



# THE CHARTERED INSTITUTE OF BANKERS OF NIGERIA

(Incorporated in 1976 and Chartered by Decree 12 of 1990 now Act No 5 of 2007)

## BANKERS HOUSE

PC 19 ADEOLA HOPEWELL STREET, P. O. BOX 72273  
VICTORIA ISLAND, LAGOS, NIGERIA

### **ELECTION GUIDELINES FOR APPLICATION TO THE GOVERNING COUNCIL AS APPROVED BY THE GOVERNING COUNCIL ON THURSDAY, DECEMBER 7, 2017**

#### **Preamble**

The following Election Guidelines were approved by the Governing Council on December 7, 2017 in line with the provisions of the CIBN Act of 2007 for the conduct of the 2018 Elections into the Governing Council of the Institute:

#### **1. APPLICATION FOR POSITIONS OF THE PRESIDENT/CC, 1<sup>ST</sup> AND 2<sup>ND</sup> VICE PRESIDENTS (NO MEMBER SHOULD ENDORSE THE FORM OF MORE THAN ONE CANDIDATE)**

##### **Candidates are expected to:**

- i. Be Elected Fellows who are holding or have held top management positions in the banking & finance and allied sectors.
- ii. Have shown demonstrable interest in the affairs of the Institute (see note below).
- iii. Be in a position to speak authoritatively on topical issues affecting the banking and financial services industry and the economy at large.
- iv. Have spent at least one term (Candidates for President must have served at least two terms) of two years as active Council Members of the Institute either as an individual or representing an Institution or must have actively served in a Committee of the Governing Council for two years.
- v. Have personality and image acceptable to the Governing Council and the generality of members.

#### **2. APPLICATION FOR THE POST OF TREASURER (NO MEMBER SHOULD ENDORSE THE FORM OF MORE THAN ONE CANDIDATE)**

##### Candidates are expected to:

- i. Be Elected Fellows or Honorary Fellows or Honorary Senior Members or Associates who are holding or have held senior management positions in the banking & finance and allied sectors.
- ii. Have relevant managerial experience at senior management level
- iii. Have shown demonstrable interest in the Institute's affairs (see note below).
- iv. Must have actively served in a Committee of the Governing Council for two years. Previous or current membership of the Governing Council will be an added advantage
- v. Have skills and experience relevant to the position.

**3. APPLICATION FOR OTHER ELECTIVE POSITIONS IN THE GOVERNING COUNCIL (NO MEMBER SHOULD ENDORSE THE FORM OF MORE THAN ONE CANDIDATE)**

Candidates are expected to:

- i. Be Elected Fellows or Associates of the Institute
- ii. Be Honorary Fellows & Honorary Senior Members, subject to the election of a maximum number of two **(from these categories)**
- iii. Have relevant managerial experience at senior management level in the banking & finance and allied sectors.
- iv. Have shown demonstrable interest in the Institute's affairs (see note below).

**General Note**

- A. "Demonstrable interest" means any of the following:
  - i. Active participation as an officer of a branch of the Institute.
  - ii. Active participation as a member of any Committee of Council.
  - iii. Has given past and present services to the Institute.
  - iv. "Active" means participation within the last 10 years
- B. Pursuant to the decision at the AGM of Saturday, May 20, 2017, applications for the positions of the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents in the **2018 elections** will be open to the current Office Holders only, in line with the Institute's succession plan. It was agreed, that the positions of 2<sup>nd</sup> Vice President and National Treasurer shall be open for contest by eligible candidates as may be specified in the Election Rules and Standards from year 2020 elections
- C. "Top Management" means Executive Management

**4. ATTESTATION OF THE APPLICATIONS (NO MEMBER SHOULD ATTEST THE FORM OF MORE THAN ONE CANDIDATE)**

**4.1 Office Holders' Posts**

President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents and National Treasurer.

**4.1.1 For the positions of President/CC, 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents:** Attestation by two Governing Council Members, one of whom must be an Elected Fellow of the Institute.

**4.1.2 For the position of National Treasurer:** Attestation by two members (FCIB/HCIB/ACIB), one of whom must be a Chairman or 1<sup>st</sup> Vice Chairman or 2<sup>nd</sup> Vice Chairman of a State Branch of the Institute.

**4.2 Other Elective Positions on the Governing Council:**

Attestation by two members (FCIB/HCIB/ACIB), one of whom must be a Chairman or 1<sup>st</sup> Vice Chairman or 2<sup>nd</sup> Vice Chairman of a State Branch of the Institute.

