomination documents, paid the required fees and has been cleared and certified by the Electoral Commission. To strengthen the electoral process, the Commission reserves the right to review and modify these guidelines.

### **GENERAL QUALIFICATIONS FOR CANDIDATES**

Candidates seeking to be elected for any position in UNAA must be members in good standing as stated by the UNAA Constitution:

#### ***3.1 (a): Full Membership:***

Full membership shall be limited to a natural person 18 years or older who shall be a Ugandan by birth or descent (or a spouse of such person), who resides in North America or a citizen/permanent resident of a North American country regardless of where he or she lives and pays an annual membership fee. Full membership rights and benefits include the right to hold office and to vote, upon satisfying the requirements stipulated in articles 3.3 and 3.5 of these Bylaws

#### ***3.5: Members in Good Standing:***

Members-in Good Standing in the Association (collectively referred to herein as the “Members” and individually as a “Member”) shall be those persons meeting the requirements for eligibility for membership in the Association set forth in Article 3.1.

#### ***6.13: Election:***

Except for the Director of Finance, the Director of Development and the Director of Communications who shall be appointed by the Executive Committee with the advice and consent of the UNAA Council, all members of the Executive Committee shall be elected by eligible Members of the Association in accordance with the rules and guidelines that shall be determined by the Electoral Commission. Elections for the Executive Committee shall be held on the weekend of the Annual General Meeting.

## **POSITIONS FOR THE UNAA ELECTIONS DENVER 2011**

**7.5: Election:** Each Member of the UNAA Council shall be elected by full members of the Association in his or her region as defined in Schedule A of this Constitution. Members aged 18 to 30 years resident in Canada shall elect the Representatives for Young Adults in Canada. Members aged 18 to 30 years resident in the United States of America shall elect the Representatives for Young Adults in the United States of America. Elections for the UNAA Council shall be held at a place and time that shall be determined by the UNAA Electoral Commission.

**7.6: Number and size of regions:** Following the adoption of this amended Constitution, the UNAA Council shall consist of six [6] members representing 6 regions of Canada; twelve [12] members representing 12 regions of the United States of America and four [4] representatives of Young Adults as detailed in Schedule A of this Constitution. A UNAA Region, which fails to elect a Representative, shall remain unrepresented on the UNAA Council until such time that it elects one. The number and size of regions, which shall elect members of the UNAA Council.

**There will be a total of 26 positions open for election. They are listed as follows:**

**EXECUTIVE COMMITTEE (4 Positions/Representatives)**

PRESIDENT	SECRETARY
VICE-PRESIDENT	TREASURER

**YOUTH REPRESENTATIVES- UNITED STATES ( 2 Positions/Representatives)**

FEMALE YOUTH REPRESENTATIVE	USA ( AGE 18-30)
MALE YOUTH REPRESENTATIVE	USA (AGE 18-30)

**UNAA COUNCIL MEMBERSHIP BY REGION (USA)**

**NEW ENGLAND REGION – (1Position/Representative)**

Vermont	Massachusetts
New Hampshire	Maine
Maine	Rhode Island

**MID-ATLANTIC REGION – (1Position/Representative)**

New York	
New Jersey	
Connecticut	

**MID-ATLANTIC REGION – (1Position/Representative)**

Pennsylvania	Washington DC
Delaware	Virginia
Maryland	West Virginia

**SOUTH EAST REGION— (1 Position/Representative)**

North Carolina	Georgia
South Carolina	Alabama
Kentucky	Tennessee
Mississippi	Florida
Puerto Rico and all Caribbean Islands	Georgia

**. SOUTH-WEST REGION 1 – (1 Position/Representative)**

Southern Texas	Louisiana
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Belize	Costa Rica
Cuba	El Salvador
Guatemala	Honduras
Mexico	Nicaragua
Panama	

**SOUTH-WEST REGION 2 — (1 Position/Representative)**

Northern Texas
Oklahoma
Arkansas

**GREAT LAKES REGION — (1 Position/Representative)**

Illinois	Indiana
Michigan	Ohio
Wisconsin	Minnesota

**CENTRAL PLAINS REGION— (1 Position/Representative)**

Nebraska	Kansas
Iowa	Missouri

**ROCKY MOUNTAINS REGION – (1 Position/Representative)**

New Mexico	Colorado
Wyoming	Utah
South Dakota	North Dakota
Montana	

**NORTH PACIFIC REGION— (1 Position/Representative)**

Idaho	Washington
Alaska	Oregon

**SOUTH PACIFIC REGION 1- (1 Position/Representative)**

Northern California	Northern Nevada
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**SOUTH PACIFIC REGION 2- (1 Position/Representative)**

