

KENYA SUGAR BOARD

**PROCEDURE FOR ELECTION OF GROWER REPRESENTATIVES TO THE KENYA
SUGAR BOARD**

2025

PART 1 – PRELIMINARY

1. In this part, unless the context otherwise requires-	Interpretation
"Board" means the means the Kenya Sugar Board established under section 3 of the Sugar Act No.11 of 2024	
"Cabinet Secretary" means the Cabinet Secretary for the time being responsible for matters relating to agriculture	
"Corporate member" means a body corporate that grows sugar crop in a sugar catchment area	
"Election" means the process of electing candidates to represent sugar crop growers and millers in the Board	
"Election Committee" means a committee appointed by the Cabinet Secretary responsible for agriculture to conduct the elections of grower representatives.	
"Electoral Area" means a sugar catchment area.	
"Grower" means a person who produces sugar-cane or any crop in Kenya for the manufacture of sugar	
"Independent parties" means any person who in any way is interested in the elections of the grower representative	
"Polling Station" means a place or venue designated by the Elections Committee where registered sugar crop growers shall cast their votes;	
"Presiding Officer" means a person appointed by the returning officer to be in charge of the electoral process in a polling station;	
"Returning Officer" means a person nominated by the Elections Committee and appointed to be in charge of the electoral process in the electoral area	
"Sugar catchment Area" means a geographical area where sugarcane farmers are clustered for purposes of election and cane management	
"Voter" means a registered sugar crop grower or a corporate member whose name appears in the voters register	
"Voters register" means the register of members eligible to vote in an election of grower representative to the Kenya Sugar Board;	
2. This procedure shall apply to the elections of grower representatives to the Kenya Sugar Board	Application
3. The objective of this procedure is to guide elections of grower representatives to the Board and in particular to provide for: -	Object and purpose
a) Administrative procedures for conducting elections of the grower representatives to the Kenya Sugar Board;	
b) To ensure free and fair elections	
PART 11- MANAGEMENT OF THE ELECTIONS	

<p>4. (1) The Cabinet Secretary shall constitute an eleven (11) member Elections Committee to manage the electoral process of the grower representatives to the Board. The committee membership shall be drawn from but not limited to the following institutions;</p> <ul style="list-style-type: none"> • The ministry for the time being responsible for matters relating to agriculture (4) • Kenya Sugar Board (3) • Council of Governors (2) • Independent Electoral and Boundaries Commission (2) <p>(2) The Cabinet Secretary shall appoint the chairperson of the committee.</p> <p>(3) The Elections Committee shall appoint the Returning Officers to preside over the election for each Sugar catchment area.</p> <p>(4) The Board shall bear all the costs of conducting the elections of the grower representatives of the Sugar catchment areas.</p> <p>(5) The term of the Elections Committee shall commence from the date of appointment up to the date the elections are concluded.</p> <p>(6) Notwithstanding the provisions of clause 4(5) above, the committee may be recalled to conduct a repeat election arising from a court order.</p>	Appointment of the committee
<p>5. (1) Kenya Sugar Board shall prepare a voter register for each catchment area based on sugarcane supplied to the sugar mills for the last twenty-four months (except the Coastal sugarcane catchment area) preceding the election date. The register shall be prepared based on:</p> <ol style="list-style-type: none"> a) The register of farmers appearing in Kenya Integrated Agricultural Management Information System (KIAMIS) b) The list of growers provided by out-grower institutions/associations and millers c) Sugarcane supply statements (from mills, out-grower institutions and cooperatives) to ensure that only farmers who have supplied sugarcane in the twenty-four (24) months preceding the date of election are eligible to vote <p>(2) The Kenya Sugar Board will deploy clerks at the polling stations to verify and update the register within fourteen (14) days.</p> <p>(3) The voter register shall be subjected to verification by growers, out-grower institutions and millers at the polling stations within the catchment area.</p>	Preparation of voter register
<p>6. (1) The functions of the committee shall be to: -</p>	Functions of the Committee

