

# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

Registrar/Chief Executive  
PROF. Ahmed M. Kumshe, FCA

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January 20, 2020

## 2020 COUNCIL ELECTION – CALL FOR NOMINATIONS

The Institute of Chartered Accountants of Nigeria has declared **Eleven (11)** vacancies for the 2020 Council election as follows:

### 1. DECLARATION OF VACANCIES

**Five (5)** members in the **Members-in-Practice category (Group A):**

1. Razak A. Jaiyeola, (Alhaji), FCA (IPP)
2. Tajudeen Adewale Olayinka (Mr), FCA
3. Haruna Yahaya (Mallam) mni, FCA
4. Olutola Ogundipe (Mr), FCA
5. Jude Sunny Egbo (Mr), FCA

**Six (6)** members in the **Members-not-in-Practice category (Group B):**

1. Innocent Okwuosa (Dr), FCA
2. Etofolam F. Osuji (Dr) mni, FCA
3. Queensley Sofuratu Seghosime, mni, FCA
4. Hilda O. Ozoh (Mrs), FCA
5. Omehe Gaddafi P. Ekhonoragbon (Mr), FCA
6. Oluwatobi A. Abiola (Mr), FCA

The above mentioned members are eligible for re-election *with the exception of the Immediate Past President (IPP) who shall retire from Council after his tenure as IPP on Tuesday, June 2, 2020.*

### 2. CALL FOR NOMINATIONS

Members are hereby invited to nominate suitable members to fill these **Eleven (11)** vacancies at the next Annual General Meeting.

**Nominations open on January 20, 2020 and close on March 6, 2020.**

Members nominated for election or those sponsoring nominees for election should have fulfilled all their financial obligations to the Institute up to year 2020 by March 6, 2020 and satisfied the Institute's MCPE requirement of 90 credit hours for the last three consecutive years 2017-2019. Failure in this regard will result in outright disqualification of the nominated member.

Members wishing to contest the election are required to submit the underlisted items to the office of the Registrar/Chief Executive from **January 20, 2020 to March 6, 2020:**

- i. Completed and signed election form;
- ii. Letter of nomination from at least 2 sponsors addressed to the Registrar/Chief Executive;
- iii. Candidate's letter of acceptance of nomination and consent to contest the election, addressed to the Registrar/Chief Executive;
- iv. Recent passport photograph.

Completed election forms and nomination documents should be submitted using ANY of the following options:

- i. Hard copy of the signed completed election form and all nomination documents to be submitted to the office of the Registrar/Chief Executive together with a soft copy of the completed election form in Microsoft Word format sent by email to [emc@ican.org.ng](mailto:emc@ican.org.ng) on or before 4.30pm on March 6, 2020.
- ii. Soft copy of the signed completed election form and all nomination documents (in PDF format) together with a soft copy of the completed election form in Microsoft Word format sent by email to [emc@ican.org.ng](mailto:emc@ican.org.ng) on or before 4.30p.m on March 6, 2020.

To become eligible to contest Council election, nominated members and their sponsors must have:

- i. Fulfilled their financial obligations to the Institute up to the year 2020 on or before 4.30p.m, **March 6, 2020;**
- ii. Satisfied the MCPE requirement of 90 credit hours covering the last three consecutive years i.e. **2017 – 2019.**

*For the avoidance of doubt, the above two (2) requirements are applicable to the contestants and their sponsors.*

### **3. ETHICS, RULES, REGULATIONS AND SANCTIONS GUIDING THE ELECTION**

The Bye-Law for ICAN Council Elections sets out the Ethics, Rules and Regulations to be observed by all contestants as approved by Council, and Sanctions to be imposed on erring contestants in the conduct of the Institute's Council Elections.

#### **3.1. GENERAL REGULATIONS FOR ELECTIONS**

Campaigns for election are not allowed. While it is recognised that subtle campaigns cannot be entirely eliminated, any unethical solicitation of votes is prohibited. Unethical campaign tactics include but are not limited to:

- i. Unsolicited sms/social media/electronic broadcast to members by contestants or other members on behalf of contestants;
- ii. Defamatory sms/social media/electronic broadcast against other contestants;
- iii. Visits to District Societies and Chapters for campaign purposes;
- iv. Working in groups or alliances to solicit for votes or to discredit other contestants;
- v. Open discussions on elections or solicitation for votes at ICAN Committee and ICAN District Society meetings;
- vi. Payment of outstanding subscriptions by contestants or their representatives for other members during the election year.