Arizona	Southern California
Hawaii	Southern Nevada

**UNAA COUNCIL MEMBERSHIP BY REGION**

**(II) CANADA**

Female Representative for Young Adults in Canada (1 position/Representative)
Male Representative for Young Adults in Canada ( 1 Position/Representative)

**ATLANTIC REGION – ( 1 Position/Representative)**

Newfoundland & Labrador	New Brunswick
• Nova Scotia	Greenland
• Prince Edward Island	Saint Pierre et Miquelon

**CENTRAL REGION 1 – (1 Position /Representative)**

Eastern Ontario	Quebec
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**CENTRAL REGION 2- (1 Position/Representative)**

Northern Ontario	Southern Ontario
Southwestern Ontario	

**PRAIRIES REGION – (1 Position/Representative)**

North West Territories	Manitoba
Yukon	Saskatchewan
Nunavut	

**MOUNTAIN REGION – (1 Position/Representative)**

- Alberta

**PACIFIC REGION – (1 Position/Representative)**

- British Columbia

**BACKGROUND CHECK PROCESS**

UNAA, a tax-exempt 501 (C) (3) organization, requires Board members who are qualified, able and willing to serve in a voluntary, unpaid capacity and to discharge their duties in full compliance with the Constitution of UNAA and with all the applicable federal and state/provincial laws of the United States of America and Canada.

In addition to being a person of good moral character, individuals seeking to become members of the board of directors, serve in positions of high authority and manage the finances of UNAA, must understand and be willing to accept the potential for a closer federal scrutiny of their business associations, legal status, and personal dealings. Therefore, the Electoral Commission has deemed it necessary to conduct a formal background check process going back 7 years for all candidates who are seeking to run for the following positions ONLY:

**EXECUTIVE COMMITTEE**

1. PRESIDENT	3. SECRETARY
2. VICE PRESIDENT	4. TREASURER

## **SELECTED VENDOR TO CONDUCT UNAA-EC 2011 BACKGROUND CHECKS:**

**Accurate Background, Inc.**  
**Lake Forest, CA**  
**800.216.8024**  
**\*\*ISO 9001:2008 Certified\*\***

### **BACKGROUND CHECK PROCESS:**

Upon receipt of the candidate's intent to run for any of the 4 official positions stated above, the EC Treasurer will notify the candidate of the background check process. In order to maintain confidentiality, all communication will be between the candidate and Accurate Background Inc. Credit checks will not be required or verified for the 4 candidates. The Candidate will authorize the EC to share ONLY the candidate's e-mail address with Accurate. A signed release form to share the e-mail address will be provided. Accurate Inc., will request the necessary information directly from the candidate. Accurate Background Inc., will conduct background checks for candidates residing in North America including Canada. Accurate Inc., will verify records namely:

- 1) Candidate's criminal records for the last 7 years.
- 2) Education - only as listed on the Candidate's Manifesto

### **BACKGROUND CHECK CLEARANCE:**

Accurate Inc., will notify the EC Treasurer that the candidate has been cleared through the background check process. The EC Treasurer will then certify the candidate as meeting the eligibility to run for the office of intent with UNAA International and the appropriate certification process will be initiated.

### **Adjudication Process**

If the candidate has not been cleared by Accurate Inc., the candidate will go through the Adjudication process. At this point, ONLY will the EC Vice Chairperson get involved and notify the candidate of the discrepancy. The Candidate will have 7 business days to clear the discrepancy with Accurate Inc. directly. If the candidate is not cleared, he/she will be withdrawn from the candidacy and will be notified accordingly. There will be NO Exceptions after the adjudication process is completed and case closed.

### **CANDIDATE AGREEMENT:**

All candidates must sign a Candidate Agreement authorizing the Electoral Commission to make inquiries about him or her from the authorized individual, Community or Agency in order to determine the validity of their information and eligibility. The candidate will also sign a release authorizing the EC to share the e-mail address with Accurate Background Inc., to initiate his/her background check process if they are running for the 4 key positions stated above. The Candidate will also sign a release authorizing the EC to get involved in case of a discrepancy and initiation of the Adjudication Process.

**NOMINATION AND CERTIFICATION PERIOD:**

This is the period established by the EC as from “Inception to Certification” where by the Candidates will submit their required documents to express the intent of running for an office, to the final stage where the EC declares and certifies the Candidate as meeting the requirements to qualify as a candidate in good standing.