<ul style="list-style-type: none"> (a) Conduct free and fair elections of the grower representatives to the Board in a Sugar catchment area; (b) Issue the notice of elections; (c) Develop the shortlisting criteria; (d) Shortlist candidate (s) based on the set criteria; (e) Designate and review polling stations for the purpose of elections (f) Designate and oversee the establishment of tallying centers (g) Appoint presiding officers and clerks for each polling station; (h) Organize and conduct elections in accordance with the election procedure; (i) Print election materials and supervise the distribution; (j) Review and implement the election schedule; (k) Prepare and submit a report on the election to the Cabinet Secretary; (l) Make recommendations on improvement of election process; and (m) Carry out such other functions as may be necessary for the proper conduct of the elections. 	
<p>(2) The committee shall apply the election procedure in conducting elections of grower representatives to the Board</p>	
<p>(3) The designation of the polling stations within the catchment area shall be based on the following:</p> <ul style="list-style-type: none"> (a) The geo-locations of farms as captured in the Kenya Integrated Agricultural Management Information System (KIAMIS) (b) The number of farmers (c) The distance (d) Geographical features 	Polling stations
PART III - DISPUTE RESOLUTION COMMITTEE	
<p>7. (1) The Cabinet Secretary shall constitute a Dispute Resolution Committee to consider and determine disputes arising from the electoral process.</p>	Dispute resolution committee
<p>(2) The Election Dispute Resolution Committee shall comprise the following members;</p>	Membership and conduct of the affairs of the committee
<p>(a) A chairperson appointed by the Cabinet Secretary who has knowledge in dispute resolution</p>	
<p>(b) A person nominated by the Council of Governors (CoG)</p>	
<p>(c) An officer from the Elections Committee.</p>	
<p>(d) A person with legal knowledge/qualifications nominated by the Chairperson of the Law Society of Kenya.</p>	
<p>(e) One person nominated by the Cabinet Secretary from the ministry in charge of agriculture</p>	
<p>(f) The secretary to the Committee shall be a representative from the Kenya Sugar Board who shall be an ex officio member.</p>	

	(3) The quorum for conducting the business of the Election Dispute Resolution Committee shall be two-third (2/3) of the members.
	(4) The Chairperson shall preside at every meeting of the committee at which he/she is present and in his/her absence, the members of the committee present shall elect one of their members to preside, who shall, with respect to that meeting and the business transacted thereat, have all the powers of the chairperson.
	(5) Unless a unanimous decision is reached, a decision on any matter before the committee shall be by a majority of the votes of the members present and voting and in the case of an equality of votes, the chairperson or person presiding over the meeting shall have a casting vote.
	(6) The Election Dispute Resolution Committee shall be appointed by the Cabinet Secretary at least fourteen (14) days prior to the date of the elections.
	(7) In performance of its functions and subject to the provisions of these procedures, the Election Dispute Resolution Committee shall regulate its own procedures.
	(8) The term of the Election Dispute Resolution Committee shall commence from the date of appointment up to the conclusion of the election.
8.	(1) A dispute arising from the shortlisting of candidates in a catchment area shall be made in writing to the Chairperson of the Election Dispute Resolution Committee within twenty-four (24) hours from the date of publishing of the shortlisted candidates. (Create contacts for the committee)
	(2) The aggrieved party shall file the grounds of the dispute arising from the shortlisting together with copies of supporting documents with the Election Dispute Resolution Committee, and pay to the Board account a non-refundable fee of Kshs. 5,000/= (Five Thousand only)
	(3) The aggrieved party shall serve the other party(ies) and the Dispute Resolution Committee with the particulars of the dispute arising from the shortlisting within twenty fours (24) hours of filing the dispute. Service shall be effected by hand delivery or email address or WhatsApp or to the last known postal address by prepaid recorded delivery or registered post (Create Committee Contacts at an appropriate time)
	(4) The Election Dispute Resolution Committee shall within twenty-four (24) hours of receiving a dispute arising from the shortlisting, give notice to the parties concerned of the date and place of hearing of the dispute.
	(5) The Election Dispute Resolution Committee shall consider and determine the dispute arising from the shortlisting and communicate the final decision in writing to the affected parties within four (4) days of receiving the dispute arising from the shortlisting.

(6) Any party that is not satisfied with the decision of the Dispute Resolution Committee may escalate the matter to the courts of law.

PART 1V- ELECTIONS

9. (1) All sugar crop growers whose names appear in the voters register of the Sugar catchment area shall have the right to vote and to participate in the elections.

Guiding Principles

(2) Election of candidates in a catchment area shall be done through a democratic system of one grower, one vote.

(3) The Cabinet Secretary shall declare vacancies for grower representatives to the Board and invite candidates to apply for the vacant position (s) in all sugar catchment areas.

