



# **CIBN**

## **2022 ELECTION GUIDELINES**

## **2022 ELECTION GUIDELINES FOR APPLICATION TO THE GOVERNING COUNCIL AS APPROVED BY THE GOVERNING COUNCIL ON THURSDAY, JUNE 17, 2021**

### **Preamble**

The following Election Guidelines were approved by the Governing Council on Thursday, June 17, 2021 in line with the provisions of the CIBN Act of 2007 for the conduct of the 2022 Elections into the Governing Council of the Institute:

### **1. APPLICATION FOR POSITIONS OF THE PRESIDENT, 1<sup>ST</sup> AND 2<sup>ND</sup> VICE PRESIDENTS**

#### **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 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 personality and image acceptable to the Governing Council and the generality of members.
- vi. Be a person of impeccable character / integrity whose career is devoid of any infraction or character / integrity issue.

### **2. APPLICATION FOR THE POST OF NATIONAL TREASURER**

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

- 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 top 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 positions.
- vi. Be a person of impeccable character / integrity whose career is devoid of any infraction or character / integrity issue.

### **3. APPLICANTS FOR OTHER ELECTIVE POSITIONS IN THE GOVERNING COUNCIL**

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

- i. Be Elected Fellows or Honorary Fellows or Honorary Senior Members or Associates of the Institute

- ii. Have relevant managerial experience at top management level in the banking & finance and allied sectors
- iii. Have shown demonstrable interest in the Institute's affairs (see note below).
- iv. Be a person of impeccable character / integrity whose career is devoid of any infraction or character / integrity issue.

### 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 resolution at the AGM of Saturday, May 20, 2017, applications for the positions of the President and 1<sup>st</sup> Vice President in the **2022 elections** shall be open to the current 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President respectively only, in line with the Institute's succession plan while the positions of 2<sup>nd</sup> Vice President and National Treasurer shall be open for contest by eligible candidates in the 2022 elections.
  - C. Election Application Forms:
    - a. Application Forms for elective positions in the 2022 Elections shall be completed and submitted both **manually** and **electronically** (online) by interested applicants. Failure to comply with this provision shall lead to automatic disqualification of the candidate.
    - b. Attesters and Endorsers shall complete and submit their sections of the Form manually and electronically. **(The Attesters and Endorsers for online and manual applications must be the same)**
    - c. Candidate who provides information that is found to be "False" will be automatically disqualified and will be subjected to the CIBN Disciplinary Process as prescribed by the CIBN Act.
  - D. All manual Application Forms **MUST** be received by the Registrar/Chief Executive not later than close of business on Friday, January 14, 2022, and same applies to online submission i.e. all online applications must be received not later than close of business on Friday, January 14, 2022. The online application portal will be closed by close of business on the same date.
- 4. ENDORSEMENT AND ATTESTATION OF APPLICATIONS (NO MEMBER SHOULD ENDORSE OR ATTEST MORE THAN ONE PERSON; ENDORSERS & ATTESTERS SHALL BE FINANCIALLY UP TO DATE IN THE PAYMENT OF YEAR 2022 ANNUAL SUBSCRIPTION BY JANUARY 14, 2022)**

#### **4.1 Office Holders' Positions**

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

##### **4.1.1 President/CC, 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents:**

- Endorsement by one Elected Fellow and any other person who may be Elected Fellow /Honorary Fellow /Honorary Senior Member /Associate
- Attestation by two Governing Council Members, one of whom must be an Elected Fellow of the Institute.

#### 4.1.2 National Treasurer:

- Endorsement by one Elected Fellow /Honorary Fellow /Associate and any other person who may be Elected Fellow /Honorary Fellow /Honorary Senior Member /Associate
- 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:

- Endorsement by two members who may be Elected Fellow /Honorary Fellow/Honorary Senior Member /Associate
- 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. APPLICATION FOR TWO ELECTIVE POSTS SIMULTANEOUSLY.

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

### 6. 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 (CEDRC) in accordance with the provision of the 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).

#### 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:

- The Election Rules & Standards to be circulated at least ninety (90) days before the commencement of elections.
- 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 to the CIBN Election Dispute Resolution Committee (CEDRC).
- g. The respondent shall also have seven (7) days to respond.
- 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 to the CIBN Election Dispute Resolution Committee (CEDRC).
- b. The respondent shall also have seven (7) days to respond.
- c. The CIBN Election Dispute Resolution Committee (CEDRC) has a maximum of twenty-one (21) days to decide on the petition.
- 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 ELECTIONS AND/OR ELECTION RESULTS**

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

**8. GROUNDS OF PETITION**

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

- 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 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 sealed Certificate of Return in a prescribed form shall be issued by the 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 the 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 CIBN Election Dispute Resolution Committee.

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

i) The Annual General Meeting shall be held on **Saturday, April 9, 2022**, before the Inauguration of the new Governing Council.

ii) The Investiture/Inauguration of the new President/Chairman of Council will hold on **Saturday, May 21, 2022**.

**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 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.

**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 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 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 2022 Annual Subscription by January 14, 2022
- ii. To qualify to vote, members shall be financially up to date in the payment of 2022 Annual Subscriptions on or before March 11, 2022.

#### 15. SCREENING OF APPLICANTS

The CIBN Election Organising Committee (CEOC) will conduct 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's approval 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.

- i. **Opening/Commencement of voting:** There shall be 72 hours interval/duration between commencement of voting and close of voting period, which ends on same day of the Election of Officers/AGM.
  - a. Voting commences at 12:01am (WAT) on Wednesday, April 6, 2022
  - b. Voting closes at 12:01am (WAT) on Saturday, April 9, 2022
- ii. **Voting:** Members can vote irrespective of location using the e-voting system.
- iii. **Counting of votes:** E-Voting system automatically produces the results immediately after voting time/period is over.
- iv. **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 purpose, 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. 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 by use of printed materials or public electronic media or text messages, e-mails, facebook, WhatsApp and other social media are not allowed/permitted. Any candidate that uses prohibited materials/channels shall be disqualified.

**18. ELIGIBILITY TO VOTE**

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

**19. ADVERTISEMENT**

There shall be an advertisement by the Institute stating vacant positions to be filled, eligibility criteria and closing dates for applications. The mode of advertisement shall be via the Institute's website, email, Bulk SMS and the Institute's Social Media Platforms.

**20. 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 serving in the Governing Council will serve for a period of two terms of two years each, thereafter, they 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, shall not be bound by the above rule.

**21. 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 Council.



## 22. REPRESENTATIVE OF BANKS ON GOVERNING COUNCIL

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

## 23. TIME-TABLE FOR THE CONDUCT OF 2022 AGM/ELECTIONS

SN	ACTIVITY	DATE
1	Release of 2020 Election Guidelines via the Institute's website	Monday, November 1, 2021
2	Election Application opens for interested candidates to complete the Application Form online and download Application Form to be completed manually	Monday, November 1, 2021
3	Deadline for submission of Online Application Forms by Candidates applying for elective posts/ Closing of Election Application Portal	Friday, January 14, 2022
4	Commencement of voting	Wednesday, April 6, 2022
5	Close of Voting	Saturday, April 9, 2022
6	i. AGM ii. Announcement of Election Results/ Declaration of Winners	Saturday, April 9, 2022
7	Investiture / Inauguration of President/Chairman of Council and other newly elected officers	Saturday, May 21, 2022

## 24. 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

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