

NATIONAL INSTITUTE OF
MARKETING OF NIGERIA
Chartered by Act No. 25 of 2003



2018 Annual General Meeting

ELECTION GUIDELINES

NOTICE TO MEMBERS

2018 ANNUAL GENERAL MEETING (AGM) – ELECTION GUIDELINES

NOTICE TO MEMBERS

Nominations are hereby invited for election into the following positions in the Governing Council of the National Institute of Marketing of Nigeria (NIMN)

1.0. Contestable Positions.

- A. 1st Vice-President
- B. 2nd Vice-President
- C. 2 Council positions

2.0. Eligibility

a. General

- i. Only members of the Institute in the grades of Associate, Full Member, and Fellow who are financial members and therefore have their names in the membership register as at 31 December, 2017 will be eligible to attend the AGM for the purpose of the elections.

b. 1st Vice President and 2nd Vice President

- i. Must have been a Fellow for at least 5 years
- ii. Must have been a financial member i.e. has paid annual subscription for the last three (3) years as and when due and has his/her name in the membership register as at December 31, 2017
- iii. Must have been an active member of a chapter defined as having attended at least three meetings of the Chapter in the last 12 months prior to nomination.

c. Council

- i. Must have been a Full member or Fellow for at least three (3) years.
- ii. Must have been a financial member i.e. has paid annual subscription as and when due in the last three (3) years and has his/her name in the register of members as at December 31, 2017
- iii. Must have been an active member of a Chapter defined as having attended at least three meetings of the Chapter in the last 12 months prior to nomination.

3.0. Nominations

- a. Nominations for any of the offices shall be in the prescribed form as approved by the Council. Nomination forms can be picked up from the secretariat of the Institute or downloaded from the Institute's website, www.nimn.com.ng

Fee for Nomination forms

Vice President Position	N50,000
Council Position	N25,000

The nomination fee should be paid into National Institute of Marketing of Nigeria (NIMN) account with Zenith Bank Plc. The account number is 1014141420. Evidence of payment of nomination fee should accompany the completed nomination forms.

- b. Each candidate must be nominated by 2 members of the Institute.
- c. In case of Vice President Position, the people nominating must be Fellows of 5 years standing, provided that one of them must be the Chairman of the Chapter to which the nominee belongs. Where the Chairman of the Chapter is not a Fellow, the nomination will still be accepted.
- d. In the case of Council, a Full Member and a Fellow of 5 years standing can nominate, provided that one of them is the Chairman of the Chapter the nominee belongs to. Where the Chairman of Chapter is not a Fellow, the second person must be a Fellow.
- e. Chapter chairmen who nominate take full responsibility for the content of the nomination forms. Where the information provided is found to be false, the candidate will have his or her nomination rejected and the responsible chairman will be referred to the Disciplinary Committee for professional misconduct
- f. The two (2) completed nomination forms will be accompanied by a brief profile and statement of purpose (500 words maximum) by the contestant along with his or her passport photograph and evidence of payment of nomination fees.

4.0. Submission of Completed Nomination forms

- 4.1. Completed nomination forms, together with all the necessary attachments must reach the Secretariat of the Institute on or before 5.00pm on January 8, 2018. Also, contestants should save their nomination forms, brief profile and statement of purpose and evidence of payment in a Compact Disc (CD) or flash drive and submit alongside the hard copies.
- 4.2. Soft copies of the nomination forms and the necessary documents can be submitted electronically to electoralcommittee@nimn.com.ng on or before 5.00pm on January 8, 2018.

5.0. Verification

The Electoral Committee shall acknowledge receipt of all nomination forms and shall carry out a verification of all nominations. It shall decide if physical presence of the nominees are required as part of the verification process. The Committee will verify nominees who comply fully with the stated requirements and have their names published as candidates for the election. The Committee shall give reasons for the rejection of any nominee after the completion of the verification exercise.

6.0. Single Candidate

Where at the close of nomination, there is only a single candidate, and provided that the candidate after screening meets all the requirements, the candidate shall be returned as unopposed. Where the candidate does not qualify, the nomination period for that position should be extended.

7.0. Register of Eligible Voters

The Institute's register of members as at 31 December 2017 shall serve as the register of voters. This register would already be available on the Institute's website at least 30 calendar days to the election. The official physical copy to be used at the election will be the copy signed and authenticated by the Registrar.

8.0. Method of Voting

- a. Voting will be by secret ballot. Names of contestant for each position will be on a single ballot and the voter is expected to tick the person being voted for and drop the ballot in a transparent ballot box to be provided.
- b. In the case of Council elections, a voter is allowed to vote for only one person.
- c. Counting of votes will be done on the spot in the open and the candidate with the highest votes will be returned as winners.
- d. In the case of a tie, a simple lot will be drawn to determine the winner.

9.0. Venue of Annual General Meeting (AGM)

Abuja

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| Thursday February 15, 2018 | - | Annual Marketing Conference |
| Friday February 16, 2018 | - | Annual General Meeting/ Elections |

2018 ANNUAL GENERAL MEETING (AGM) – ELECTION TIME TABLE

S/N	ACTIVITY	TIMING
1.	Call for nominations	December 11, 2017
2.	Submission of completed nomination forms	5.00pm on January 8, 2018
3.	Display of list of members on NIMN website that have paid membership subscription up to date as at December 31, 2017	January 8, 2018
4.	Verification of displayed list of members that have paid membership subscription up to date as at December 31, 2017	January 9 -14, 2018
5.	Display of final list of paid up members on NIMN website	January 15, 2018
6.	Display of nominees' position statement on NIMN website	January 22 – February 9, 2018
7.	Election Day	February 16, 2018

All further enquiries concerning the elections should be directed to the Chairman of the Electoral Committee at electoralcommittee@nimn.com.ng or the Registrar at sidney@nimn.com.ng.

Alhaji Ali Madugu, *fnimn*
Chairman, Electoral Committee