



MBARARA HIGH SCHOOL OLD BOYS ASSOCIATION (MHOBA)

Instruments for the Election,
Appointment and Election of MHOBA
Elections & Accountability Committee

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1. Background

Mbarara High School Old Boys Association (MHOBA) is an association that brings together the Alumni of Mbarara High School with the overall goal of building a strong, active, dominant and prosperous alumni community. The driving motivation of the Association is to harness our togetherness and solidarity to champion Mbarara High School's excellence in academics and co-curricular activities, promote solidarity among our alumni community and pursue collective investments and business for the benefit of our members and the Ugandan society.

Established in 1911, Mbarara High School is estimated to have an alumni community in the excess of 5000 old boys. As a community, we are organized at two level. At a general level, Mbarara High School Alumni Connect is a platform that connects all bulls that passed through Mbarara High School for their education. We are invested in building a comprehensive interactive database that enables us to reach all the Bulls wherever they are around the world. At a specific level, Mbarara High School Old Boys Association (MHOBA) is an association of all the alumni that opt to pay regular subscriptions to fund our alumni operations.

This instrument is developed and adopted to guide and manage election of officials of MHOBA in accordance with the Memorandum and Articles of Association. According to our Memorandum and Articles, MHOBA is a membership association. Our association is driven by our collective commitment to redefine the frontiers of membership groups by creating a robust framework for democratic decision making while infusing in our governance architecture the utility of corporate decision making rooted in cost efficiency and effectiveness. Consequently, we embrace the rules of elective democracy in selecting our Association's leaders while at the same time ensuring that those elected are given the authority to lead us with optimum levels of efficiency and accountability

to build MHOBA into a truly corporate and competitive association and Alumni network.

2. Constituting the Electoral Commission

At an Extraordinary General meeting of the Association held on October 7, 2025, it was resolved that a new Elections and Accountability Sub-committee be constituted to take the responsibility for organizing elections and any byelections of the Association. The MHOBA Executive Committed was authorized to develop appropriate modalities for the committee including defining its mandate, tenure and eligibility of members to be appointed to the sub-committee. The purpose of this instrument is to provide for the establishment the MHOBA Election and Accountability Committee, its mandate and operational modalities.

3. Mandate and purpose

The Elections and Accountability Committee shall have the mandate to:

- a. Ensure that all electoral processes of the Association are conducted in accordance with the Association's Articles of Association and democratic principles.
- b. Independently manage, supervise, and oversee all electoral processes within MHOBA, ensuring free, fair, and transparent elections in line with the Association's Constitution and any applicable regulations.
- c. Act as the Association's ombudsman by receiving and processing any grievances or complaints of members with regard to the operations of the Association or any of its organs and special purpose vehicles and bringing any such matters to the attention of the General Meeting or the ExCom as appropriate.
- d. Make binding decisions on all matters relating to the conduct of elections, subject to MHOBA's Constitution.

4. Composition of the Committee

- a. The MHOBA Elections and Accountability Committee shall be comprised of 5 members elected by the General Meeting from interested candidates vetted and approved by the Executive Committee.

- b. The Committee shall have a Chairman and a Secretary elected by the General Meeting and appointed in the manner of appointment of the members of the Committee prescribed herein.

5. Election and Appointment of Members

- a. The members of the Committee shall be elected by the General Meeting in accordance with the MHOBA Memorandum & Articles of Association and the guidelines set out in this instrument.
- b. Upon election by the General Meeting, an elected member shall receive a letter of appointment from the Chairman of the ExCom stating, among other things, the date, tenure, terms and conditions of appointment as described in the Articles of Association and this Instrument.

6. Process of Elections.

The process of election and appointment of the members of the Committee shall be managed by the MHOBA Executive Committee which shall follow the following procedure:

- a. The ExCom shall call for expressions of interest from interested candidates who shall submit a completed Expression of Interest Form (EOIF) and a short biographic note, in the template in Annex 1.
- b. The ExCom shall review all the submitted Expressions of Interest and nominate all eligible candidates for election and appointment as appropriate.
- c. The election of members of the Committee shall be by way of one man one vote and through a secret ballot at a General meeting, electronic voting or any other method approved by the Committee.
- d. Winning shall be by a simple majority of MHOBA fully subscribed members participating in the elections.
- e. Where the voting concerns more than 5 candidates, the 5 candidates commanding the most votes shall be declared elected for appointment to the Committee.
- f. The ExCom shall ensure that there shall be a period of not less than seven (7) calendar days from the date of announcement of the nominated candidates and the date of elections.

- g. The winning candidate(s) shall be announced immediately upon the close of the voting and in any case not later than 12 hours from the time of such closure of voting.

