



COALITION POLITICAL PARTY CHECKLIST

I. INTRODUCTION

1. The PPA 2011 provides for Coalition political party whereby the coalition agreement has to be submitted 120 days before the date of election being 9th April 2022.
2. A coalition political party is a coalition registered as a political party that is exempted from Sections 5 and 6 of the Political Parties Act, 2011 (PPA).
3. By operation of the law, a coalition political party is in compliance with the requirement of membership as set out under Section 7 of the PPA. Further, a coalition political party shall adhere to the provisions of Section 7 of the Political Parties Act, 2011 in the following terms;
 - i. Submit particulars of the governing body that reflects regional and ethnic diversity, gender balance and representation of special interest groups;
 - ii. Submit particulars of the county officials which is compliant with the two-third gender rule;
 - iii. Demonstrate that members of its governing body meet the requirements of Chapter Six of the Constitution and the laws relating to ethics;
 - iv. it has submitted to the Registrar—
 - a) the location of its head office, which shall be a registered office within Kenya and a postal address to which notices and other communication may be sent;
 - b) the location and addresses of the branch offices of the coalition political party, which shall be in more than half of the counties;
 - v. the official website address of the coalition political party; and
 - vi. An undertaking to be bound by this Act and the Code of Conduct for Political Parties under the First Schedule.

II. DOCUMENTS TO BE DEPOSITED WITH THE REGISTRAR

S/No.	DOCUMENTS TO BE DEPOSITED WITH THE REGISTRAR	REMARKS
1.	A cover letter outlining the requisite coalition documents signed by the authorised persons of the coalition political party.	
2.	The coalition agreement: <ul style="list-style-type: none"> - Shall be signed by authorised officials of all the constituent parties of the coalition political party as per their constitutions (signatories as per constitution); - Shall be commissioned by commissioner for oaths; and - Shall bear the date when the coalition agreement is signed 	
3.	Minutes of the meeting of the party organ mandated to authorize the party to enter into a coalition political party. The minutes shall: <ul style="list-style-type: none"> - Specifically capture the resolution to sanction the coalition political party; and - be signed by authorized officials of the constituent parties in the coalition political party - Adhere to the rules and procedure of meetings as per the party constitution. <p>The minutes shall be accompanied by:</p> <ul style="list-style-type: none"> - Notices convening individual constituent political parties meeting of the governing body - Duly signed list of attendees of the meeting indicating the position they hold 	
4.	A declaration affirming that the rules and procedures for entering into a have been followed. The declaration shall: <ul style="list-style-type: none"> - be signed by authorised officials of all the constituent political parties as per their constitutions; - be commissioned by a commissioner for oaths 	
5.	A Code of Conduct that shall: <ul style="list-style-type: none"> - be signed by authorised officials of the coalition political party; and - be commissioned by commissioner for oaths; 	
6.	Particulars of the governing body and county officials of the coalition political party.	

7.	Particulars of the coalition political party head office and county offices.	
8.	Printed and electronic format of the symbol and colours of the coalition political party.	

III. CONTENTS OF THE COALITION AGREEMENT

S/No.	CONTENTS OF THE COALITION AGREEMENT	REMARKS
1.	The name and abbreviation of the coalition political party as reserved by the Registrar. It shall include the symbol, colours and slogan(optional) as reserved by the Registrar for the coalition political party	
2.	Parties that are members of the coalition political party	
3.	Objectives of the coalition political party including the intention to be registered as a coalition political party.	
4.	Policies of the coalition political party Provide for Policy making procedure <ul style="list-style-type: none"> - The organ initiating - Consultations framework; and - rules and procedures governing the policy implementation 	
5.	Overall structure of coalition political party	
6.	Decision making structure rules and procedure	
7.	General organisation and management structure of the coalition political party including; <ul style="list-style-type: none"> - the national and county structures and systems; - their roles and responsibilities within the coalition 	
8.	Criteria and formula for sharing of positions in the coalition political party structures	
9.	Formula for distribution of funds from the Political Parties' Fund to the respective members of the coalition political party.	
10.	Coalition political party election rules. <ul style="list-style-type: none"> - These rules shall provide for the criteria and procedure of appointing in office officials within the structures in the coalition. 	
11.	Coalition political party nomination rules These rules shall provide for the criteria and procedures of: <ul style="list-style-type: none"> - Modalities for fielding candidates for various elective positions 	

	<ul style="list-style-type: none"> - Identification of candidates for elections in the six elective positions - Roles of the individual political parties of the coalition - Dispute resolution mechanisms <p>N/B: The rules may be an annex to the Agreement.</p>	
12.	Enforcement and sanction mechanisms and procedures for breach of any of the provisions of the agreement	
13.	Procedure for amendment of the coalition agreement in line with decision making procedures of the coalition political party.	
14.	<p>Dispute resolution mechanisms and procedures; procedures for appeal shall include:</p> <ul style="list-style-type: none"> - Composition of the organ in charge of dispute resolution - The term of Office - Eligibility criteria to the organ - Appointment to the organ - Rules and procedure of the organ - Appeal procedures 	
15.	<p>Dissolution of a coalition agreement shall provide for:</p> <p>a. Grounds upon which the coalition political party may be dissolved including</p> <ul style="list-style-type: none"> - operation of law; and - consensus of the political parties in the coalition party <p>b. The mechanisms and procedures to be followed.</p>	

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