**3.2 EVERY ELIGIBLE CONTESTANT** who is seeking election or re-election is **PROHIBITED** in the election year from directly:-

- i. Making donations to ICAN District Societies or ICAN Zonal Conferences organised by District Societies.
- ii. Acting as facilitators or panel discussants or sponsoring any function or activities organised by the District Societies and Chapters.
- iii. Producing and distributing handbills, calendars, flyers and complimentary cards to individuals or groups *during Institute's functions*.
- iv. Paying visits to District Societies and Chapters by sitting Council members and prospective contestants for campaign purposes.
- v. Canvassing for votes at the Institute's functions or office to office campaigns.
- vi. Sending text messages and emails to members even during festive periods in the year of election.
- vii. Receiving undue reference/recognition at the Institute's functions.
- viii. Offering any form of financial inducement including assisting in payment of annual subscription during election year.

*Members, whether seeking election/re-election or not, shall not solicit/canvass for votes on behalf of the contestants using any of the methods in 3.2 (i) to (viii) above.*

**3.3 RECEIPT OF COMPLAINTS**

- i. A member wishing to report a possible violation of the rules and/or general regulation of election contained herein should submit a duly signed election complaint addressed to the Registrar/Chief Executive describing the nature of the complaint and providing contact information.
- ii. All such complaints must be received between Friday, April 17, 2020 and Tuesday, May 26, 2020.

**3.4 SANCTIONS**

*Electoral Matters Committee shall investigate any act or activity or complaints brought to its attention.*

A breach of any of the rules herein before set out will attract any or all of the following sanctions:

- i. Even after declaration of results, candidates found liable shall have their elections nullified *and the candidate with the next highest vote in that category will be declared the winner and sworn in.*
- ii. Suspension from contesting in future Council elections for a period of **Five (5) years**.

#### 4. DEFINITIONS

- i. A year of election is the period between the end of an Annual General Meeting to the next Annual General Meeting.
- ii. Eligibility of a member to be voted for and their sponsors is defined as follows:
  - a. **A member with record of 90 MCPE credit hours for three (3) consecutive years up to December 31, 2019.**
  - b. **A member who had fulfilled all his/her financial obligations (membership subscription, faculty fees, licence fees and other debts due to the Institute) up to March 6, 2020.**

#### 5. Rule: 15

- i. Election of members to fill vacancies on the Council of the Institute shall be held annually at the Annual General Meeting.
- ii. At least two weeks before the date fixed for the Annual General Meeting, the Registrar/Chief Executive shall send **electronically (by e-mail and SMS) to each member, a special PIN Code and through the e-voting portal, an electronic ballot paper** containing a list of members who have been duly nominated for election to Council requesting him/her to **vote electronically for the candidates of his/her choice**. Every voting member shall endeavour to exercise his/her full voting rights. A member may vote for himself/herself, but voting by proxy is prohibited. **A member shall not be allowed to vote twice.**
- iii. A retiring member of Council shall be eligible for re-election in like manner except the Immediate Past President (**IPP**).
- iv. Each candidate for election shall be sponsored by a minimum of two members.
- v. No member shall be allowed to nominate himself as a candidate for election.
- vi. Any member wishing to nominate a member or members for election to the Council shall notify the Registrar/Chief Executive in writing (accompanied by the nominee's written consent) **not later than 4.30p.m. on March 6, 2020**
- vii. A member nominated to contest election into Council shall give a written consent addressed to the Registrar/Chief Executive not later than **4.30p.m, March 6, 2020** indicating willingness to contest the election and to serve on the Council of the Institute, if elected.
- viii. Registered Accountants can vote but they cannot be voted for.
- ix. The President, the Registrar/Chief Executive and the Chairman of the Body of Scrutineers would sequentially log in through their individual passwords to declare open the e-voting portal in the presence of the Scrutineers present on **Thursday, May 14, 2020**. These same persons would after the 14 days allotted for voting i.e. on **Wednesday, May 27, 2020** declare the e-voting closed at **4.30p.m.** and shut down the e-voting portal.