To enable the Electoral Commission to carry out its mandated obligations, and to provide candidates with an opportunity to cure any defects that may be discovered within the nomination and certification process, the Commission will adopt a flexible schedule as follows:

***The nomination and certification period will run from: 12:01 am on 06/25/11 to 11:59 pm on 08/25/11. THERE WILL BE NO EXCEPTIONS:***

**REQUIRED DOCUMENTS:**

ALL Candidates seeking to run for positions in UNAA are required to provide the following original documents:

- A signed Candidate Agreement
- A signed background check authorization form and E-mail release form– Executive Committee positions ONLY.
- A one-page document of no more than 500 words providing the following information
- Position sought
- Name and contact information
- Current city and state of Residence
- Statement of past or current activities within UNAA or other local organization(s)
- Manifesto for the Candidate (Issues & Solutions)
- Names of 3 recommenders/Seconders with the required information above
- Photo - An electronic passport color photo of the candidate, of high resolution (2016 x 3024), in JPEG format, and not less than 1 MB in size. The photo must be taken within the last 90 days. The EC intends to use these pictures on the website and in other electoral media.
- Additional documents in support of the candidate’s qualifications can only be accepted if notarized by a commissioned notary public and a seal must appear on all copies.

**DEADLINE COMPLIANCE**

The Electoral Commission will ONLY accept Original Documents and must be received by a deadline as stated: 11:59 pm on 08/25/11. There will be NO exceptions. Original documents must be accompanied by candidate fee in a form of Money Order/ certified funds Payable to UNAA. Additional documents in support of the candidate’s qualifications can only be accepted if notarized by a commissioned notary public and a seal must appear on all copies.

All documents MUST be mailed to:

**UNAA Electoral Commission**  
**Attn: Jude Ssempungu**  
**P.O. BOX 25097 CHICAGO, IL. 60625**

**UNAA CANDIDATES NOMINATION FEES 2011:**

To meet the costs associated with the electoral process, there will be a non-refundable nomination and certification fee. A money order or certified check in USA currency should be made payable to the "Ugandan North America Association" according to the fee schedule below. Personal checks NOT accepted.

Candidates for the office of President	\$150.00 USD
Candidates for Vice President	\$150.00 USD
Candidates for Secretary	\$100.00 USD
Candidates for Treasurer	\$100.00 USD
Candidates for Youth Representative	\$50.00 USD
Regional Representatives	\$75.00

Payments with pertinent documents must be mailed to:

**UNAA Electoral Commission**  
**Attn: Mr. Jude Ssempungu**  
**P.O. BOX 25097 CHICAGO, IL. 60625**

Please note that overnight/express/expedited package services are safely delivered and accepted at this address. Please save your receipts for tracking purposes. The Electoral Commission will adhere strictly to the date stamped and received by postal or any courier/express services and there will be NO exceptions. Hand delivered or electronically submitted documents **WILL NOT** be accepted.

The Electoral Commission Treasurer will submit all recorded payments to the UNAA International Board Treasurer.

The Electoral Commission encourages all candidates to meet their eligibility requirements, including submittal of proper documents and fees, early so as to be declared official candidates. Please make sure all documents are written/typed legibly to avoid any errors or delays. The Commission will adhere strictly to the date received by postal or any courier services and there will be **NO** exceptions.

### **CANDIDATE SECONDMENT:**

Candidates for all positions will require at least three signatures of eligible members in good standing as secondment to their candidacy. It was agreed that the Electoral Commission will accept statements with original signatures or e-mail statement stating the following:

The seconders attesting to the “good standing” of the candidate must also meet the eligibility requirement for members in good standing according to the UNAA Constitution. Seconders will also go through the member verification process.

I \_\_\_\_\_ (seconder) hereby second the candidacy of Mr/Ms/Mrs \_\_\_\_\_  
for the post of \_\_\_\_\_. And to the best of my knowledge,  
Mr/Ms/Mrs \_\_\_\_\_ is a person in good standing within the community  
Dated this day \_\_\_\_\_.  
Signed \_\_\_\_\_

### **VERIFICATION PROCESS**

To determine that the candidate and the seconders are eligible members of UNAA, the Electoral Commission will verify that a candidate and the seconders are members in good standing as outlined in the Constitution.

