



GENERAL CAMPAIGN AND ELECTION GUIDELINES FOR THE 54th ANNUAL GENERAL MEETING

Contestants for all elective positions will share their respective manifestos in their campaigns expected to hold between the **5th – 19th of April 2023**. Contestants will also have the opportunity to share their manifestos, solicit votes and answer questions via a **Virtual Election Debate** scheduled to hold on **18th – 19th April 2023**. **All campaign activities end on Wednesday, April 19, 2023, at 4.00 pm and e-voting commences on 19th April 2023 at 6.00p.m prompt.**

1. ELIGIBILITY

- Section 3 (2) of the Official Gazette (Act No. 58) of the Chartered Institute of Personnel Management of Nigeria, (CIPM) states in part: “The Council shall consist of the following members, being financial members in the grades of Associate, Member, and Fellow of the Institute, nominated or elected as follows...” From the foregoing, only financial members in the grades stated can nominate persons for election, vote, and be voted for.
- Contestants must have paid all **outstanding and 2023 membership subscription**
- Sponsors must have paid all **membership subscriptions up till December 2022**
- Contestants must be in good standing and abide by the code of conduct and professional ethics of the Institute.
- Contestants must have a valid **Human Resource Practitioners’ Licence (HRPL)**. Contestants must have licence valid up to April 5, 2023. In addition, candidates must ensure renewal in the event of the licence expiring between April 6 and up to the AGM on **Friday, April 28, 2023**)
- Contestants must be active and financially up-to-date at the State Branch level
- Contestants must have updated his/her profile online on the Institute’s database during the year of the election.

2. CAMPAIGN TACTICS

Profiles and manifestos of contestants will be uploaded to the Institute’s website and sent to members via email. Contestants will also have the opportunity to interact with members through various platforms that the Institute shall promote and support. Campaigns should however avoid unethical practices and tactics and bear in mind Personal Private Data Protection laws to avoid the risk of litigation.

Unethical Campaign Tactics: These include but are not limited to

1. Sending text messages, emails, and other campaign materials to members by contestants or other individuals on behalf of contestants once campaigns have closed. Except through a disclaimer such a post, is an indictment.
2. Communicating defamatory messages or posts against other contestants via any platform (text, social media messages, orally, etc.)
3. Working in groups or alliances to discredit other contestants
4. Offering any form of financial inducement in exchange for votes
5. Unprofessional manner and tone of campaigns on any platform

Acceptable Platforms for Campaign

1. Contestants' social media pages
2. E-flyers
3. Campaigns and talk shops during Branch and Chapter meetings
4. Personal outreach to own networks
5. Text messages and emails

Note: All campaigns must end on the scheduled date and no contestant is allowed to campaign while voting is ongoing.

The Institute shall provide campaign avenues via the following platforms:

1. Webinar sessions (virtual debates) to share your manifesto with members
2. Use of short videos provided by contestants on CIPM social media platforms. Videos must be received on or before **2 pm, Wednesday, 5 April 2023**. Videos received will be posted by **10 am, Thursday, April 6, 2023**.

3. SANCTIONS FOR INFRACTIONS AND VIOLATIONS

The Electoral Committee, after due investigations, shall disqualify from contesting in the 2023 elections, any contestant who breaches the campaign regulations above.



APPENDIX 1

ELECTION GUIDELINES FOR the 54th ANNUAL GENERAL MEETING

1. NOMINATION AND ELECTION OF OFFICERS

The Institute's Charter, First Schedule Section 1 (6) states that:

“Elections to the Council shall be held in such manner as may be prescribed by rules made by the Council, and until so prescribed they shall be decided by a show of hands”

Given the foregoing, the Governing Council approved on Thursday, March 23, 2023, The Leadership's recommendations of election guidelines for the 54th AGM and election of officers.

- The Returning Officer/Chairman, Electoral Committee, has been reappointed by Council from amongst the Institute's highly reputable Fellows. Other Electoral Committee members, similarly reappointed by Council, are also members of the Institute and the Registrar/Chief Executive is the Secretary.
 - The Chairman of the Electoral Committee is Lady Beatrice C. Oji, FCIPM. The other Committee members are Mr. Aik Alenkhe, FCIPM, Mr. H.O.D Awodele, FCIPM, Mr. Emmanuel Anigbata, MCIPM, Mrs. Nkeiru Adesogan, FCIPM, Mrs. Bolanle Onime, MCIPM, Mallam Aminu Ya'u, MCIPM, Mr. Oluseun Ademokun, ACIPM, and Ms. Oluwatoyin Naiwo, FCIPM, Registrar/Chief Executive as the Secretary.
- i) Elective Officers shall be President, Vice President, National Treasurer, and 5 Council Member positions.
 - ii) No member shall be allowed to nominate himself/herself as a candidate for election.
 - iii) No member shall be allowed to nominate more than one (1) Candidate.
 - iv) Each Nominee shall state clearly which of the Objectives captured in the Institute's 2022 – 2024 Strategic Plan he/she would pursue.
 - v) Nominations for any of the offices shall be on the approved form. In addition, a brief profile, accompanied by a recent headshot photograph taken within the last 6 months, must be submitted via email to nominations@cipmnigeria.org.
 - vi) Completed candidate nomination and nominee profile forms can be submitted via email: nominations@cipmnigeria.org or in the Nomination Box (*in a sealed envelope*) stationed in the reception area at **CIPM House, 1 CIPM Avenue, off CBD, Alausa, Ikeja,**

Lagos from Monday, 27th March 2023 till Monday, 3rd April 2023 (no later than 4.00p.m). Nominations received thereafter will be disqualified.

- vi) The Virtual and Physical Nomination Box shall be opened by the Electoral Committee at **10.00 a.m. prompt on Tuesday, 4th April 2023**. Nominees who comply with the electoral requirements herein specified will be announced by the Electoral Committee as approved candidates for the positions vied for.
- vii) Contestants in all elective positions will share their respective manifesto during the campaign period which is expected to hold between **5th – 19th April 2023 at 4.00 pm**. Contestants will also have the opportunity to solicit votes and answer questions via a **Virtual Election Debate scheduled to hold on 18th – 19th April 2023**. **All campaign activities end on Wednesday, April 19, 2023, at 4.00 pm.**
- viii) E-voting will be enabled on **Wednesday, 19th April 2023 at 6.00 p.m.** prompt and will remain open until **10.00a.m, Friday, 28th April 2022**, the day of the AGM.

2. ELECTIONS AND DECLARATION OF RESULTS

- i) Elections
 - a. After all other items on the agenda of the Annual General Meeting, and before item “Election of Officers and Council Members”, all offices shall automatically become vacant and the Returning Officer shall conduct the elections. The Returning Officer may appoint not more than five other Members at the AGM to assist him in the conduct of the elections.
 - b. The 2023 Election shall be by e-voting. Members are entitled to vote once for each office i.e. President, Vice President, National Treasurer, and 5 Council Member positions.
- ii) Declaration of result
 - a. The Quality Assurance team shall validate the final election results in partnership with the 2023 Electoral Committee after the close of voting on AGM Day.
 - b. The candidate with the highest valid votes for each position shall be deemed to have won the election. In case there is a tie in the vote count for the same position, the Returning Officer shall have a casting vote in addition to her vote as a Member
 - c. The Returning officer shall engage all the contestants before the general announcement.
 - d. The votes cast shall be displayed in the presence of all interested members of the Institute
 - e. The Returning Officer shall declare the winners of the elections.