The Scrutineers would generate the report from the e-voting portal immediately the portal closes at 4.30p.m. on **Wednesday, May 27, 2020**. The votes obtained by each candidate shall be recorded and enclosed in a sealed envelope to be opened by the Chairman and presented at the Annual General Meeting on **Thursday, May 28, 2020**.

***At the opening and closing of the e-voting portal, any interested member may be allowed to witness the ceremony.***

Please find attached the nomination form.

**PROF. AHMED M. KUMSHE, FCA**  
Registrar/Chief Executive

# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

## PROFILE OF CANDIDATES FOR ELECTION TO COUNCIL - MAY 2020

### PLEASE READ THE NOTES BELOW CAREFULLY

#### NOTES:

Candidates are to use this prescribed form for their profile. No additional sheet will be entertained. Please comply.

#### Guidelines for Completion of the Form:

- The purpose of this Form is to standardise information about members standing for election into Council. Candidates are advised to be concise and provide only the information that is of direct relevance to the Institute in (11) below;
- Font: Arial Narrow, Size 12;
- Spacing: One and Half;
- Recent Coloured Passport Photograph: 2" by 2" inches, on white background;
- If you have any complaint/enquiry, please send an e-mail to [emc@ican.org.ng](mailto:emc@ican.org.ng).

1. SURNAME.....

OTHER NAMES.....

TITLE(S): .....

PASSPORT

PHOTOGRAPH

2. MEMBERSHIP NUMBER:

DISTRICT SOCIETY

a. CATEGORY OF MEMBERSHIP: ASSOCIATE ☐

FELLOW ☐

b. CATEGORY OF MEMBERSHIP: NOT IN PRACTICE ☐

IN PRACTICE ☐

3. ACADEMIC QUALIFICATIONS (From Secondary to Tertiary)

	INSTITUTIONS ATTENDED	DATE	QUALIFICATIONS OBTAINED
a.			
b.			
c.			
d.			

e.			
f.			
g.			
h.			

4. RELEVANT PROFESSIONAL QUALIFICATIONS

		DATE
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		

5. RECOGNISED PROFESSIONAL TRAINING/CAREER RECORD (Only approved professional training leading to the membership of ICAN and career record are to be listed)

	ORGANISATION	DESIGNATION	DATE
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			

6. MEMBERSHIP OF ICAN FACULTIES

	NAME OF FACULTY	POSITION	DATE
a.			
b.			
c.			

7. SERVICES TO THE INSTITUTE (List **only** services to the Council, ICAN Standing Committees and ICAN District Societies)

a. SERVICES TO COUNCIL

	NAME	POSITION	DATE
a.			
b.			
c.			
d.			
e.			

f.			
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b. SERVICES TO ICAN STANDING COMMITTEES

	NAME	POSITION	DATE
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			
j.			

c. SERVICES TO ICAN DISTRICT SOCIETIES

	NAME	POSITION	DATE
a.			
b.			
c.			
d.			

8. SERVICES TO THE PUBLIC (Please list only services relating to Government appointments/ assignments and organised private sector)

	ORGANISATION	POSITION	DATE
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			

9. CONTRIBUTIONS TO THE INSTITUTE (List Four)

	DATE
a.	
b.	
c.	
d.	



10. **EXCEPTIONAL ACHIEVEMENTS (List Four)**

		DATE
a.		
b.		
c.		
d.		

11. **HONOURS, AWARDS AND PRIZES (Only Recognised National, State and Professional Awards shall be provided)**

	AWARDING BODY	AWARD	DATE
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			

12. **PROPOSED CONTRIBUTIONS TO THE GROWTH AND DEVELOPMENT OF THE INSTITUTE IF ELECTED INTO COUNCIL (Not More Than 200 Words)**

13. **DECLARATIONS:**

I have read and understood the 2020 Call for Nominations, Electoral Rules and Regulations contained therein and I agree to abide by all the Election rules and regulations.

I understand that I will be disqualified or otherwise sanctioned if found to be in breach of any of these rules and regulations.

.....  
N A M E

.....  
SIGNATURE

.....  
D A T E