

# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

## GUIDELINES FOR 2021 COUNCIL ELECTIONS

### 2021 COUNCIL ELECTION – CALL FOR NOMINATIONS

The Institute of Chartered Accountants of Nigeria has declared **Six (6)** vacancies for the 2021 Council election as follows:

#### 1. DECLARATION OF VACANCIES

**Four (4)** members in the **Members-in-Practice** category (Group A):

1. Mazi Nnamdi Okwuadigbo, FCA (IPP)
2. Davidson Chizuoke Stephen Alaribe (Chief), FCA
3. Olakisan Jamiu (Mr), FCA
4. Late Tola Ogundipe (Mr), FCA

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

1. Adaku Chilaka Chidume-Okoro (HRM), FCA
2. Deji Awobotu (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 02, 2021.*

#### 2. CALL FOR NOMINATIONS

Members are hereby invited to nominate suitable members to fill these **Six (6)** vacancies at the next Annual General Meeting.

**Nominations open on February 01, 2021 and close on March 8, 2021.**

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 2021 on or before 4.30p.m, March 8, 2021;
- ii. Satisfied the MCPE requirement of 90 credit hours covering the last three consecutive years i.e. 2018 – 2020.

#### 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 recognized 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 and other Institute's functions;
- 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 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. 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 who are eligible for re-election and prospective contestants with the exception of their Home District and Districts under their coordination.
- 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 16, 2021 and Tuesday, May 25, 2021.

### 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, 2020.**
  - 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 8, 2021.**

#### 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 a week 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 8, 2021**
- 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 8, 2021** 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 20, 2021**. These same persons would after the **7 days** allotted for voting i.e. on **Thursday, May 27, 2021** 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 27, 2021**. 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 **Friday, May 28, 2021**.

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

Members wishing to contest the election are required to fill the nomination form by clicking on <https://icanportal.org/members/contestantforms>

AHMED M. KUMSHE (PROF), FCA  
Registrar/Chief Executive