

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



# 2019 Annual General Meeting

## ELECTION GUIDELINES

## NOTICE TO MEMBERS

## 2019 ANNUAL GENERAL MEETING (AGM) – ELECTION GUIDELINES

### NOTICE TO MEMBERS

Nominations are hereby invited for election into the position of President of National Institute of Marketing of Nigeria (NIMN)

#### **1.0. Contestable Position.**

President

#### **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 have paid up their membership subscriptions up to 2018, and therefore have their names in the membership register as at 31 December, 2018 will be eligible to vote and attend the Annual General Meeting (AGM).

##### **b. President**

- i. Must have been a Fellow of the Institute for at least 5 years.
- ii. Must be a financial member i.e. has paid annual membership subscription for the last three years as and when due and has his/her name in the membership register as at December 31, 2018.
- iii. Must provide evidence of payment of 2019 membership subscription.
- iv. Must have been an active member of a Chapter; defined as having attended at least three meetings of the Chapter within the 12 months period January – December 2018. (The Registrar will confirm from attendance registers/minutes of meetings submitted by Chapters, the eligibility of the contestants.
- v. Must have served in NIMN Council for at least two (2) years.
- vi. Must have attended one official National function of the Institute within the 12 months period January – December, 2018

### **3.0. Nominations**

- a. Nominations for the office of the President shall be in the prescribed nomination form as approved by the Council. Nomination forms can be collected at the secretariat of the Institute at **48B, Adekunle Fajuyi Way, GRA Ikeja, Lagos, Nigeria**, or downloaded from the Institute's website, [www.nimn.com.ng](http://www.nimn.com.ng)

**Fee for Nomination form: One Hundred Thousand Naira (N100, 000) only.**

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

- b. A presidential candidate must be nominated by two (2) members of the Institute.
- c. The two (2) people nominating a candidate must be Fellows of five (5) years standing; provided that one of them must be the Chairman of the Chapter to which the candidate belongs. Where the Chairman of the Chapter is not a Fellow, the nomination will still be accepted.
- d. Chapter chairmen who nominate candidates 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.
- e. The two (2) completed nomination forms will be accompanied by a brief profile and statement of purpose (500 words maximum) by the candidate along with his or her passport photograph and evidence of payment of nomination fee.

### **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 February 27, 2019. Also, contestants should save their nomination forms, passport photographs, brief profile and statement of purpose and evidence of payment in a flash drive and submit alongside the hard copies.
- 4.2. Soft copies of the nomination forms and the necessary documents can also be submitted electronically to [electoralcommittee@nimn.com.ng](mailto:electoralcommittee@nimn.com.ng) on or before 5.00pm on February 27, 2019

### **5.0. Verification**

The Electoral Committee shall acknowledge receipt of all nomination forms and shall carry out a verification of all nomination forms. 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 financial members who have fully paid up their membership subscription as at December 31, 2018 shall serve as the register of eligible 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 for the election will be the copy signed and authenticated by the Registrar.

### **8.0. Method of Voting**

- a. Voting will be by secret ballot; using the electronic voting system. Eligible voters will be issued log-in credentials (Username and Password) through their email addresses and phone numbers with which they shall use to access the electronic voting portal and cast their votes for their preferred candidates.
- b. The election results will be announced at the venue of the Annual General Meeting (AGM).
- c. In the case of a tie, a simple lot will be drawn to determine the winner.

### **9.0. Venue of Annual General Meeting (AGM)**

#### **Port-Harcourt, Rivers State**

- |               |   |                                   |
|---------------|---|-----------------------------------|
| April 5, 2019 | - | Annual Marketing Conference       |
| April 6, 2019 | - | Annual General Meeting/ Elections |

### 2019 ANNUAL GENERAL MEETING (AGM) – ELECTION TIME TABLE

S/N	ACTIVITY	TIMING
1.	Call for nominations	February 6, 2019
2.	Submission of completed nomination forms	Not later than 5.00pm on February 27, 2019
3.	Display of list of members on NIMN website that have paid membership subscription up to date as at December 31, 2018 (Members that paid their subscriptions on or before January 31, 2019 as approved by Council are also eligible to vote)	February 15, 2019
4.	Verification of displayed list of members that have paid membership subscription up to date as at December 31, 2018	February 16 – 23, 2019
5.	Display of final list of paid up members on NIMN website	February 24, 2019
6.	Display of nominees' position statement on NIMN website	March 8 – 22, 2019
7.	Electronic voting period	April 1-5, 2019. Voting portal will close at 12midnight on April 5, 2019
8.	Announcement of Election Results	April 6, 2019 at the venue of the Annual General Meeting (AGM).

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

Alhaji Ali Madugu, *fnimn*  
Chairman, Electoral Committee



NATIONAL INSTITUTE OF  
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**NIMN**  
...Creating Value