

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



2021 Annual General Meeting

ELECTION GUIDELINES

NOTICE TO MEMBERS

2021 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.

President

Two (2) 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 2020, and therefore have their names in the membership register as of 31 March 2021 will be eligible to vote and attend the Annual General Meeting (AGM). For clarity, all payments for 2020 membership subscriptions should be received into the designated accounts of the Institute by close of business at 5.00pm on 31 March 2021. Any payment received after the deadline will not count towards eligibility for voting.

b. Candidates – President

- i. Must have been a member of Council at any time provided he/she has not been removed from Council for any reason.
- ii. Must have been a Fellow of the Institute for at least five (5) years.
- iii. Must be a financial member i.e., has paid annual membership subscription for years 2019 and 2020 as and when due (defined as within the period 1 January – 31 December of the corresponding year) and has his/her name in the membership register as of 31 March 2021. For the avoidance of doubt, the only permissible evidence of payments is the duly issued receipts from the

Secretariat. Where no such receipts were issued or have been lost, it shall be sufficient evidence of payment if the name of the person is contained in the bank statement of the Institute for the period. Where a member wants to attest payment with his or her bank statement, the bank statement must be for three (3) months, six (6) weeks prior to the date of payment and six (6) weeks after the date of payment. For this purpose, online printed bank statements are not acceptable. Only statements issued and duly signed by the respective banks will be recognized.

- iv. Must have paid 2021 subscription prior to application to contest.
- v. Where the contestant is a current member of Council, must have attended Council meetings at least 75% of the last 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 subscriptions for years 2019 and 2020 as and when due (defined as within the period 1 January – 31 December of the corresponding year) and has his/her name in the register of members as of 31 March 2021. For the avoidance of doubt, the only permissible evidence of payments is the duly issued receipts from the Secretariat. Where no receipts were issued or have been lost, it shall be sufficient evidence of payment if the name of the person is contained in the bank statement of the Institute for the period. Where a member wants to attest payment with his or her bank statement, the bank statement must be for three (3) months, six (6) weeks prior to the date of payment and six (6) weeks after the date of payment. For this purpose, online printed bank statements are not acceptable. Only statements issued and duly signed by the respective banks will be recognized.
- iii. Must have paid 2021 subscription prior to application to contest.
- v. Where the contestant is a current member of Council, must have attended Council meetings at least 75% of the last Council meetings.

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 and sponsored by two (2) members of the Institute. The two members of the Institute must have paid their annual subscriptions

for years 2019 and 2020 as and when due (defined as within the period 1 January – 31 December of the corresponding year). They must also have paid their 2021 Annual subscription prior to nominating the candidates. It is the responsibility of candidates to ensure that their sponsors meet this requirement. Candidates whose sponsors do not qualify under this clause will be disqualified.

3. In the case of the President position, the two people nominating must be Fellows of five (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 five (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 most recent passport photograph.

Fee for Nomination form:

President	N200,000
Council Seats:	N100,000

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 not later than 5.00pm on 16 April 2021.

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 not later than 5.00pm on 16 April 2021.

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 is not authorized to vary any of the guidelines as approved by the Council without prior reference to the Council.

6.0. Single Candidate

Where there is no qualified candidate at the close of nominations, the nomination period for that position will be extended.

If at the close of nomination, there is only a single candidate (in case of the President and provided that the candidate after screening meets all the requirements, the candidate shall be returned as unopposed, if he or she scores at least 51% of the total votes cast for that position. Where the single candidate does not score up to at least 51%, the position shall remain vacant and fresh nominations shall be called for and new elections held.

In the case of Council, if there are only two (2) candidates at the close of nomination and provided they all qualify, they shall be returned unopposed provided each score at least 30% of the total votes cast at the elections. Where there are not enough qualified candidates for the election, the Electoral Committee may extend the time for nomination.

7.0. Register of Eligible Voters

The Institute's register of financial members who have fully paid their membership subscription up to 2020 as of 31 March 2021 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. This includes prohibition of candidates from paying the subscriptions of members, arranging transportation or hotel accommodation. 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 means, by ticking the candidate(s) being voted for and sending via electronic voting method. Eligible voters will be issued log-in credentials (Username and Password) through their email addresses and phone numbers registered with the Institute, which they shall use to access the electronic voting portal and cast their votes for their preferred candidates.
- b. The candidate(s) with the highest votes cast will be returned as winner(s). In the case of a tie, a simple lot will be drawn to determine the winner.
- c. In the case of Council elections, each voter will be allowed to vote for one candidate only. The two (2) candidates with the highest number of votes will be declared winners.
- d. 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.
- e. The election results will be announced at the venue of the Annual General Meeting (AGM).

10.0. Venue of Annual General Meeting (AGM)

Protea Hotel, Benin-City, if COVID-19 protocols allow, otherwise virtual.

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| 27 May 2021 | - | Annual Marketing Conference. |
| 28 May 2021 | - | Annual General Meeting/ Elections. |

2021 ANNUAL GENERAL MEETING (AGM) – ELECTION TIMETABLE

S/N	ACTIVITY	TIMING
1.	Call for nominations	March 26, 2021
2.	Display of list of eligible voters on NIMN website (defined as financial members in the grades of Associate, Full Member, and Fellow who have paid their membership subscription up to 2020 and have their names in the register of members as of 31 March 2021.	April 7, 2021
3.	Verification of displayed list of eligible voters	April 8 – 16, 2021
4.	Submission of completed nomination forms and supporting documents by contestants.	Not later than 5.00pm on April 16, 2021
5.	Display of Final List of Eligible Voters	April 19, 2021
6.	Display of contestants' position statement on NIMN website	April 26 – May 10, 2021
7.	Electronic voting period	Voting Portal will open at 12noon on May 21, 2021 and will close at 9am on May 28, 2021
8.	Announcement of Election Results	May 28, 2021 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