



THE CHARTERED INSTITUTE OF BANKERS OF NIGERIA

2024 ELECTION GUIDELINES

Preamble

The following Election Guidelines were approved by the Governing Council on Thursday, September 21, 2023, in line with the provisions of the CIBN Act of 2007 for the conduct of the year 2024 Elections into the Governing Council of the Institute:

1. APPLICATION BY CANDIDATES AND THEIR CONSIDERATION

CIBN Election Organizing Committee (CEOC) to:

- Circulate Election Rules and Standards on **November 1, 2023**
- Invite and receive Applications from qualified members of the Institute for the various elective posts electronically.
- Screen all candidates based on established Criteria and Weighting to determine the suitability of candidates.
- Present and publish the list of all eligible candidates for elections and host their profiles on the CIBN Website.
- Conduct the elections electronically. This covers Voter Accreditation, Voting, Vote Count and Election Results.

(To give members confidence, the decision of the Election Organizing Committee on the candidates should be subject to confirmation of the Governing Council)

2. APPLICATION FOR POSITIONS OF THE PRESIDENT, 1ST AND 2ND VICE PRESIDENTS

Eligibility Criteria for Candidates:

- i. Be Elected Fellows who are holding or have held top management positions in the banking & finance and allied sectors. (See Appendix I for the definition of top management).
- 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 Governing 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 a personality and image acceptable to the Governing Council and the generality of members.
- vi. Has not been convicted of a felony or any offence involving dishonesty, fraud or financial malpractice or otherwise found guilty of serious misconduct relating to his duties and in the case of a person possessed of professional qualifications, has not been disqualified or suspended

(other than at his request) from practicing his profession by any competent authority, has not been declared bankrupt nor of unsound mind and any other infraction not covered.

3. APPLICATION FOR THE POST OF NATIONAL TREASURER

Eligibility Criteria for Candidates:

- i. Be Elected Fellows or Honorary Fellows or Honorary Senior Members or Associates who are holding or have held top management positions in the banking & finance and allied sectors.
- ii. Have relevant managerial experience at the top management level (see Appendix I for definition of top management).
- iii. Have shown demonstrable interest in the Institute's affairs (see note below).
- iv. Must have actively served on 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 positions.
- vi. Has not been convicted of a felony or any offence involving dishonesty, fraud or financial malpractice or otherwise found guilty of serious misconduct relating to his duties and in the case of a person possessed of professional qualifications, has not been disqualified or suspended (other than at his request) from practicing his profession by any competent authority, has not been declared bankrupt nor of unsound mind and any other infraction not covered.

4. APPLICANTS FOR OTHER ELECTIVE POSITIONS IN THE GOVERNING COUNCIL

Eligibility Criteria for Candidates:

- 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 **(in these categories)**
- iii. Have relevant managerial experience at the top management level in the banking & finance and allied sectors (see Appendix I for definition of top management).
- iv. Have shown demonstrable interest in the Institute's affairs (see note below).
- v. Has not been convicted of a felony or any offence involving dishonesty, fraud or financial malpractice or otherwise found guilty of serious misconduct relating to his duties and in the case of a person possessed of professional qualifications, has not been disqualified or suspended (other than at his request) from practicing his profession by any competent authority, has not been declared bankrupt nor of unsound mind and any other infraction not covered.

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 the Council.
 - III. Has given past and present services to the Institute.
 - IV. "Active" means participation within the last 10 years.
- B. Pursuant to the resolution at the AGM of Saturday, May 20, 2017, applications for the positions of the President and 1st Vice President in the 2024 elections shall be open to the current 1st Vice President and 2nd Vice President respectively only, in line with the Institute's succession plan while

the positions of 2nd Vice President and National Treasurer shall be open for contest by eligible candidates in the 2024 elections.

C. Election Application Forms:

- a. Application Forms for elective positions in the 2024 Elections shall be completed and submitted electronically (online) by interested applicants. Submissions should be electronic but in the unlikely case of a system glitch or inability to submit electronically, physical applications could be submitted within the stipulated timeline.
- b. Attesters and Endorsers shall complete and submit their section of the Form electronically.
- c. Candidates who provide information that is found to be “False” will be automatically disqualified and will face the Disciplinary Tribunal of the Institute.

5. ATTESTATION OF THE APPLICATIONS (NO MEMBER SHOULD ENDORSE MORE THAN ONE PERSON)

5.1 Office Holders’ Positions

President, 1st and 2nd Vice Presidents and National Treasurer.

