

## **KLF POLICY 1**

### **ELECTRONIC BUSINESS POLICY**

#### **POLICY STATEMENT**

KLF is a national wide not for profit organization which has a mission to enhance the safety and preservation of human life in the aquatic environment. This mission requires considerable communication, coordination and facilitation with countries, various government and other organizations and individuals around the world involved with lifesaving services, research, Development of water safety, lifesaving sport and associated areas. This role also requires KLF to interact with county branches and other bodies sharing similar humanitarian goals.

In a contemporary and national society KLF is required to efficiently and effectively deal with a wide range of administrative and business communications which are timely and cost effective

The advent of wireless and high speed technology on the nation stage and the ongoing and increasing use web sites, e-mail, voice over internet phone (VOIP) services .what's up, video conferencing, skype and other forms of electronic systems are now accepted forms of doing business by governments, the corporate and the not-for-profit sectors around the country. KLF shall, within its financial and technological capacity and that of its members, use contemporary and changing technologies and current business practices to facilitate its decision making; day to day communications; dissemination of policies, standards and publications; business operations in order to:

Improve the timeliness of communication, decision making and business operations

Facilitate on demand access to current information

Increase the number and diversity of Members and volunteers involved in program development and decision making

Reduce time and cost associated with travel, communication, program delivery, member servicing and business operations.

#### **DAY TO DAY COMMUNICATION AND BUSINESS OPERATIONS**

KLF shall use electronic means as its primary mechanism for day to day communication with all Members, partners, volunteers, related organizations and business associates.

All decisions and official communications of KLF that are conducted using electronic means must be able to produce a hard copy record and appropriate audit trail of the transaction. Text messaging is therefore not an acceptable form of communications for this purpose and should not be used as a decision making tool. Where decisions are made during teleconferences, minutes or a formal file note should be recorded.

#### **DECISION MAKING**

Voting by means of facsimile or e-mail will be permitted for all matters including secret ballots but must be endorsed by the NEC for matters relating to the General Assembly and by the President for matters relating to the NEC.

Voting by facsimile or e-mail of Commissioners and Committees shall be as outlined in the NEC

Approved Terms of Reference.

#### **PURPOSE**

The purpose of this policy is to outline the approved electronic communications practices used by KLF.

These include:

All forms of email correspondence including any approved KLF documentation and proformas Facsimile communication where it is the only form of electronic transfer available Postal ballots Tendering, Invitation of Offers/Requests for Proposals Telephone, VOIP and video conferencing Access to KLF official website, reference and other policy documentation

#### **PROCEDURES**

##### **General**

English is the official language of KLF and preferred method of electronic communication for all administrative and business procedures. While increased capacity to deliver services in multiple languages is recognized as an important future goal KLF does not currently have the financial capacity to retain paid translation services. Limited translation is dependent upon the good will and availability of volunteers. Significant delays in response should be foreseen when communication is initiated in languages other than English.

The preferred method of meeting and decision making shall be determined by the NEC, Commission or Committee respectively from time to time. Electronic voting may be used when an issue or decision requires expeditious resolution or when the issue has been previously discussed and an e-mail vote or discussion is agreed to. Voting during conference call meetings is allowable and should be recorded in the minutes of the meeting.

##### **General Assembly and NEC**

All arrangements for electronic ballots for the General Assembly and NEC shall be carried out under the direction of the Secretary General who must clearly administer the following:

The ballot paper to be used.

The calling and closing dates for the ballot which must be clearly set out on the ballot paper and in accordance with the constitution (Article 9.5.1) including that the result of the postal ballot is verified by the President and the Secretary General. The address for lodgment of the electronic vote. Recording of the results of the particular ballot in the minutes of the relevant body.

Promulgation of the result of the ballot to all KLF Member nations. Any Member or Director who was eligible to cast a vote on a postal ballot may, within 15 days of the results of a postal ballot being published, request an audit of the results of the vote. Such audit shall be undertaken by an independent, unconflicted individual, appointed by the Chancellery.

In accordance with the constitution (Article 9.5.1). The electronic voting records for all NEC and General Assembly matters are to be destroyed by the Secretary General once the result has been advised to the Members and recorded in minutes of the next meeting of the approving Body (NEC or General Assembly.)

Electronic voting may be used for changes to the Constitution or Bye Laws with the prior approval of the NEC and on the recommendation of the President in accordance with the constitution.

## **Commissions and Committees**

Procedures for electronic ballots within Commission and Committees shall be approved by the Commission. The Commissioner shall be informed of all such ballots and verify the outcomes. A record of electronic ballots shall be maintained until such time as the results of the ballots have been recorded in the minutes of the related Committee and/or Commission.

## **Circulation of documents and communications generally**

It is accepted KLF procedure for all general communications, meeting notices, minutes, reports, nominations, ballots (where approved ) correspondence and other material relating to the general business administration and Management of KLF to be circulated by electronic mail to the NEC, Members and other recipients.

In instances where electronic mail is not possible the mail should be posted to the registered postal address or forwarded by other electronic means such as facsimile to the nominated address of the person or organization.

In instances when a timely response is required the sender should clearly state the time and place for receipt of the information in the particular form of electronic communication.

## **Telephone, Voice over Internet Phone (VOIP), Video Conferencing, Skype,**

Telephone, VOIP and video conferencing are allowable means of communication to facilitate meetings, discussions and decision making by the NEC, Commissions and Committees of KLF. Minutes and file notes should be recorded in the form appropriate to such communications. Such means of communication should follow KLF policy in relation to the appointment of the chair of the discussion / meeting and voting procedures. Accepted meeting procedures should be followed in all electronic conferencing.

## **Access to KLF Official Website, reference and other policy documentation**

KLF will provide all Member branches with electronic access to the KLF website, KLF policies and available reference material. KLF will determine which material on the official website has open access to all users.

As resources become available KLF will develop appropriate protocols and restricted access to identify KLF volunteers to allow on line chat room and information sharing.

KLF will appoint custodians for the specialist information recorded on the website and once systems are in place these individuals will be responsible for updating information and monitoring chat room communications.

The Secretary General of KLF will be responsible for ensuring that updated policies and other reference material are posted at regular intervals.

## **Electronic Tendering and Invitation of Offers**

As a general business practice KLF will adopt formal bidding procedures including formal presentations and submission of formal bidding documentation and incorporating formal tender administration in accordance with KLF policy.

KLF may adopt the use of electronic tendering practices for the invitation of tenders, offers and bids as outlined in the KLF Tendering Policy and/or in specific instances with the prior approval of the NEC on the recommendation of the President, Secretary General or Business Commission For specific tenders such as bids for the World Championships and World Water Safety Congress formal KLF bidding procedures will apply in accordance with KLF policy.

E-mail communications between the KLF appointed Bid Administrator and the bidders will be an accepted form of communication during the tender period to clarify documentation issues and post bid to clarify the bid or related matters.

APPROVED BY KLF G.A 10 JANUARY 2012

REVIEWED ON MAY 2015

BY JOB KANIA

PRESIDENT

KENYA LIFESAVING FEDERATION