(4) The Committee shall issue a notice for the elections of grower representatives to the Board in **Form KSB/ELEC/25/01** set out in the First Schedule and the election

scheduled at least twenty-one (21) days before the election date and forward a copy to the Kenya Sugar Board.

(5) The notice for the elections and the polling stations shall be prominently displayed in public places including; farmer organization offices, sugar factories of the Sugar catchment area, KSB website, County ward offices and in such other manner as the Committee may determine.

(6) The Kenya Sugar Board shall prepare a voters register for each catchment area and submit an accurate and updated copy to the Committee at least twenty-one days (21) days before the date of elections.

(7) The voters register shall be displayed at the sugar factories within the Sugar catchment area, the designated polling stations, the KSB website and regional offices, and County ward offices to confirm registration at least twenty-one (21) days before the date of elections. Any complaint must be lodged with the Election Committee in writing through an SMS, WhatsApp and Email. (Create contacts at an appropriate time)

(8) The campaign period shall commence twenty-one (21) days to the date of the elections and shall end by 5.00 p.m. on the date preceding the day of elections as specified in the notice for the election issued by the Committee.

(9) The Committee shall prepare, avail and distribute adequate voting materials.

(10) The ballot papers shall contain the names of the candidates, be serialized with appropriate security features and have a counterfoil.

	(11) The ballot box shall be a transparent container with a serialized seal and an opening at the top to facilitate voting.
	(12) Before commencement of the voting, the Presiding Officer will ensure the ballot box is empty and properly sealed in the presence of available agents.
	(13) The elections shall be by secret ballot.
	(14) Each candidate shall be entitled to have one agent per polling station.
	(15) The names of the agents shall be submitted to the Returning Officer at least two (2) days before the election day in Form KSB/ELEC/25/02 set out in the First Schedule.
	(16) Elections shall be held between 7.00 a.m. to 5.00 p.m.
	(17) The Presiding Officer shall announce the results of each candidate of the elections of the grower representatives immediately after the counting of votes at the polling station.
10.	<p>(1) The Committee shall issue application forms to the candidates in Form KSB/ELEC/25/03 as set out in the First Schedule</p> <p>(2) An eligible candidate shall submit their application form to the Elections Committee on the date set in the election schedule in the prescribed form and attach the following certified documents: -</p> <ul style="list-style-type: none"> a) Copy of the National Identity card or passport; b) Grower sugarcane delivery statement to the sugar factory for twenty-four (24) months period preceding the election date; c) Duly filled Form KSB/ELEC/25/11 confirmation of sugarcane deliveries by the sugar factory in the Sugar catchment area; d) Academic certificates; e) Duly filled and stamped Ethics and Anti-Corruption Commission (EACC) self-declaration form presented to the committee; f) Credit Reference Bureau Certificate; g) Tax Compliance Certificate; h) Police Clearance Certificate i) Payment receipt of non-refundable nomination fees of Kshs. 10,000/= (ten thousand only). <p>(3) Applicants shall sign Form KSB/ELEC/25/04 set out in the First Schedule in which they commit to adhere to the election procedures as well as the candidacy requirements.</p> <p>(4) The Committee shall shortlist candidates for eligibility based on the documents submitted by the candidates against the set criteria as set out in these procedures.</p>
	Application procedure

<p>(5) The Committee shall issue clearance certificate to shortlisted candidates in Form KSB/ELEC/25/05 as set out in the First Schedule.</p>	
<p>(6) The Committee shall cause to be displayed names of the shortlisted candidates cleared to vie for elections in the sugar factories, KSB website & regional offices and County ward offices.</p>	
<p>11. (1) A person shall be eligible to vie for elections of the grower representative to the Board if that person: -</p>	Eligibility of candidate(s) vying for elections
<ul style="list-style-type: none"> a) is an active sugar crop grower in the twenty-four (24) months preceding the date of election and a sugar crop grower in the respective sugar catchment area, with the Coastal catchment area being exempted from the twenty-four (24) month requirement; b) Has an existing and valid sugarcane supply contract or supply statement with a miller within the sugar catchment area c) Has delivered not less than 50 tons of sugarcane from own farm to the sugar factory within a sugar catchment area during the preceding twenty-four (24) months with an exemption applicable to the Coastal catchment area d) A Kenyan citizen; e) Holds a minimum of a Form Four or O-Level Certificate <ul style="list-style-type: none"> f) Meets the requirements of Chapter six (6) of the Constitution on leadership and integrity; g) Not an employee of the Board; h) Not a current holder of any elective or nominated political office; i) Not an employee of any Miller; j) Not an undischarged bankrupt; k) An adult of sound mind; l) Payment into the Kenya Sugar Board account a non-refundable fee of Kshs. 10,000/= (ten thousand only). 	
<p>(2). A candidate shall only be eligible to vie for election in one electoral area;</p>	
<p>12. (1) A voter shall on the date of election present the following documents to the Presiding Officer for verification: -</p>	Voting process
<ul style="list-style-type: none"> (a) National Identity Card or Passport; (b) Sugarcane payment, supply statements or a current permit for any one (1) month in the twenty- four (24) months period preceding the date of elections. 	
<p>(2) A Polling Clerk shall verify the voters' documents and identity to confirm their eligibility to vote.</p>	
<p>(3) A voter shall cast their vote by placing a legible mark in the space provided next to the name of the candidate of their choice.</p>	