7. Appointment by invitation

Without prejudice to the process outlined in paragraph 6 above, if at the date and time communicated for the close of nominations no members, or not enough members have expressed interest to be elected to the Committee, the ExCom shall exercise the discretion to identify and invite any person it considers fit to be appointed to the Committee.

8. Tenure of Office

A member of the Committee shall service for a period of 3 years from the date of appointment as expressed on the record of the meeting of General Meeting at which the member was appointed and indicated in the letter of appointment issued by the Executive Committee.

9. Eligibility criteria

To be eligible to be nominated to contest election and appointment to the Elections and Accountability Committee, the interested person shall:

- a. Be a subscribed member of MHOBA in good standing at the time of nomination and appointment.
- b. Have been a member of the Association for at least a period of not less than 3 years.
- c. Be highly regarded or respected among the Alumni community, the Association or among his peers.
- d. Have a consistent record of attending MHOBA meetings or other Alumni events as evidenced by available member participation data.

10. Functions and responsibilities of the Committee

The Elections and Accountability Committee shall generally be responsible for planning and organizing any elections, other than the elections of the Elections and Accountability Committee, and acting as a mechanism of accountability for the Association. Specifically, the Committee shall:

APPROVED BY MEMBERS

- a. Develop election guidelines – develop election guidelines in accordance with the Memorandum and Articles of Associations of the Association and present them to the General Meeting for approval.
- b. Ensure credible, free and fair election – ensure that all elections of the Association are credible, free and fair and reflect the democratic aspirations of members and the values of integrity, fairness, and mutual respect.
- c. Manage the nomination process - receive, verify, and approve nominations of candidates.
- d. Oversee voting process - determine voting method and ensure the security of the voting process and its outcomes.
- e. Ensure transparency and fairness - provide equal opportunities for campaigning, enforce code of conduct and ensure transparency of the electoral process.
- f. Count votes and announce results - supervise vote counting, announce and publish results promptly.
- g. Handle election disputes - address complaints fairly and promptly.
- h. Produce and submit a written summary report of any elections to the Executive Committee within seven calendar days from the date of voting.
- i. Receive, process and refer to the ExCom or the General Assembly, as it may deem fit, any grievances, complaints or accolades from members or groups of members on any matters regarding the operations of the Association, its committees or sub-committees, its special purpose vehicles, or individual members.

11. Quorum of meetings

- a. The Committee shall meet as often as may be deemed necessary.
- b. The quorum of meetings of the Committee shall be 4 members.
- c. The Committee shall endeavor to reach and make its decisions by consensus. A matter requiring voting shall be considered adopted if adopted by simply majority of the members present.

12. Accountability and reporting

The Committee shall be directly accountable to the General Meeting while its operations shall be facilitated and supported by the Executive Committee.

13. Facilitation of the work of the Committee

- a. Members of the Committee shall serve on a voluntary basis.
- b. The Executive Committee shall, through the Association's annual budget, provide the Committee with the necessary resources, budget, and administrative support for execution of its activities.
- c. Subject to availability of funds, the members of the committee may be reimbursed for all reasonable expenses incurred in then pursuance of the tasks described in this instrument.

14. Confidentiality

Members of the Committee shall maintain confidentiality of all sensitive election information, including personal information, during and after their tenure. Such information may be provided in confidence to the ExCom whenever it is deemed necessary for the proper running of the Association.

Annex 1

Expression of Interest Form

1	First Name (& other names)	
2	Other Names	
3	Last Name	
4	Years at Chaapa and Level: <ul style="list-style-type: none"> • O 'Level • A 'Level • O & A 'Level 	
5	House of Residence (Indicate most preferred if you stayed in more than one house)	
6	Leadership positions held at Chaapa (if any)	
7	Share with us your 3 most transformative ideas you would recommend MHOBA to pursue to achieve its ambition of dominating the alumni associations landscape in the country.	
8	What are the 3 words you would use to describe a MHOBA that is successful 5 years from now?	
9	Short bio (No more than 300 words emphasizing mainly those aspects that make you the most suitable candidate for this position).	

Annex 2: Elections Road Map



MBARARA HIGH SCHOOL OLD BOYS ASSOCIATION

MHOBA

ROADMAP FOR ELECTING THE MHOBA ELECTIONS AND AND ACCOUNTABILITY COMMITTEE

WEDNESDAY
15/10/2025

- Call for expression of interest to serve on the EC out.

SATURDAY
18/10/2025

- Call for expression of interest closes at 6:00 PM.

MONDAY
20/10/2025

- Publication of successful nominees.

TUESDAY
21/10/2025

- X Space for candidates to address the voters (7:00 PM - 8:00 PM)
- Voting tool open for members to cast their votes. (This will go up to Wednesday 22/10/2025)

WEDNESDAY
22/10/2025

- Publication of Results at 8:00 PM.

NB. Interested Members should send their expression of interest to:
mhobaltd@gmail.com

Winning Together.