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

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

5.2 Other Elective Positions

For Other Elective Positions on the Governing Council: Attestation by two members (FCIB/HCIB/ACIB), one of whom must be a Chairman or 1st Vice Chairman or 2nd Vice Chairman of a State Branch/ International Branch of the Institute.

6. ELECTION GRIEVANCES/COMPLAINTS REDRESS MECHANISM

- a. No election result and return of an election under these Election Rules and Standards shall be questioned in any manner other than by filling a petition with reason(s) and evidence(s) complaining of an undue election or undue return, presented to the CIBN Election Dispute Resolution Committee (CEDRC) in accordance with the provision of the Rules and Standards.
- b. Only an Aggrieved Candidate/disqualified applicant can file a petition on the process of selection of Candidates, undue election, election result or undue return under these Election Rules and Standards with reason(s) and evidence(s) presented to the CIBN Election Dispute Resolution Committee (CEDRC).
- c. Aggrieved Candidate(s)/disqualified applicant may, if he/she deems it necessary, seek redress by filing a petition to the CIBN Election Dispute Resolution Committee (CEDRC).
- d. CEDRC invites the respondent’s reaction to the petition, considers the petition and declares a decision which shall be final.

- e. No candidate shall criticize the process after the resolution of the dispute(s) arising from the election(s).

6.1 Dispute Resolution

There shall be a pre-election dispute resolution process as well as a post-election dispute resolution process. The processes are as follows:

6.1.1 Pre–Election Dispute Resolution Process:

- a. The Election Rules & Standards are to be circulated at least ninety (90) days before the commencement of elections.
- b. Candidates must apply for positions of their choice within the stipulated time frame.
- c. The CIBN Election Organizing Committee (CEOC) reviews and clears candidates for the election.
- d. The CEOC forwards its report to the Governing Council.
- e. The Governing Council announces the eligible candidates for the elections.
- f. The petitioner has seven (7) days from the date of announcement of eligible candidates to submit his or her petitions electronically to the CIBN Election Dispute Resolution Committee (CEDRC).
- g. The respondent shall also have seven (7) days to respond, after the expiration of the petition period of seven (7) days.
- h. The CIBN Election Dispute Resolution Committee (CEDRC) shall review and decide on the petition within twenty-one (21) days after the expiration of the 7 days provided for response by the respondent.
- i. There shall be a minimum of two (2) weeks interval between the decision and the elections.
- j. The CIBN Election Dispute Resolution Committee (CEDRC) shall forward its Report to the Governing Council, or the Office Holders empowered by Council to act on its behalf.

6.1.2 Post–Election Dispute Resolution Process:

- a. The petitioner shall, within seven (7) days of the announcement of election results, submit his or her petition electronically to the CIBN Election Dispute Resolution Committee (CEDRC).
- b. The respondent shall also have seven (7) days to respond after the expiration of the petition period of seven (7) days.
- c. The CIBN Election Dispute Resolution Committee (CEDRC) shall review and decide on the petition within twenty-one (21) days after the expiration of the 7 days provided for response by the respondent.
- d. The decision of the CEDRC shall be final.
- e. The Committee shall present its Report to the Governing Council.

7. PERSON(S) ENTITLED TO PETITION AGAINST CONDUCT OF POST-ELECTIONS AND/OR ELECTION RESULTS

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

8. GROUNDS OF PETITION

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

- a) A person elected was at the time of the election, not qualified to contest the election.
- b) The declared winner of an election was not duly elected by a majority of lawful votes cast at the election
- c) The petitioner satisfies the criteria for application but was unlawfully excluded from the election.
- d) 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 No.5 of 2007.

9. CERTIFICATE OF RETURN

- i) A Certificate of Return shall be issued by the CIBN Election Organizing 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 Organizing Committee shall within 48hours after the receipt of the order of nullification issue to the successful candidate a valid Certificate of Return.
- ii) Where the CIBN Election Organizing 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 swearing in a candidate declared as winner by the CIBN Election Dispute Resolution Committee.