(4) A voter shall be accorded privacy during the voting exercise.	
(5) A person with disability or an illiterate voter may be assisted by the presiding officer in the presence of agents to mark the ballot paper after ascertaining his/her eligibility to vote.	
(6) Upon voting the polling clerk shall strike out the name of the voter from the voters' register using a red inked pen.	
(7) Upon casting their vote, each voter shall have a visible mark of indelible ink applied to their finger by the polling clerk to signify that they have participated in the election.	
(8) Any ballot that is spoilt by the voter or election official shall be clearly marked as spoilt and submitted to the Returning Officer along with other elections documents after the conclusion of the voting exercise.	
13. (1) Any election complaint on election day shall be presented to the Presiding Officer and, if not resolved, be escalated to the Returning Officer.	Complaints on elections day
(2) The Presiding Officer/Returning Officer shall conduct a thorough investigation and take immediate and appropriate action.	
14. (1) A corporate grower may appoint a person/proxy to vote on their behalf in elections through a board resolution and a Power of Attorney nominating the nominee using FORM KSB/ELEC/25/06 as set out in the First Schedule;	Power of Attorney for corporate growers
(2) The Power of Attorney shall be presented to the Presiding Officer by the nominee on the date of voting together with the following documents: -	
(a) National Identity Card or Passport;	
(b) Sugarcane payment statements for any two (2) months in the twenty-four (24) months period preceding the date of elections with an exemption for the Coastal catchment area, where the twenty-four (24) month requirement shall not apply due to unique regional circumstances.	
(c) A Board resolution authorizing the nominee to vote on behalf of the corporate grower.	
(3) The Presiding Officer shall verify and stamp the documents before returning them to the nominee	
(4) The Presiding Officer shall verify the documents presented by the nominee to confirm their eligibility to vote.	
(5) The Presiding Officer shall retain the Power of Attorney once it is presented during the election day.	

	(6) In the event that there are two Powers of Attorney presented for the same corporate grower, the same shall be cancelled and the corporate grower shall not be allowed to participate in the elections.
	(7) The Presiding Officer shall create and maintain a register of the Power of Attorney received and vetted for use in the elections.
15.	<p>(1) Counting of votes cast shall commence at the polling station immediately after closing of the voting process.</p> <p>(2) The Presiding Officer shall in the presence of candidates or their agents open each ballot box at the polling station, empty its contents onto the counting table and count the number of votes cast in favour of each candidate.</p> <p>(3) The Presiding Officer shall record the number of the votes cast in favor of each candidate in Form KSB/ELEC/25/07 set out in the First Schedule.</p> <p>(4) Upon recording the number of votes cast, the Presiding Officer shall request the candidates or their agent/s present to append his or her signature in the form.</p> <p>(5) The failure or refusal by a candidate or their agent to endorse the form under clause 14 (4), shall not invalidate the results.</p> <p>(6) The Presiding Officer shall announce the results of the voting at the polling station before submitting the results to the Returning Officer.</p> <p>(7) Upon the announcement of the results at the Polling Station the Presiding Officer shall transmit an electronic copy of the signed Form KSBELEC/25/07 to the returning officer.</p> <p>(8) The Presiding Officer shall as soon as practicable (but not later than noon of the day following the elections), deliver the ballot boxes, counted ballot papers, rejected, spoilt, disputed ballot papers and the results of the voting at the polling station to the Returning Officer who shall take charge thereof.</p> <p>(9) The Returning Officer shall upon receiving results from all the polling stations of the respective catchment areas, verify, collate and tally the results in Form KSB/ELEC/25/08 set out in the First Schedule.</p> <p>(10) Upon collating the results, the Returning Officer shall on the same day declare the results in the presence of candidates, agents or observers if present in Form KSB/ELEC/25/09 set out in the First Schedule.</p> <p>(11) The Returning Officer shall issue the elected candidates with an election certificate in Form KSB/ELEC/25/10 set out in the First Schedule.</p>
	Counting of votes and declaration of results

