

# MAKERERE

P.O. Box 7062, Kampala Uganda  
Website: www.mak.ac.ug  
www.ar.mak.ac.ug



# UNIVERSITY

Tel: +256 - 414 - 532634  
E-mail: ar@mak.ac.ug  
Twitter: @MakerereAR

## THE OFFICE OF THE ACADEMIC REGISTRAR

13<sup>th</sup> December 2022

To: All members of the Makerere University Convocation

### **GUIDELINES FOR THE ELECTION OF THE EXECUTIVE OF THE MAKERERE UNIVERSITY CONVOCATION (2023-2027)**

**DATE: 30<sup>TH</sup> DECEMBER 2022; Time: 9.00Am**

**VENUE: YUSUF LULE CENTRAL TEACHING FACILITY**

In fulfilment of Article XII Section 12.1 of the constitution of the Makerere University Convocation, members of the Makerere University Convocation are hereby notified on the following guidelines;

- i) Election of office bearers and Convocation Executive Members Shall be in the manner as determined by the Convocation Constitution,
- ii) Only fully paid-up members shall be eligible for election to the Convocation Executive,
- iii) The Academic Registrar/Secretary or his/her representative shall be the Returning Officer,
- iv) Nomination to any office on the Convocation Executive shall only be conducted at the meeting at which elections are to be conducted, and every nomination shall be proposed and seconded by members present.
- v) All persons who are interested in standing for position of Chairperson and Vice Chairperson should express interest in writing to the Academic Registrar.
- vi) The Venue for the Election will be the **Auditorium of the Yusuf Lule, Central Teaching Facility, starting at 9:00 am.**
- vii) All paid-up members should STRICTLY come with proof of payment of annual subscription/a receipt issued by the Convocation Secretariat and their ORIGINAL National Identification



In future correspondence please quote the reference number above

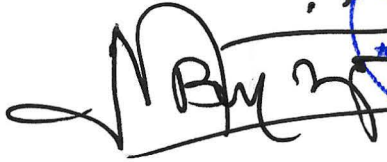
**ROAD-MAP FOR THE ELECTION OF THE NEXT MAKERERE UNIVERSITY  
CONVOCATION EXECUTIVE (2023 – 2027)**

**DATE: 30<sup>TH</sup> DECEMBER 2022**

**VENUE: YUSUF LULE CENTRAL TEACHING FACILITY**

<b>SNO.</b>	<b>ACTIVITY</b>	<b>CLOSING DATE</b>
1	Closing of the on-going renewal/payment of Annual Subscription fees	19 <sup>th</sup> December, 2022
2	Submission of letter of Expression of Interest by Candidates for position of Chairperson and Vice Chairperson to the Academic Registrar /Secretary to Convocation, Senate Building 6 <sup>th</sup> Floor, Office 602.	19 <sup>th</sup> December, 2022
3	Verification of Voters Register/Roll by Secretariat	20 <sup>th</sup> -21 <sup>st</sup> , December, 2022
4	Display of the Voter's Register at Convocation Secretariat, on plot 72 Edge Road, Makerere University	22 <sup>nd</sup> December, 2022
5	Display of the Final Register/Roll	23 <sup>rd</sup> December, 2022

Yours Sincerely,



Prof. Buyinza Mukadasi

**ACADEMIC REGISTRAR/SECRETARY TO CONVOCATION**