10. ANNUAL GENERAL MEETING/INVESTITURE/INAUGURATION OF NEW OFFICERS

- i) The Annual General Meeting shall be separated from the Investiture of President/Chairman of Council, Office Holders, and inauguration of a new Governing Council.
- ii) The investiture/inauguration of the new President/Chairman of Council will be held on the third Saturday of May 2024. (Specifically, **Saturday, May 18, 2024**).
- iii) The Annual General Meeting shall be held at least 6 weeks before the Inauguration of the new Governing Council during an Election Year. (Specifically, **Saturday, April 6, 2024**).

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

Where death/incapacity 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 2nd Vice President in accordance with Sections 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.

12. 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

13. OTHER MATTERS

- i) A person whose election is complained of/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 Organizing 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 of 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 after the expiration of the petition period of seven (7) days.
- v) The Election Dispute and Resolution Committee should resolve all petitions within a maximum of twenty-one (21) days.
- vi) The Parties shall represent themselves at the Election Dispute Resolution Committee, provided however that they have the right to receive advice or counsel from their advisers or consultants.

14. FINANCIAL STATUS

- i. Candidates applying for elective positions and their endorsers/attesters shall be financially up to date in the payment of year 2024 Annual Subscription by January 12, 2024.
- ii. To qualify to vote, members shall be financially up to date in the payment of 2024 Annual Subscriptions, levies etc. on or before March 8, 2024.

15. SCREENING OF APPLICANTS

The CIBN Election Organizing Committee (CEOC) will conduct a Screening of applications and recommend eligible candidates to the Governing Council. Candidates found not eligible for election for the post being sought will be informed in writing after the Governing Council approves of the Committee's recommendations.

16. ELECTION PROCEDURE

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

- **Opening/Commencement of voting:** 72-hour interval/duration between commencement of voting and close of the voting period, which ends on the same day as the Election of Officers/AGM.
 - **Voting commences at 12:01 am on Wednesday, April 3, 2024**
 - **Voting closes at 12:01 am on Saturday, April 6, 2024**

- **Voting:** Members can vote irrespective of location using the–voting system.
- **Counting of votes:** E – The voting system automatically produces the results immediately after the voting time/period is over.
- **Tie-Breaker:** In the event of a tie between contestants, the Governing Council would act as an Electoral College to determine the winner. For governance purposes, a Council member who is a contestant in a tie would be excused during the election to determine the winner. That is, he/she would not be part of the Electoral College.

17. APPLICATION FOR TWO ELECTIVE POSTS SIMULTANEOUSLY.

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

18. 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 to be hosted on the Institute’s website. Campaigns beyond the above by use of printed materials or public electronic media or text messages, e-mails, Facebook, Twitter, WhatsApp, and other social media are not allowed/permitted. Any candidate that uses prohibited materials/channels shall be disqualified.

19. ELIGIBILITY TO VOTE

Those eligible to vote are Fellows, Honorary Fellows, Honorary Senior Members and Associates of the Institute.

20. 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 shall be via the Institute’s website, email, Bulk SMS, and the Institute’s Social Media Platforms.

21. 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) |

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

With respect to **other Elective Positions in The Governing Council**, Elected Members, who has served two consecutive terms of two years each in the Governing Council, is required to 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 a single two (2) year term, shall not be bound by the above rule.

22. REPRESENTATIVE OF BRANCHES ON GOVERNING COUNCIL

The existing criteria for selecting the representative of branches on the Governing Council shall be maintained and applied. Lagos, APWB and Abuja FCT Branches shall maintain permanent seats on the Council.

23. REPRESENTATIVE OF BANKS ON GOVERNING COUNCIL

The existing criteria for selecting the representative of banks on the Governing Council shall be maintained and applied.

24. TIME-TABLE FOR THE CONDUCT OF THE 2024 AGM/ELECTIONS

S/N	ACTIVITY	DATE
1	Release of 2024 Election Guidelines via the Institute's website	Wednesday, November 1, 2023
2	Election Application opens for interested candidates to complete the Application Form online	Wednesday, November 1, 2023
3	Deadline for Submission of online Application Forms by Candidates applying for elective posts/close of Election Application Portal	Friday, January 12, 2024
4	Commencement of voting	Wednesday, April 3, 2024
5	Close of Voting	Saturday, April 6, 2024
6	i. AGM ii. Announcement of Election Results/Declaration of Winners	Saturday, April 6, 2024
7	Investiture/Inauguration of the President/Chairman of Council and newly elected officers.	Saturday, May 18, 2023

25. ELECTORAL ORGANS

The Electoral Organs are as follows:

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

Signed

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Registrar/Chief Executive

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