(12) The Returning Officer shall forward the results of the election to the Chairperson of the Committee within one (1) day of the declaration of results.	
(13) The Returning Officer shall ensure safe custody of the ballot papers and voting materials before and during the elections in order to maintain the integrity and the security of the process.	
(14) The Elections Committee shall ensure safe custody of the ballot papers and voting materials after the election for at least six (6) months for reference in the event of a dispute.	
(15) The Chairperson of the Elections Committee shall present the names of the elected grower representatives to the Cabinet Secretary for confirmation and appointment as directors within Seven days (7) days of the elections.	
16. (1) Independent parties shall apply to the Elections Committee to become observers during the election process.	Election Observers
(2) The Committee shall consider and accredit observers for the election of grower representatives.	
(3) The role of the observer shall be to monitor the conduct of elections, take note of any election irregularities that may arise or that may need to be addressed in elections and make recommendations that may further enhance the credibility of elections in future.	
(4) An observer shall not be a grower or a miller and shall NOT participate in or interfere with the elections.	
(5) An observer(s) shall submit a report on the elections to the Elections Committee	

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/01

Serial No.....

NOTICE OF ELECTION	
All sugar crop Growers of..... electoral area are notified that the nominations for candidates for grower representatives to the Board of the above electoral area will be carried out on	
All candidates interested in vying for the position of grower representative to the Board during the nomination exercise shall comply with the following conditions:	
1. Submit an application in a sealed and clearly marked envelope addressed to the Chairperson of the Elections Committee. The application MUST be signed by the applicant and accompanied by a non-refundable fee of Kshs. 10,000/= payable to the Kenya Sugar Board account and a receipt issued.	
2. Deposit the application to the receiving box, located at Kenya Sugar Board Regional Offices or any other place that the Committee will determine not later thanat 5.00 p.m.	
3. The candidacy SHALL be for one electoral area only.	
4. The candidate SHALL meet the criteria set out in the election procedure and MUST be a registered grower from the respective electoral area.	
5. The candidate MUST have attained a minimum of a Form Four or O-Level Certificate.(Original certificates and certified copies shall be produced), and be able to communicate in English and Kiswahili Languages.	
6. The candidate SHALL have delivered not less than 50tons of sugarcane to a factory within the catchment area from their own farm;	
7. The candidate SHALL submit;	
<ul style="list-style-type: none">a) National Identification card or passportb) Grower's payment statement for the 24 months preceding the electionc) Valid KRA Tax Compliant Certificated) A valid Certificate of Police Clearance certificatee) Duly filled and stamped Ethics and Anti-Corruption Commission (EACC) self-declaration formf) Credit Reference Bureau Certificate.	
8. Short listed candidates shall be notified by the Committee on the date of vetting.	

9. Names of successful candidates shall be posted at the sugar factories within the Sugar catchment area, County ward offices, the KSB website and regional offices before the nomination date.
Signature Committee Chairperson.....
Stamp Kenya Sugar Board.....
Dated:
Note:
<ol style="list-style-type: none"> 1. The above conditions shall be read together with the elections procedure available at the Kenya Sugar Board and which shall apply to all contestants. 2. The twenty-four (24) month requirement specified in clauses 7(b), and any other relevant provisions shall not apply to individuals in the Coastal catchment area, where unique agricultural and operational conditions are recognized.

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/02

APPOINTMENT OF AGENT

1 Prof./Dr./Mr./Mrs./Ms.....1D/Passport No.....

having been cleared to contest for the election of a grower representative
of..... electoral area, do hereby appoint

Prof./Dr./Mr./Mrs./Ms.....ID/Passport No..... to be my
agent in Polling station/tallying centre in the elections to be held on
.....20.....

Name of Candidate.....Signature.....

Date.....

