

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



# ELECTION GUIDELINES FOR 2023 ELECTIONS

NOTICE TO MEMBERS

## ELECTION GUIDELINES FOR 2023 ELECTIONS

### 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. President,
- 1.2. Four (4) Council Seats

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

##### **a. General**

- i. Only financial members of the Institute in the grades of Associate, Full Member, and Fellow who have fully paid up their membership subscriptions up to the year 2022, and therefore have their names in the membership register as of December 31, 2022, will be eligible to vote and attend the Annual General Meeting (AGM).

##### **b. Candidates**

###### **b.1. President**

- i. Must have been a member of the Governing Council at any time provided that he/she has not been removed or is not under suspension from the 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 the last three (3) years (2020, 2021, 2022) 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, 2022. For the avoidance of doubt, the only permissible evidence of payment 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 his/her 2023 membership subscription prior to application to contest.
- v. Where the contestant is a current member of Council, he/she must have attended at least one of the two (2) Council meetings held in the last 12 months.

#### **b.2. 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 three (3) years (2020, 2021, and 2022) as and 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 2022.
- iii. Must have paid his/her 2023 membership subscription prior to application to contest.
- iv. Where the contestant is a current Council member, he/she must have attended at least one of the two (2) Council meetings held in the last 12 months.
- v. Where the contestant is a current Council member, he/she must not be under suspension for whatever reason.

#### **3.0. Nominations**

- i. 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](http://www.nimn.com.ng).

- ii. 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 (2020, 2021, and 2022) as and when due (defined as within the period 1<sup>st</sup> January – 31<sup>st</sup> December of the corresponding year). They must also have paid their 2023 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. In the case of the position of the President, the two (2) people nominating must be Fellows of the Institute of five (5) years standing, one of which must be a current member of Council.
- iv. In the case of the Council positions, a Full Member, and a Fellow of three (3) years standing can nominate.
- v. 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.
- vi. 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.
- vii. The two (2) completed nomination forms will 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.

**Fees for Nomination form:**

<b>President</b>	<b>N200,000</b>
<b>Council seats</b>	<b>N100,000</b>

***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 22<sup>nd</sup>, 2023.

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](mailto:electoralcommittee@nimn.com.ng) not later than 5.00pm on May 22<sup>nd</sup>, 2023.

### **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 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 shall be extended.

If at the close of the period for submission of nomination forms, there is only a single candidate (in the case of the position of the President) and provided that the candidate after screening met 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 election held.

In the case of the four (4) Council positions, if there are only four (4) candidates at the close of the period for the submission of forms, and if they all qualify, they shall be returned unopposed. Otherwise, the nomination period for the Council positions shall be extended.

### **7.0. Register of Eligible Voters**

The Institute's register of financial members who have fully paid their membership subscription up to 2022 at of 31<sup>st</sup> December 2022, 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 (as defined under clause 2 (a)(i)) will be issued log-in credentials (Username and Password) through their valid 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 shall 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 the Council election, each voter will be allowed to vote for one candidate only. The four (4) candidates with the highest number of votes will be declared winners.
- d. 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.
- e. 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)**

**Fraser Suites, Plot 294, Leventis Close, Central Business District, Abuja, FCT**

**23<sup>rd</sup> June 2023**

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**Annual General Meeting/ Elections.**

### 2023 COUNCIL ELECTIONS - ELECTION TIMETABLE

S/N	ACTIVITY	TIMING
1.	Call for nominations.	May 8, 2023
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 2022 and have their names in the register of members as of 31 <sup>st</sup> December 2022.	May 15, 2023
3.	Verification of displayed list of eligible voters	May 16 – 23, 2023
4.	Submission of completed nomination forms and supporting documents by contestants.	Not later than 5.00pm on May 22 <sup>nd</sup> , 2023
5.	Display of Final List of Eligible Voters	May 26 <sup>th</sup> , 2023
6.	Display of contestants' position statement on NIMN website	May 29 – June 14, 2023
7.	Commencement of Campaigns by Contestants	May 30 – June 15, 2023
8.	Virtual debate by Contestants	June 6, 2023 (for Council election) and June 7, 2023 (for Presidential election)
7.	Electronic voting period	Voting Portal will open at 9am on June 16, 2023 and will close at 9am on June 23, 2023.
8.	Announcement of Election Results	June 23, 2023, 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)

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