

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



2020 Annual General Meeting

ELECTION GUIDELINES

NOTICE TO MEMBERS

2020 ANNUAL GENERAL MEETING (AGM) – ELECTION GUIDELINES

NOTICE TO MEMBERS

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

1.0. Contestable Positions.

First Vice-President
Second Vice-President
4 Council Positions

2.0. Eligibility

a. Voting

- i. Only members of the Institute in the grades of Associate, Full Member, and Fellow who are financial members, and have paid their membership subscriptions up to 2019, and therefore have their names in the membership register as at 31 December, 2019 will be eligible to vote and attend the Annual General Meeting (AGM).

b. Candidates – First Vice-President and Second Vice-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 (2017, 2018, and 2019) as and when due (defined as 1 January – 31 December of the corresponding year) and has his/her name in the membership register as at 31 December, 2019.
- iii. Must have paid 2020 membership subscription prior to application to contest.
- iv. Must have attended one official national function of the Institute within the 12 months period prior to the date of nomination.
- v. Where the contestant is a current member of Council, must have attended Council meetings at least 3 times out of the last 4 Council meetings.

C. Candidates - Council

- i. Must have been a Full Member or Fellow for at least 3 years.
- ii. Must be a financial member, i.e. has paid annual subscription for the last three years (2017, 2018, and 2019) as and when due (defined as 1 January – 31 December of the corresponding year) and has his/her name in the register of members as at 31 December, 2019.
- iii. Must have paid 2020 subscription prior to application to contest.
- iv. Must have attended one official national function of the Institute within the 12 months period prior to the date of nomination.
- v. Where the contestant is a current member of Council, must have attended Council meetings at least 3 times out of the last 4 Council meetings held. Clause C (iv) in this section will therefore not apply.

3.0. Nominations

1. Nominations for any of the offices shall be in the prescribed form approved by the Council. The form shall be completed in two (2) copies.
Nomination forms can be collected from the secretariat of the Institute at **48B, Adekunle Fajuyi Way, Ikeja GRA, Lagos, Nigeria** or downloaded from the Institute's website, **www.nimn.com.ng**.
2. Each candidate must be nominated by 2 members of the Institute. The two members of the Institute must have paid their annual subscriptions in the last three years (2017, 2018, and 2019) as and when due (defined as 1 January – 31 December of the corresponding year). They must also have paid their 2020 Annual subscription prior to nominating the candidates.
3. In the case of First Vice-President and Second Vice-President positions, the two people nominating must be Fellows of 5 years standing, one of which must be a current member of Council.
4. In the case of Council, a Full Member and a Fellow of 5 years standing can nominate.
5. Any candidate who has ever been indicted by a disciplinary Committee set up by the Council will be disqualified from contesting.
6. Any candidate who is nominated by a member who has ever been indicted by a Disciplinary Committee set up by the Council will be disqualified from contesting.
7. The two 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.

Fee for Nomination form:	
First Vice-President and Second Vice-President	N100,000
Council Seats:	N50,000

The fee for nomination form should be paid to National Institute of Marketing of Nigeria (NIMN) account with Guaranty Trust (GT) Bank Plc. The account number is 0006819203. Evidence of payment for the nomination form should accompany the completed nomination form.

4.0. Submission of Completed Nomination forms

- 4.1. Completed nomination forms, together with all the necessary attachments (in both hard and soft copies) must reach the Secretariat of the Institute on or before 5.00pm on March 13, 2020.
Nomination forms may be submitted at the Institute’s secretariat, 48B, Adekunle Fajuyi Way, Ikeja GRA, Lagos, and dropped in a drop box that will be provided.
- 4.2. Soft copies of the nomination forms and the necessary documents can also be submitted electronically to electoralcommittee@nimn.com.ng on or before 5.00pm on March 13, 2020

5.0. Verification

The Electoral Committee shall acknowledge receipt of all nomination forms and shall carry out verification of all submitted nomination forms. It shall decide if physical presence of the nominees are required as part of the verification process. The Electoral Committee will screen and confirm nominees that have fully met with the stated requirements and have their names published as candidates for the elections. 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 (in the case of the positions of First Vice-President and second Vice-president), 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 shall be extended. In the case of Council, if there are only 4 candidates at the close of nomination and provided they all qualify, they shall be returned unopposed. Otherwise, the nomination period will be extended to allow more contestants.

7.0. Register of Eligible Voters

The Institute's register of financial members who have fully paid their membership subscription up to 2019 as at December 31, 2019 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. Campaigns

The Electoral Committee shall determine when campaigns can start and when campaigns will stop. All campaigns are to be ethical and issued based. Attacks on the character of individuals are not allowed and will be sanctioned by the Electoral Committee.

Financial inducement in any form is prohibited. No contestant is permitted to directly or through proxies engage in any form of inducement of members of the Institute to vote for them. Violations could lead to disqualifications if recommended by the Electoral Committee.

9.0. 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. In the case of Council elections, each voter will be allowed to vote for one candidate only. The four candidates with the highest number of votes will be declared winners.
- c. Candidates will be allowed to nominate their agents who will monitor the e-voting in a manner specified by the Electoral Committee and approved by Council. The Electoral Committee will determine how best to involve the agents of candidates in the transparent monitoring of the voting process.
- d. The election results will be announced at the venue of the Annual General Meeting (AGM).
- e. The candidate(s) with the highest number of votes will be returned as winner(s). In the case of a tie, a simple lot will be drawn to determine the winner.

10.0. Venue of Annual General Meeting (AGM)

Benin City, Edo State

- April 16, 2020 - Annual Marketing Conference.
April 17, 2020 - Annual General Meeting/ Elections.

2020 ANNUAL GENERAL MEETING (AGM) – ELECTION TIME TABLE

S/N	ACTIVITY	TIMING
1.	Call for nominations	February 21, 2020
2.	Display of list of eligible voters (defined as members that have paid their membership subscription up to 2019 as at December 31, 2019) on NIMN website.	February 24, 2020
3.	Verification of displayed list of eligible voters	February 25 – March 6, 2020
4.	Display of final list of eligible voters on NIMN website	March 11, 2020
5.	Submission of completed nomination form and supporting documents	Not later than 5.00pm on March 13, 2020
6.	Display of contestants' position statement on NIMN website	March 20 – April 10, 2020
7.	Electronic voting period	April 12 -16, 2020. Voting portal will close at 12midnight of April 16, 2020
8.	Announcement of Election Results	April 17, 2020 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 or the Registrar at sidney@nimn.com.ng

Alhaji Ali Madugu, *fnimn*
Chairman, Electoral Committee