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/03

CANDIDATE APPLICATION FORM

Part 1: Personal Particulars:

1. Name of Candidate.....Gender.....
2. Date of Birth.....
3. National Identity Card No./Passport No.....
4. Occupation.....
5. Address: Postal.....Email.....
6. Cell Phone Number.....
7. County.....
8. Sub-County
9. Ward..... Village/road.....

Part 2: Grower Particulars:

1. Name of Sugar Factory(s).....
2. Electoral/Sugar catchment area.....
3. Sugarcane Delivery Payment Statement (Attach)
4. Proof of Ownership e.g. LR Number, Lease Agreement etc
.....
5. Sugar Factory Grower Contract Registration No.....
6. Annual Sugarcane deliveries for the preceding twenty-four (24) months (tons).....

Part 3: Candidate academic Qualifications:

		Institution/University	Year
i)	Post-Graduate		
ii)	Graduate		
iii)	Diploma		
iv)	Certificate		
v)	O-Level/KCSE		

Part 4: Attach copies of the following documents:

	Copy of National Identity Card/passport	
	Copy of National Identity Cards/passport of proposer and seconder	
	Grower payment statements for 24 consecutive months preceding the election date	
	Duly filled Form KSB/ELEC/11/25 being confirmation by the sugar factory of sugarcane deliveries	
	Academic certificates	
	Duly filled and stamped Ethics and Anti-Corruption Commission (EACC) self-declaration form presented to the Elections Committee	
	Kenya Revenue Authority (KRA) Tax Compliance Certificate	
	Police Clearance Certificate	
	Payment receipt of non-refundable nomination fees of Kshs. 10,000/= (ten thousand only).	

Part 5: Declaration by the Candidate:

I..... of ID No./Passport

No..... do solemnly and sincerely declare that:

1. The particulars provided above are true to the best of my knowledge.
2. I have no conflicting commercial interest with any sugar factory.
3. I am not an employee of any sugar factory and/or a company related to any sugar factory
4. I am not a director of any sugar factory
5. I am not a current officer or an employee of the Kenya Sugar Board

Signature..... Date.....

Witness..... Date.....

PROPOSER:

Name:..... ID No.

Cellphone No. Email Address

Sugar catchment area.....

Grower Registration No.

Sugarcane deliveries for the preceding twenty – four (24) months period

Signature..... Date.....

SECONDER

Name:..... ID No.

Cellphone No..... Email Address

Sugar catchment area.....

Grower Registration No.....

Sugarcane deliveries for the preceding two-four (24) months period

Signature.....Date.....

Part 6: Acknowledgment by the Elections Committee

I.....on behalf of the Elections Committee hereby acknowledge receipt of candidate application form for Mr./Mrs./Ms./Dr./Prof..... of.....electoral area.

Signature.....Date.....

Stamp:

.....

Note: The twenty-four (24) month requirement specified in Part 2(4), and any other relevant provisions shall not apply to individuals in the Coastal catchment area, where unique agricultural and operational conditions are recognized.

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/04

Serial No.....

Acceptance of Election Conditions Form		
Name of the candidate:		
Electoral/Sugar Catchment Area:		
I, the undersigned, hereby confirm my understanding and acceptance of the election terms and conditions outlined in the Notice of Election and Grower Representative Election Procedures. I acknowledge that this election process is governed by the Sugar Act No.11 of 2024 and procedures established by the Ministry responsible for agriculture.		
I hereby commit to adhere to the Sugar Act No.11 of 2024 and this election procedure throughout the entire process, including but not limited to the application, campaign, election by the growers and eventually confirmation and appointment by the Cabinet Secretary responsible for agriculture.		
I understand that my compliance with these conditions is essential to maintaining the integrity and fairness of the election, and I pledge to conduct myself in a manner befitting the principles of transparency, ethics and respect for the democratic values of our sugarcane growers.		
<hr/> <hr/> <hr/>		
Applicant/candidate name	Signature	Date
Before me		
<hr/>		
Commissioner for Oaths	Stamp	<hr/>
Dated _____		

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/05

CLEARANCE CERTIFICATE

This is to confirm that Prof./Dr./Mr./Mrs./Ms.... ID/Passport No has been validly cleared to contest in the election of the Grower Representative of the Board of Directors for Sugar catchment /electoral area to be held on day of 20.....

Authorized Officer of the Elections Committee

Name..... Signature.....

Dated..... day of 20.....