**5. MODALITIES FOR RETIREMENT FROM COUNCIL**

Those to retire from Council in accordance with the First Schedule, Supplementary Provisions Relating to the Council Section 5(3) of the CIBN Act No. 5 of 2007

- i. President - (1)
- ii. Vice Presidents - (2)
- iii. Treasurer - (1)
- iv. longest serving other elected Council members - (4)
- v. Branch Representatives from the Zones of the Institute (4)

The positions vacated by the President and other retiring members shall be filled during the Elections.

Please note that for the other elective positions: Elected Members who have served for a period of two terms of two years each, will observe a **COOL OFF PERIOD** of two years, after which the person can re-contest.

Other elected members of the Governing Council who leave Council after serving for a single two (2) year term, will not be bound by the above rule.

**6. ADVERTISEMENT**

There shall be a public advertisement by the Institute stating vacant positions to be filled, eligibility criteria and closing dates for nominations. The mode of advertisement would be the use of a widely circulating Newspaper, **emails/bulk SMS and the XRM platform or applicable social media platforms.**

**7. APPLICATION FOR TWO ELECTIVE POSTS SIMULTANEOUSLY.**

No candidate shall be allowed to contest for two posts simultaneously in any election.

**8. FINANCIAL STATUS**

- i. Candidates applying for election shall be financially up to date as at January 18, 2018
- ii. Members should be financially up to date (payment of annual subscriptions, levies etc) on or before March 23, 2018 to qualify to vote.

**9. SCREENING OF APPLICANTS**

Screening of applications shall be done by the CIBN Election Organising Committee.

Candidates who are found not eligible for election for the post sought, will be informed in writing **after the Governing Council's approval of the Committee's recommendation.** The CIBN Election Organising Committee will recommend eligible candidates to Council.

**10. CAMPAIGN FOR ELECTION / CANVASSING FOR VOTES**

Campaign for election / canvass for votes shall not go beyond the hosting on the Institute's website, the candidates' profiles, of not more than 1000 words to highlight the contributions of the candidates to the Institute, banking industry and economy. Campaign beyond the above via the use of printed materials or public electronic media or text messages, e-mails, facebook and other social media are not allowed/permitted. Any candidate that uses any of above listed campaign tools shall be disqualified

## 11. ELIGIBILITY TO VOTE

### **Those eligible to vote are:**

Fellows, Honorary Fellows, Honorary Senior Members and Associates of the Institute.

## 12. ELECTION PROCEDURE

The Election shall be conducted by electronic voting (off-site). The integrity of the platform must be ascertainable.

- **Opening/Commencement of voting period:** 72 hours interval/duration between commencement of voting and the close of voting, which shall end on the same day as the Election of Officers/AGM.
- **Actual voting:** Members can vote irrespective of location using the off-site e – voting system.
- **Counting of votes:** E – Voting system automatically produces the results immediately after voting time/period is over.

## 13. ELECTION/ANNUAL GENERAL MEETING

Elections/Annual General Meeting is scheduled to hold on **Saturday, April 7, 2018 at Ijewere Hall, Bankers House, Pc 19 Adeola Hopewell Street, Victoria Island, Lagos at 10.00 a.m.**

## 14. CERTIFICATE OF RETURN

i) A sealed Certificate of Return in a prescribed form shall be issued by CIBN Election Organising Committee within seven (7) days, to every candidate who has won an election under the Rules & Standards; provided that, where the Election Dispute Resolution Committee in any election petition as the case may be, nullifies the Certificate of Return of any candidate the CIBN Election Organising Committee shall within 48hours after the receipt of the order of nullification issue to the successful candidate a valid Certificate of Return.

ii) Where CIBN Election Organising Committee refuses and or neglects to issue a Certificate of Return, a copy of the Order of the Election Dispute Resolution Committee shall, ipso facto be sufficient for the purpose of swearing in a candidate declared as winner by the Tribunal.

## 15. OCCURRENCE OF DEATH/INCAPACITY OF WINNER OF OFFICE OF THE PRESIDENT BEFORE INVESTITURE/INAUGURATION

Where death occurs of a President-Elect before investiture and inauguration

- i) The 1st Vice President shall be sworn in as President.
- ii) The 2nd Vice President shall be sworn in as 1st Vice President.

iii) A bye-election shall be conducted within two months to fill the position of 2<sup>nd</sup> Vice President in accordance with Section 3 (3)(4)&(5) of CIBN Act No.5 of 2007

iv) Supplementary elections shall be held in line with the CIBN Act to fill other vacancies in Council membership.

