

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



2022 Annual General Meeting

ELECTION GUIDELINES

NOTICE TO MEMBERS

2022 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.

- 1.1. First Vice-President,
- 1.2. Second Vice-President.

2.0. Eligibility to Vote and Attend the Annual General Meeting (AGM)

a. General

- 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 2021, and therefore have their names in the membership register as of December 31, 2021, will be eligible to vote and attend the Annual General Meeting (AGM).

b. Candidates – First Vice-President and Second Vice-President Positions

- i. Must have been a Fellow of the Institute for at least five (5) years.
- ii. Must be a financial member i.e., has paid annual membership subscription for the last three (3) years (2019, 2020, 2021) 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 December 31, 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.

- iii. Must have paid 2022 subscription prior to application to contest.
- iv. Where the contestant is a current member of Council, must have attended Council meetings at least 75% of the last Council meetings held.

3.0. Nominations

1. Nominations for the offices of the First Vice-President and Second Vice-President 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 the last three (3) years (2019, 2020, and 2021) as and when due (defined as within the period 1 January – 31 December of the corresponding year). They must also have paid their 2022 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. The two (2) persons nominating candidates for the positions of First Vice-President and Second Vice-President must be Fellows of the Institute of at least Five (5) years standing and one of which must be a current member of the Governing Council of the Institute.

5. Any candidate who has ever been indicted by the NIMN Disciplinary Tribunal set up by the Council or any other disciplinary tribunal in Nigeria will be disqualified from contesting.

6. Any candidate who is nominated by a member who has ever been indicted by the NIMN Disciplinary Tribunal set up by the Council or any other disciplinary tribunal in Nigeria will be disqualified from contesting.

7. The two completed nomination forms shall be accompanied with 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:

First Vice-President and Second Vice-President

N150,000

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 May 13, 2022.

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 May 13, 2022.

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 is 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 election. The Committee is not authorized to vary any of the guidelines as approved by 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 (either for the position of First Vice-President or Second Vice-President) and provided the candidate after screening meets all the requirements, the candidate shall be returned 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.

7.0. Register of Eligible Voters

The Institute's register of financial members who have fully paid their membership subscription up to 2021 as of 31 December 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

- a. 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.
- b. 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 to the Council.
- c. Debates will be part of the electoral process and it is mandatory for all contestants to participate. Any contestant that refuses to take part in the debate without a valid reason acceptable to the Electoral Committee will be disqualified.

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 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 number of 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. Candidates will be allowed to nominate their agents who will monitor the electronic voting in a manner specified by the Electoral Committee. 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 by the Chairman of the Electoral Committee at the venue of the Annual General Meeting (AGM).

10.0. Venue of Annual General Meeting (AGM)

Eko Hotels and Suites, Ademola Adetokunbo Street, Victoria Island, Lagos

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| 16 June 2022 | - | Annual Marketing Conference |
| 17 June 2022 | - | Annual General Meeting/ Elections. |

2022 ANNUAL GENERAL MEETING (AGM) – ELECTION TIMETABLE

S/N	ACTIVITY	TIMING
1.	Call for nominations.	April 25, 2022
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 2021 and have their names in the register of members as of 31 December 2021).	May 3, 2022
3.	Verification of displayed list of eligible voters	May 4 – 12, 2022
4.	Submission of completed nomination forms and supporting documents by contestants.	Not later than 5.00pm on May 13, 2022
5.	Display of Final List of Eligible Voters	May 16, 2022
6.	Display of contestants' position statement on NIMN website	May 20 – June 9, 2022
7.	Commencement of Campaigns by Contestants	May 23 – June 9, 2022
8.	Virtual debate by Contestants	June 2, 2022
7.	Electronic voting period	Voting Portal will open at 12noon on June 10, 2022, and will close at 9am on June 17, 2022.
8.	Announcement of Election Results	June 17, 2022, 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

Mr. Bayo Oke, *fnimn*
Chairman, Electoral Committee