### **OFFICIAL ANNOUNCEMENT OF THE CANDIDATE:**

The Electoral Commission (EC) will abide by the following process:

1. Candidates submit all their documents to the EC Treasurer via the address provided above.
2. The EC Treasurer will send an acknowledgement e-mail confirming receipt of documents. The candidate will receive the communication within 5 business days after the EC Treasurer has received the official documents from the candidate.
3. The EC Treasurer will verify that the candidate is a member in good standing. All verifications for candidate eligibility will go through the UNAA International Board.
4. If the candidate’s position requires background check verification, the EC Treasurer will notify the candidate that he/she will need to go through a background check process. The treasurer will provide the information to the candidate required to initiate the background check process.
5. The EC Treasurer will provide proof of eligibility, i.e., membership number, and background clearance to the EC Secretary in order to certify the candidate.
6. Once the EC determines that a candidate has met the eligibility

Requirements for an office, the Electoral Commission Secretary, will post on UNAA website at [www.unaa.org](http://www.unaa.org), a one-page document, with an announcement that the Candidate is now officially cleared and certified to run and campaign for the position as stated on his/her manifesto. The names of the candidates will then be included in the balloting materials, to be provided by the Electoral Commission.

7. The Vice Chairperson will communicate with the potential candidates in case there is a discrepancy in the paperwork submitted.

8. All qualified candidates will be given the opportunity to link their websites to the UNAA at [www.unaa.org](http://www.unaa.org) website. However, the candidate must contact the UNAA International Secretary for proper procedures. The Secretary can be reached at: [secretary@unaa.org](mailto:secretary@unaa.org).

### **ELECTORAL PROCESS PROTOCOL**

Any UNAA member who is in good standing in accordance with the Constitution and whose name appears on the Roaster submitted to the Electoral Commission by the UNAA International Board by midnight on August 31, 2011, will be eligible to vote for any candidate of choice.

#### **Time:**

Voting will start at 6:00 a.m. on Sunday, September 4, 2011, and close on the same day, at 4:00 p.m.

#### **Ballots:**

The Electoral Commission wishes to remind all candidates and voters that UNAA's balloting process, for any office, is based on individual merit. The ballot papers will reflect individual candidate names **ONLY; NOT** "tickets" composed of teams of different individuals. The Electoral Commission will oversee the entire electoral process including counting and tallying of the ballots.

#### **Campaigning On Election Day:**

Campaigning within 100 feet [33 meters] of the election center shall be strictly prohibited. Any candidate or candidate's campaigners who break this regulation will risk the disqualification of the candidate from the election.

#### **Presentation of Manifestos:**

There will be an opportunity for the candidates to make formal presentations of their manifestos during the UNAA Denver Convention in a Debate setting. The time, place and logistics of any presentations are contingent on the program arrangements. The Electoral Commission will communicate additional details at a later date.

#### **ELECTORAL OBSERVERS:**

Each candidate will be required to appoint his/her own observers in accordance with the Constitution. The EC has determined that 2 observers – 1 male and 1 female will suffice for each candidate. All candidates are required to submit the names of the 2 observers by August 20, 2011 to the EC Secretary via e-mail at: [UNAAEC2011@yahoo.com](mailto:UNAAEC2011@yahoo.com) Observers are required to be members in good standing.

## **ELECTORAL VOLUNTEERS**

The EC reserves the right to solicit and use volunteers to assist during the election process as needed. If you are interested in volunteering during the Electoral Process, please send an e-mail to the Secretary at: [UNAAEC2011@yahoo.com](mailto:UNAAEC2011@yahoo.com). Volunteers must be members in good standing.

## **COMMUNICATION:**

Secretary of the EC or his designee will collaborate with the UNAA International Board Secretary to post all communication concerning the Electoral Commission to the general public via the website at [www.unaa.org](http://www.unaa.org) all inquiries to the Electoral Commission should be directed to [UNAAEC2011@yahoo.com](mailto:UNAAEC2011@yahoo.com). Your inquiries will be reviewed and responded to within 24 hours.

## **Signed: UNAA-Denver Electoral Commission 2011:**

Chair Person	Peace Seninde
Vice Chair Person	Michael Kimbugwe
Secretary	Monday Atigo
Treasurer	Jude Ssempungu
Commissioner	Michael Kiyemba
Commissioner	Nambago Kalema
Commissioner	Sam Mutyaba
Commissioner	Fiora Abe
Commissioner	Caroline Olok
Commissioner	Stephen Katende
Commissioner	Moses Kisembo
Commissioner	Edward Kabateraine

The Electoral Commission wishes to thank all the members of the Ugandan Community for your willingness to serve in the respective capacities. It is your charisma, spirit and dedication that will take UNAA to the next level where she will continue to be viewed as a unified body in the Diaspora symbolizing a distinct society.

**We are looking forward to seeing you all in Denver. Your Vote counts!!**

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