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/06

PROXY APPOINTMENT FORM

To:

The Presiding Officer Polling Station

We the Board of

P. O. Box

Tel:

Email address.....

being the Board of Directors/Management.....

Appoint:

Name: of National ID No:
..... Tel No: and Email address
..... ; to vote for me/us and on my/our
behalf, during the elections of grower representative for Sugar catchment
area to be held on (day & date) at polling station
or at any adjournment thereof.

We/I approve the registration of our/my proxy to participate in the said meeting and consent to
use of the mobile number provided by our/my proxy above for purposes of communication.

Executed by Board of Directors/Management:

Name Signature Date

Name Signature Date

Name Signature Date

Stamp/Seal

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/07

DECLARATION OF THE RESULTS AT THE POLLING STATION

1. Sugar catchment area.....
2. Polling Station.....

1	Valid votes cast	
2	Votes rejected	
3	Votes disputed	
4	Votes Spoilt	
5	Total votes cast (1+2+3+4)	
6	Number of registered growers	
7	Percentage turn out (5 ÷ 6x100)	

#	Name of Candidate	No. of valid votes

I/we, the undersigned being present when the results of the counts were announced do hereby declare that the results shown above are a true and accurate count of the ballots in.....,.....polling station..... catchment area.

AGENT/S:

#	Name of Candidate	Agent/s Name	ID No.	Cellphone No.	Signature

Reasons for refusal to sign by the Agent/s:

.....

.....
.....

Presiding Officer (Name).....ID No.....

Cellphone Number.....Email address

Signature:.....Date.....

Comments by the Presiding Officer:

.....
.....
.....

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/08

TALLYING OF THE RESULTS BY THE RETURNING OFFICER

1. Sugar catchment Area

2. Number of registered growers.....

3. Total votes cast.....

4. Percentage turn out

	Name of Electoral area						
Serial No.	Name of Polling station	Registered voters	Name of candidate 1	Name of candidate n	Total valid Votes	Rejected votes	Total Votes cast
Total							

I..... being the Returning Officer for
.....Sugar catchment area do hereby declare that the results shown above
are a true and accurate count of the ballots in the listed electoral areas.

ID No.....

Cellphone Number..... Email address.....

Signature..... Date.....

AGENT/S

I/we, the undersigned being present when the results of the counts were announced do hereby declare that the results shown above are true and accurate count of the ballots in
..... Sugar catchment area

#	Agent/s Name	Name of the Candidate	ID No.	Cellphone No.	Signature

Reasons for refusal to sign(if any):

.....
.....
.....
.....

Comments by the Returning Officer:

.....
.....
.....

Name.....

Signature Date.....

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/09

**DECLARATION OF RESULTS BY THE CHAIRPERSON OF THE
ELECTIONS COMMITTEE**

Serial No.	Name of the elected candidate	Gender	Total valid votes	Sugar Catchment Area

I.....being the Chairperson of the Elections Committee do hereby declare that the above listed candidates have been elected in the listed electoral areas.

ID No.....

Cellphone Number.....Email address.....

SignatureDate.....

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/10

Serial No.....

CERTIFICATE OF ELECTION

I.....being the Returning Officer for.....Sugar
catchment Area elections do hereby Confirm that

Prof./Dr./Mr./Mrs./Ms.....1D No./PP Nohas
been duly elected as a Grower Representative to the Kenya Sugar Board of
..... Sugar catchment Area during the elections held on
.....day.....20.....

Returning Officer (Name).....

Signature..... Date.....

GROWER REPRESENTATIVE ELECTIONS PROCEDURE, 2025

FORM KSB/ELEC/25/11

Serial No.....

CONFIRMATION OF TONNAGE DELIVERED BY CANDIDATE BY THE SUGAR FACTORY

Grower Particulars:

1. Sugar Factory.....
2. Electoral area.....
3. Contract certificate No.....
4. Sugar Factory Grower Registration No.....
5. Total sugarcane deliveries for the preceding twenty-four (24) months period (Tons).....

I.....on behalf of
..... Sugar factory hereby confirm that
Mr./Mrs./Ms./Dr./Prof.....ofSugar
catchment/electoral area has delivered tons of sugarcane during
the preceding twenty-four months period.

Signature.....Date.....

Stamp:

.....

Note: The twenty-four (24) month requirement specified in 5 and any other relevant provisions shall not apply to individuals in the Coastal catchment area, where unique agricultural and operational conditions are recognized.