

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

Registrar/Chief Executive
John I. Evbodaghe, MBA, FCA

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January 15, 2018

2018 COUNCIL ELECTION – CALL FOR NOMINATIONS

The Institute of Chartered Accountants of Nigeria has declared **Five (5)** vacancies for the 2018 Council election as follows:

1. DECLARATION OF VACANCIES

Three (3) members in **the Members in practice category (Group A):**

1. TITUS A. SOETAN, FCA (DEACON)*IPP
2. DAVIDSON CHIZUOKE STEPHEN ALARIBE, FCA (CHIEF)
3. TIJJANI MUSA ISA, FCA (MALLAM)

Two (2) members in **the Members not in practice category (Group B):**

1. ADAKU CHILAKA CHIDUME-OKORO, FCA (HRH)
2. ADEDEJI ABIODUN AWOBOTU (HON. DR)

**The retiring members are eligible for re-election with the exception of the Immediate Past President (IPP) who will retire after his tenure in that office.*

2. CALL FOR NOMINATIONS

Nominations are hereby invited to fill these **Five (5)** Vacancies at the next Annual General Meeting.

Nominations start on January 15, 2018 and end on April 3, 2018.

Members seeking election or presenting nominees should have fulfilled all financial and MCPE obligations to the Institute by March 31, 2018, and must have completed their profile update by April 3, 2018. Failure in these regards will result in outright disqualification.

Members are required to forward the names of their nominees together with the nominees' written consent to reach the Registrar/Chief Executive's office from **January 15, 2018** to **April 3, 2018.**

In order to guide members in voting for candidates for the election, Council has requested each candidate for election to attach to his/her written consent, the completed prescribed form (attached herewith) and a copy of his/her recent passport photograph.

An eligible member, contesting for Council election and the sponsors, must:

- i. Fulfill their financial obligations to the Institute up to 2018 on or before 31st March 2018;
- ii. Satisfy MCPE requirement of 90 MCPE credit hours for the last three years i.e. 2015 – 2017;
- iii. Update their profile on or before April 3, 2018.

For the avoidance of doubt, these three 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 and Sanctions to be imposed on contestants in the conduct of the Institute's Council Elections, as approved by Council.

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 text messages to members by contestants or other members on behalf of contestants;
- ii. Defamatory text messages 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 committees and District Society meetings;
- vi. Payment of outstanding subscriptions by contestants or their representatives for other members during the election year.

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

- i. Making donations to District Societies or 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. Production and distribution of 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.
- 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 SANCTIONS

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

A breach of any of the rules hereinbefore 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 future elections for **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, 2017.**
 - b) **A member who had fulfilled all his/her financial obligations (subscription, faculty fees, licence fees and other debts to the Institute) up to March 31, 2018.**
 - c) **A member that had updated his/her profile online in the Institute's database during the year of election.**

Rule: 15

- a) Election of members to fill vacancies on the Council of the Institute shall be held annually at the Annual General Meeting.
- b) 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 each election to the Council requesting him/her to **vote electronically for candidates of his/her choice**. Every voting member shall endeavour to exercise his/her full voting rights and a member may vote for himself/herself, but voting by proxy is prohibited. **A member shall not be allowed to vote twice.**
- c) A retiring member shall be eligible for re-election in like manner except the Immediate Past President **(IPP)**.
- d) Each candidate for election shall be sponsored by at least two members.
- e) No member shall be allowed to nominate himself as a candidate for election.
- f) 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 April 3, 2018**.
- g) Registered Accountants can vote but they cannot be voted for.
- h) The President, the Registrar/Chief Executive and the Chairman of the Body of Scrutineers would sequentially log in their individual passwords to declare open the e-voting portal in the presence of Scrutineers' members present on Friday, May 11, 2018. This same group would after the 14 days allotted for voting i.e. on Thursday, May 24, 2018 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 Thursday, May 24, 2018. 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 May 25, 2018.

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

Please find below the nomination form.

A handwritten signature in black ink, appearing to read "John I. Evbodaghe", written over a light blue rectangular background.

JOHN I. EVBODAGHE, MBA, FCA
Registrar/Chief Executive

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA
PROFILE OF CANDIDATES FOR ELECTION TO COUNCIL - MAY 2018

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

a. 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 information, which are of direct relevance to the institute in (11) below;

b. Font: Times New Roman, Size 12;

c. Spacing: One and Half;

d. Passport Photograph: 2" by 2" inches, white background, coloured;

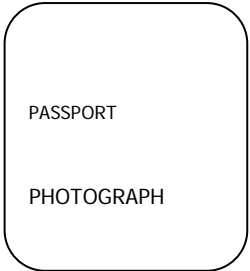
e. If you have any complaint, send an e-mail to emc@ican.org.ng.

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA
PROFILE OF
FOR ELECTION TO COUNCIL - MAY 2018

1. **SURNAME**.....

OTHER NAMES.....

TITLE(S):



2. **MEMBERSHIP NUMBER:**

2a. **CATEGORY OF MEMBERSHIP:** **ASSOCIATE** **FELLOW**

2b. **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**

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

5. **RECOGNISED PROFESSIONAL TRAINING/CAREER RECORD**

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

6. **SERVICES TO THE INSTITUTE (List only services to the Council, Committees, District Societies)**

a. **COUNCIL**

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

b. **COMMITTEES**

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

c. AD-HOC COMMITTEES

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

d. DISTRICT SOCIETY

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

e. ICAN DISTRICT SOCIETY YOU BELONG TO

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7. SERVICES TO THE PUBLIC (Please list only services relating to Government appointments, assignments and organized private sector)

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

8. EXCEPTIONAL ACHIEVEMENTS AND CONTRIBUTIONS TO THE INSTITUTE
(List them)

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

9. MEMBERSHIP OF ICAN FACULTIES

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

10. HONOURS, AWARDS AND PRIZES

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

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

12. DECLARATIONS:

I have read and understood the 2018 Call for Nominations, Electoral Rules and Regulations contained therein and I agree to abide by all the rules.

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

.....
N A M E

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S I G N A T U R E

.....
D A T E