



## GENERAL CAMPAIGN AND ELECTION GUIDELINES FOR THE 55<sup>th</sup> ANNUAL GENERAL MEETING

Contestants for all elective positions will share their respective manifestos in their campaigns expected to hold from **Tuesday, April 30 – Wednesday, May 15, 2024**. Contestants will also have the opportunity to share their manifestos, solicit votes, and answer questions via a **Virtual Election Debate** scheduled to hold from **Tuesday, May 14 to Wednesday, May 15, 2024**. **All campaign activities end on Wednesday, May 15, 2024, at 4.00 pm and e-voting commences on May 15 2024 at 6.00p.m prompt.**

### 1. ELIGIBILITY REQUIREMENTS

- Section 3 (2) of the Official Gazette (Act No. 58 of 1992) (now Act Cap I15 LFN 2004) 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.
- **The Contestants and Sponsors** shall be financially up to date in the payment of the 2024 Membership Subscription and any outstanding membership dues.
- 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)**. Licence validity must be up to **Tuesday, April 30, 2024**, at the time of nomination. Where the licence will expire between **Wednesday, May 1**, and the AGM on **Thursday, May 23, 2024**, contestants shall ensure renewal of their licence or risk disqualification on this ground.
- Contestants must be active and financially up-to-date at the State Branch level
- Contestants must NOT hold an elected position or be a member of the Governing Council/ Board Member in a similar Professional Institute as the Chartered Institute of Personnel Management of Nigeria.
- Contestants must have updated his/her profile online on the Institute’s database during the year of the election.



## 2. CAMPAIGN REGULATIONS

Intending and/or qualified contestants are not allowed to commence campaigns before it is declared open in accordance with the Electoral Guidelines and timelines. In addition, all campaigns must end as scheduled in the 2024 AGM Activity Highlights and timelines. Campaigns are not allowed while the voting process is ongoing.

## 3. CAMPAIGN TACTICS

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

### **Unethical Campaign Tactics: 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 after campaigns have closed. Except through a disclaimer, such a post, is an indictment on the contestant.
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

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 received from contestants during the campaign period will be posted on our social media platforms.**

## 4. SANCTIONS FOR INFRACTIONS AND VIOLATIONS

The Electoral Committee, after due investigations of all established breaches of campaign regulations and tactics by any contestant, shall submit its report and recommendations to the Leadership/Governing Council for consideration and approval.



## APPENDIX 1

### ELECTION GUIDELINES FOR THE 55<sup>th</sup> 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 Friday, 12<sup>th</sup> April 2024. The Leadership's recommendations of election guidelines for the 55<sup>th</sup> AGM and election of officers.

The Returning Officer/Chairman, Electoral Committee, has been appointed by the Council from amongst the Institute's highly reputable Fellows. Other Electoral Committee members, similarly re/appointed by the Council, are also members of the Institute and the Registrar/Chief Executive is the Secretary.

#### Electoral Committee Members:

1. Mr. Aik Alenkhe, FCIPM (Chairman)
2. Mrs. Bolanle Onime, MCIPM (Vice Chairman)
3. Mr. H.O.D Awodele, FCIPM
4. Mrs. Nkeiru Adesogan, FCIPM
5. Mr. Emmanuel Anigbata, MCIPM
6. Dr. Kayode Momodu, MCIPM
7. Mr. Oluseun Ademokun, ACIPM
8. Ms. Oluwatoyin Naiwo, FCIPM, Registrar/Chief Executive as the Secretary.

- i) Elective Offices shall be President, Vice President, National Treasurer, and 5 Elected 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 through the CIPM membership portal or on the approved Nomination Form. In addition, a brief profile and manifesto accompanied by a recent headshot photograph taken within the last 6 months would be required.
- vi) Completed nomination and nominee profile forms can be submitted via the membership portal or the physical Nomination Box (*in a sealed envelope*) stationed in the reception area at **CIPM House, 1 CIPM Avenue, off Obafemi Awolowo Way, CBD,**



**Alausa, Ikeja, Lagos from Monday, April 22, 2024 till Monday, April 29, 2024 (no later than 4.00p.m). Nominations received after that will be disqualified.**

- vi) ***Nomination is invalid, except the Sponsor, nominee, and Branch Chairman have completed and signed their respective sections on the form. Please note that a Proxy signature is not acceptable. For Online/portal nomination, the Nominee must accept the nomination request from the sponsor, the Branch Chairman shall also validate financial status to complete the online nomination process.***
  
- vii) The physical and electronic Boxes shall be opened by the Electoral Committee at **10.00 a.m. prompt on Tuesday, April 30, 2024.** Nominees who comply with the electoral requirements herein specified will be announced by the Electoral Committee as approved candidates for the positions vied for.
  
- viii) Contestants in all elective positions will share their respective manifesto during the campaign period which is expected to hold between **Tuesday, April 30 – Wednesday, May 15, 2024, at 4.00 pm.** Contestants will also have the opportunity to solicit votes and answer questions via a **Virtual Election Debate** scheduled to hold from **May 14 – 15, 2024. All campaign activities end on Wednesday, May 15, 2024, at 4.00 pm.**
  
- ix) E-voting will be enabled on **Wednesday, May 15 2024 at 6.00 p.m.** prompt and will remain open until **10.00a.m, Thursday, May 23, 2024,** 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 2024 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 2024 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 his/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.

## **1. THE ELECTORAL COMMITTEE MANDATE**

The 2024 Electoral Committee of the CIPM is made up of 7 positions. The Committee reports to Governing Council and is charged with overseeing all activities related to the conduct of Annual Elections into the under-listed Governing Council Positions:

- I. President/Chairman of the Governing Council**
- II. Vice President**
- III. National Treasurer**
- IV. Elected Council Member (x5)**

## **2. COMMITTEE RESPONSIBILITIES**

- ❖ Receive details of nominees in each of the offices.
- ❖ Review the eligibility of each nominee against the established criteria for each position.
- ❖ Confirm the final names of candidates eligible for elections.
- ❖ Communicate the list of candidates eligible for each position, to the Members of the CIPM (through the Secretary of the Committee/Registrar).
- ❖ Oversee campaigning and voting activities.
- ❖ Provide guidance, and address any infractions.
- ❖ Announce election results at the AGM
- ❖ Inaugurate the newly Elected Officials into office, post-AGM.



### 3. PRE- AND POST-ELECTION GRIEVANCES/COMPLAINTS

The electioneering process shall be conducted under the Election Rules and guidelines as approved by the Governing Council. **ALL** Complaints, questions, and all activities related to Nomination, screening, selection, campaign process, sanction, and disqualification shall be directed to the Electoral Committee **ONLY**.

Only complaints in this manner will be addressed by the Committee and routed to the Governing Council.

#### **Contact Us**

For support and various forms of assistance, you may reach our customer service teams via the following channels:

- Telephone
  - a. Helpdesk- 07001237555; 018880408
- Email:
  - a. Technical issues: [ict@cipmnigeria.org](mailto:ict@cipmnigeria.org)
  - b. Membership dues and payment: [subscriptions@cipmnigeria.org](mailto:subscriptions@cipmnigeria.org)
  - c. General inquiries on AGM: [agm@cipmnigeria.org](mailto:agm@cipmnigeria.org)

Please call or send a WhatsApp message to 09065609134 and 08066413154 for immediate resolution of complaints during the period of voting when unable to get a response from the Institute's first respondent.