## **16. OCCURRENCE OF DEATH/INCAPACITY OF ELECTED TREASURER BEFORE INVESTITURE/INAUGURATION**

A bye-election shall be conducted within two months to fill the position of National Treasurer

## **17. ROOM FOR REDRESS OF ELECTION GRIEVANCES/COMPLAINTS**

- No election result and return of an election under these Election Rules and Standards shall be questioned in any manner other than by filing a petition with reason(s) and evidence(s) complaining of an undue election or undue return, presented to the CIBN Election Dispute Resolution Committee in accordance with the provision of the Rules and Standards.  
The person elected or returned elected must be joined as a party (Respondent) in the case.
- In this part “CIBN Election Dispute Resolution Committee” means the Committee established in line with Rules and Standards.
- Aggrieved Candidate(s) may, if he/she deems it necessary, seek redress by filing a petition to the CIBN Election Dispute Resolution Committee (CEDRC).
- CEDRC invites respondent’s reaction to the petition, considers the petition and declares a decision which shall be final.
- No candidate shall criticize the process after the resolution of the dispute(s) arising from the election(s).

### **Dispute Resolution**

There shall be a Pre – election dispute resolution process as well a Post – election dispute resolution process. The processes are as follows:

#### **a) Pre – election Dispute Resolution Process:**

- The Election Rules & Standards to be circulated at least ninety (90) days before the commencement of elections.
- Candidates apply for positions of their choice within the stipulated time frame.
- The CIBN Election Organizing Committee reviews and clears candidates for the election.
- The CEOC forwards its report to the Governing Council.
- The Governing Council announces the eligible candidates.
- The petitioner has seven (7) days from the date of announcement of eligible candidates to submit his or her petitions to the CIBN Election Dispute Resolution Committee (CEDRC).
- The respondent (CEOC), shall also have seven (7) days to respond.
- The CIBN Election Dispute Resolution Committee (CEDRC) shall review and decide on the petition within twenty one (21) days. (There shall be a minimum of two (2) weeks interval between the decision and the elections)

- The CIBN Election Dispute Resolution Committee (CEDRC shall forward its Report to the Governing Council or the Office Holders who would have been empowered by Council to act on its behalf.

**b) Post – election Dispute Resolution Process:**

- The petitioner shall within seven (7) days of the announcement of election results submit his or her petition to the CIBN Election Dispute Resolution Committee (CEDRC).
- The respondent shall also have seven (7) days to respond.
- The CIBN Election Dispute Resolution Committee (CEDRC) has a maximum of twenty one (21) days to decide on the petition.
- The decision of the CEDRC shall be final.
- The Committee shall present its Report to Governing Council.

**18. PERSON(S) ENTITLED TO PETITION AGAINST CONDUCT OF ELECTIONS AND/OR ELECTION RESULTS**

- i) A candidate in an election.
- ii) A person who satisfies criteria for application but is unlawfully excluded from the election.

**19. GROUNDS OF PETITION**

An Election may be questioned on any of the following grounds:

- a) that a person elected was at the time of the election, not qualified to contest the election.
- b) that the declared winner of an election was not duly elected by a majority of lawful votes cast at the election
- c) that the petitioner satisfies criteria for application but was unlawfully excluded from the election.
- d) that the election was invalid by reason of corrupt practices or non-compliance with the provisions of the Election Rules and Standards and the CIBN Act No5 of 2007.

**20. OTHER MATTERS**

- i) A person whose election is petitioned against is, in these Rules and Standards referred to as the Respondent, and
- ii) If the Petitioner complains of the conduct of an Electoral or Presiding Officer the CIBN Election Organising Committee shall, notwithstanding the nature of the complaint, be
  - (a) made a Respondent; and
  - (b) deemed to be defending the petition for itself and on behalf its officers.
- iii) The Petitioner shall within seven (7) days of the announcement of the election results submit his or her petition to the Election Dispute Resolution Committee
- iv) The Respondent shall also be given seven (7) days to respond.
- v) The Committee should resolve all petitions within a maximum of twenty-one days.

vi) The Parties shall represent themselves at the Dispute Resolution Committee, provided however that they have the right to receive advice or counsel from their advisers or consultants

## **21. INVESTITURE/INAUGURATION OF NEW OFFICERS**

The Investiture/Inauguration of the new elected Officers will hold on **Saturday, May 19, 2018.**

## **22. ELECTORAL ORGANS**

The Election Organs are as follows:

- i. CIBN Election Rules and Standards Committee (CERSC)
- ii. CIBN Election Organising Committee (CEOC)
- iii. CIBN Election Dispute Resolution Committee (CEDRC).

### **Signed**

Seye Awojobi, FCIB  
Registrar/Chief Executive

### **All enquires to:**

CIBN Election Rules and Standards Committee (CERSC)  
PC 19 Adeola Hopewell Street  
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