

## **ELECTION GUIDELINES FOR 2024 ANNUAL GENERAL MEETING (AGM)**

### **1. ELECTORAL COMMITTEE**

The Electoral Committee already approved by the Council will supervise the elections. The members of the Committee are as follows:

1. Mr. Shuaib Abubakar, fnimn – Chairman
2. Mr. Kenny Joda, fnimn – Member
3. Mrs. Farida Bello, fnimn – Member
4. Ms. Patience Sado, mnimn – Secretary
5. Barrister Adebola Lema – Legal Adviser

### **2. Contestable Positions**

- First Vice-President
- Second Vice-President
- 2 Council seats

### **3. Eligibility to Vote and Attend the Annual General Meeting (AGM)**

#### **a. General**

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 of December 31, 2023, 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 five (5) years.
- ii. Must be a financial member, i.e., has paid annual membership subscription for the last two (2) years (2022 and 2023 as at when due (defined as 1<sup>st</sup> January – 31<sup>st</sup> December of the corresponding year) and has his/her name in the membership register as of 31<sup>st</sup> December 2023. 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 6 weeks prior to the date of payment and 6 weeks after the date of payment. For this purpose, online printed bank statements are not acceptable. Only statements issued and signed by the respective banks will be recognized.

- iii. Must have paid 2024 membership 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.

**c. Council Positions**

- i. Must have been a Full Member or Fellow of the Institute for at least three (3) years.
- ii. Must be a financial member, i.e., has paid annual membership subscription for the last two (2) years (2022, 2023) as and when due (defined as 1st January – 31st December of the corresponding year) and has his/her name in the membership register as of 31st December 2023.
- iii. Must have paid 2024 membership subscription prior to application to contest.
- iv. Where the contestant is a current Council member, he/she must have attended at least 75% of the last Council meetings held.
- v. **If a current Council member must not be under suspension for whatever reason**

**4. Nominations**

- i. 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](http://www.nimn.com.ng).
- ii. Each candidate must be nominated by two (2) members of the Institute. The two (2) members of the Institute must have paid their annual membership subscriptions in the last two years 2022 and 2023 as and when due (defined as 1<sup>st</sup> January – 31<sup>st</sup> December of the corresponding year). They must also have paid their 2024 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.
- iii. The two (2) people nominating candidates for the positions of First Vice-President and Second Vice-President must be Fellows of the Institute of five (5) years standing, one of which must be a current member of Council.
- iv. 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.
- v. 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.
- vi. 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 profile photograph.
- vii. All nominations are to be submitted at the Institute's Secretariat and dropped in a locked box that will be provided. For electronic submission, the prospective

candidates will submit their forms to the email address below.  
[electoralcommittee@nimn.com.ng](mailto:electoralcommittee@nimn.com.ng)

viii. All claims as to payment of subscription as and when due, status of nominees and their sponsors are to be confirmed in writing by the Registrar by endorsement on the forms.

## **5. Verification**

The Electoral Committee shall carry out a verification of all nominations. 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 Electoral Committee is not authorized to vary the guidelines as approved by the Council.

## **6. Single Candidate**

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

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, and new elections held.

## **7. Election Timetable/Date**

The Electoral Committee shall publish the approved electoral guidelines along with the election timetable not later than 45 calendar days or earlier than 60 calendar days to the date of the Election.

## **8. Election Date and Venue**

June 20-22, 2024. Quarter 781, GRA, Jerico, Ibadan, Oyo State

## **9. Register of Eligible Voters**

The Institute's register of financial members who have fully paid their annual membership subscription up to 2023 as of December 31, 2023 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.

## **10. Method of Voting**

- i. 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.
- ii. 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.

- iii. 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.
- iv. The election results will be announced by the Chairman of the Electoral Committee at the venue of the Annual General Meeting (AGM).

### 11. Campaigns

- i. The Electoral Committee shall determine when campaigns can start and when campaigns will stop. All campaigns are to be ethical, and issue based. Attacks on the character of individuals are not allowed and will be sanctioned by the Electoral Committee.
- ii. Financial inducement in any form is prohibited. This includes prohibition of candidates from paying the subscription for 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.
- iii. 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 and approved by Council will be disqualified.

### 2024 ANNUAL GENERAL MEETING (AGM) – ELECTION TIMETABLE

S/N	ACTIVITY	TIMING
1.	Call for nominations	April 18, 2024
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 2023 and have their names in the register of members as of 31 December 2023).	April 30, 2024
3.	Verification of displayed list of eligible voters	May 1, 2024
4.	Submission of completed nomination forms and supporting documents by contestants.	Not later than 5.00pm on May 21, 2024
5.	Display of Final List of Eligible Voters	May 8, 2024
6.	Display of contestants' position statement on NIMN website/Debate Date	May 15 – May 30, 2024
7.	Electronic voting period	Voting Portal will open at 12noon on June 10, 2024 and will close at 9am on June 22, 2024
8.	Announcement of Election Results	June 22, 2024 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 [registrar@nimn.com.ng](mailto:registrar@nimn.com.ng)

Mr Shuaib Abubakar, fnimn  
Chairman, Electoral Committee