



KENYA VETERINARY BOARD

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**GUIDELINES FOR ELECTION OF DIRECTORS
TO KENYA VETERINARY BOARD**

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1. Introduction

The Kenya Veterinary Board (KVB) is a Semi-Autonomous Government Agency established under Section 3 of the Veterinary Surgeons and Veterinary Paraprofessionals (VSVP) Act, 2011. The mandate of the Board is to exercise general supervision and control over the training, business, practice and employment of Veterinary Surgeons and Paraprofessionals in Kenya and to advise the Government in relation to all aspects thereof. The KVB is governed by a Board of directors, comprising of seventeen members as provided for under Section 4 (1) of VSVP Act, 2011.

2. Purpose

The purpose of this guideline is to set out the procedure for the election of KVB Directors for the position of four (4) veterinary surgeons and three (3) veterinary paraprofessionals.

3. Guiding principles

The guidelines were developed pursuant to:

- a) VSVP Act, 2011
- b) VSVP Regulations, 2013
- c) Enabling provisions of Constitution of Kenya 2010 and
- d) The Conflict of Interest Act, 2025

4. Eligibility to serve as a member in the Board of Directors

To be eligible to serve in the Board, a person so appointed.

- a) Must be a permanent resident in Kenya.
- b) Must be a citizen of Kenya.
- c) Should not at any time have been convicted of an offence and sentenced to imprisonment for a period of six months or more without the option of a fine and;
- d) Must comply with the requirements of **Chapter Six** of the Constitution of Kenya 2010 on leadership and integrity: Submit valid;
 - i. Tax Compliance certificate from Kenya Revenue Authority (KRA)
 - ii. Certificate of good conduct from the Directorate of Criminal Investigations (DCI)
 - iii. Clearance certificate from the Ethics & Anti-corruption Commission (EACC)
 - iv. Clearance certificate from Higher Education Loans Board (HELB)
 - v. Clearance from Credit Reference Bureau (CRB)
- e) Must be of good standing with the Kenya Veterinary Board:
 - i. Listed in the 2025 Registers.
 - ii. For private practitioners, hold a valid practice license.
 - iii. For public servants, provide a certified letter from their employers to verify their public service status.
- f) Must not have served for two terms previously as a Director of the Board.
- g) Must be a registered veterinary surgeon or a veterinary paraprofessional from private or public sector.

5. Board elections; returning officer

Pursuant to Clause 7 (6) of the Veterinary Surgeons and Veterinary Para-professionals Regulations, 2013 the Board shall select a team to preside over elections headed by the Registrar who shall be the returning officer or his authorized nominee and any other person as the Board may choose from persons who are not interested parties to the elections.

6. Pre-election Procedures

Eligibility to vote

The Registrar shall prepare a voter's register for the purposes of these elections.

- a) A person duly registered as a Veterinary Surgeon under the VSVP Act shall be eligible to vote under section 4 (f) of the Act.
- b) A person duly registered as a Veterinary Paraprofessional under the Act shall be eligible to vote under section 4 (g) of the Act.
- c) The voter's register shall be published and be made available at the Board's offices and on the website *www.kenyavetboard.or.ke* for inspection.
- d) All registered persons shall be subject to Section 20 and Section 21 of the VSVP Act, 2011.

Notice of Nomination

- The Registrar shall publish a notice in two newspapers of national circulation requesting for the nomination of candidates for the election of Board members.
- The notice shall be made at least not less than 21 days before the expiry of the term of the Board.
- The notice for election of Veterinary Surgeons shall be as set out in Form 1 in the First Schedule of the Regulations while the nomination form for Veterinary Paraprofessionals shall be as set out in Form 2 in the First Schedule of the Regulations.
- The notice for nomination shall specify where and the period the forms for nomination shall be collected.
- The forms shall also be made available on the Board's website for download for those candidates unable to physically collect them.
- The notice shall specify the date the nomination forms shall be physically submitted to the Registrar.

Nomination

- a) The nomination period shall be 14 days from the date of publication of the notice.
- b) A separate form shall be used for the nomination of each candidate.
- c) Every nomination form shall be signed by a nominee, a proposer and seconder.
- d) Pursuant to section 4(f) and 4(g) of the VSVP Act, each voter shall be entitled to nominate as many candidates as the number of vacancies.
- e) The nomination of candidates shall be lodged with the Registrar before noon on the specified nomination day.
- f) Upon receipt of the nomination forms, the Registrar shall accept the nomination in accordance to clause 6(1) of the regulations.
- g) The Registrar may refuse to accept the nomination of a candidate in accordance to clause 6(2) of the regulations.

- h) A candidate whose application has been rejected by the Registrar may, within five days, lodge an appeal by a letter to the Registrar stating the grounds in accordance to clause 6(3) of the regulations.
- i) Where the number of nominees is equal or less than the number of vacancies, the nominees shall be declared elected.
- j) Where the number of nominees is greater than the vacancies, the registrar shall publish the names of the nominees in accordance to clause 6(6) of the regulations.
- k) The publication shall specify the date and place for election of board members.
- l) After nominations, the Elections Management Committee will meet with candidates whose names have been published in the newspapers as above to sensitize them on the election modalities and rules of engagement.

7. Election process

- a) The board will undertake the process of sensitizing and educating of the voters on the voting process.
- b) The Registrar shall on the issuance of notice of election, send the ballots to the voters by registered mails or electronic mail.
- c) The election shall be held 21 days from the date of issuance of notice for elections.
- d) The ballot boxes shall be sealed in the presence of the candidates or their agents before start of the voting.
- e) There shall be no voting by proxy.
- f) Every voter shall submit a marked ballot, either physically or electronically, to the board or voting centres, on or before twelve noon of the twenty first day of the issuance of notice for election.
- g) Each voter shall use only one method of voting.
- h) On receipt of the ballot (physically or electronically), the Registrar will rule the name of the voter on the register.
- i) Counting of votes shall begin upon closure of voting and shall be completed within two days.
- j) Each candidate for an election shall be entitled to have an observer in the counting hall during the counting of votes
- k) The Returning Officer will declare the provisional results at the conclusion of counting the ballots.

8. Appeals

- a) A candidate may challenge the provisional result of an election in accordance to clause 8(1) of the regulations by a letter addressed to the Returning Officer, clearly stating the grounds of their appeal.
- b) The appeal shall be determined in accordance to clause 8(2) of the regulations.

9. Declaration of final results

- a) In case there is no appeal within 5 days, the Returning Officer declares the provisional results as the final result.
- b) If there is an appeal the Returning Officer will declare the final results after conclusion of the appeal process.
- c) The Returning Officer shall publish the final result of the election in at least two newspapers of national circulation.

10. Review of this Guideline

These guidelines shall be reviewed as the Board deems appropriate.