

Nigeria Internet Registration Association (NiRA)

GOVERNANCE ELECTION GUIDELINE January 2021

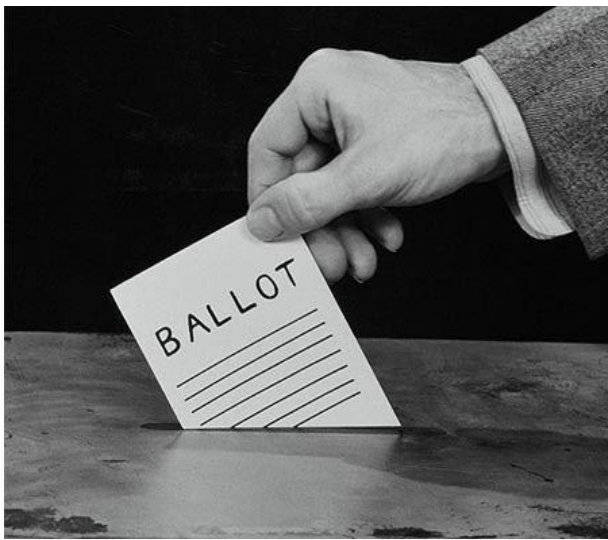


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A. INTRODUCTION

This Governance Election Guideline (GEG) as revised was initially developed to define the rules and procedure through which NiRA financial members can nominate candidates into vacant elective positions in the Executive Board of Directors (EBOD) and the Board of Trustees (BOT) of the Association.

The GEG also specifies the method, and processes for electing people into the various positions.

The entire election process is managed by the Board of Directors, while the actual elections is supervised by an Elections Committee that is appointed by the Board of Directors in accordance with the NiRA constitution and this guideline.

The NiRA Secretariat provides the administrative support to ensure a transparent, smooth, free and fair election in accordance with this GEG and global best practices.

B. NIRA GOVERNANCE AND MANAGEMENT STRUCTURES

1. NiRA as defined by the constitution, is governed by three (3) structures. These are:
 - I. The General Assembly (GA)
 - II. Board of Trustees (BoT)
 - III. Executive Board of Directors (EBOD)
2. NIRA is Managed by two structures. These are:
 - I. Executive Board of Directors
 - II. NiRA Secretariat Management Team
3. The NiRA Secretariat Management Team is appointed by the Executive Board of Directors
4. The Board of Trustees and the Executive Board of Directors are elected by the members of the Association.
5. This GEG therefore applies to the two Governance organs that are elected by members.

C. REGISTER OF MEMBERS

1. The NiRA Secretary Maintains a register of members, in accordance with Section 5 of the constitution.
2. The Register of Members shall always be available at the Secretariat, for inspection by any member of the Association.
3. The list of non-financial members, whenever it is compiled, will only be available to the Executive Board of Directors and Trustees of the Association

4. The Register of Financial Members shall always be available and displayed on the NiRA Website
5. Membership Dues for every year are considered due from 1st January of every year.
6. In accordance with Section 3.1.1 of the constitution as amended, only such members that have been financial members of the Association for at least one (1) year and have attended at least one (1) Annual General Meeting shall be eligible to vote.
7. Members who join after the AGM for a particular year, will be deemed to have paid the dues for the ensuing year.

D. ELIGIBILITY OF NOMINATORS AND NOMINEES

1. Only such Members that have been financial Members of the Association for at least one (1) year and have attended at least one (1) Annual General Meeting can nominate members to vacant positions and are eligible to vote.
2. Only such Members that have been financial Members of the Association for at least two (2) years and have paid membership dues up to the current year and have attended at least one (1) Annual General Meeting shall be eligible for nomination and contest for vacant positions on the EBoD
3. Only Individual members may be nominated for elective positions
4. Any Board member, whose tenure would not have expired at the conclusion of the AGM held in the year and who accepts nomination to contest for another position on the Board, would be seen to have immediately RESIGNED their appointment on the Board to contest for the new position but shall serve until the conclusion of the AGM held in that year.
5. The Election Committee may set other criteria for nominees, subject to the approval of the Board of Directors, and published before nominations are declared open according to the election timeline.
6. Only nominees that confirm their nomination and submit a profile can be considered by the Election Committee.
7. In accordance with the NiRA Directors code of Conduct, where specific members of the Executive Board of Directors are also candidates in that year, they shall recuse themselves from any election related decision of the EBOD.

E. NiRA ELECTION COMMITTEE

The NiRA Election Committee is appointed annually by the Board of Directors, subject to the following guidelines.

1. The Committee will be made up of Past Presidents of NIRA.

2. Where there are not enough past Presidents of NiRA, Patrons of NIRA may be appointed into the committee.
3. The Committee shall be an odd number of not less than 3 and shall not be more than 5.
4. The Committee shall supervise the conduct of all EBOD and BOT elections
5. Elections may hold during AGM, SGM or EGMs as defined in Section 3.1.1, Section 3.1.2 and Section 3.1.3 of the NiRA Constitution.
6. The Committee shall screen all nominations to positions, to ensure that they conform to the Constitution and the Governance Election Guideline.

F. ELECTION TIMELINE

1. All activities related to elections shall be duly noted in the Election Timeline.
2. The timeline is referenced to the date of the AGM.
3. The Election Timeline is as detailed below:

Days	Description	Reference
70	Notice to Members on the Election Timeline for the year.	GEG
60	Approval of Open Positions and Slating by the EBOD.	GEG
56	Nominations for Trustees, Officers and Board Members Opens. Nominees must accept nomination.	Section 9.1
27	Pre-AGM Board Meeting.	GEG
21	Close of Nominations for Trustees, Officers and Board Members.	Section 9.1
21	Send notice of the AGM to each member and also indicating if Electronic Voting and attendance via the Internet will be permitted at the AGM.	Section 3.1.1e
18	Announcement of valid nominations by the Election Committee.	GEG
18	Campaigns by nominees can commence	GEG
14	Notify members of the means of electronic voting at the AGM. Registration of Members for AGM Opens	Section 3.1.1b
14	Send a copy of the Annual Report and Financial	Section 3.1.1d

	Statements to each member of the Association.	
1	E-Voting Opens for all elective positions.	GEG
0	Annual General Meeting (AGM). Not later than 30th April each year, as provided by the constitution and determined by the Executive Board.	Section 3.1.1a

G. CAMPAIGN FOR VOTES

1. Each candidate may address members at any gathering as well as the Annual General Meeting.
2. Apart from any presentation at the AGM, each candidate can campaign directly for votes before the AGM. This involves presenting the candidate's manifesto or programme to electorate.
3. The programme shall contain what the candidate intends to contribute to the growth of NiRA if elected.
4. All materials for campaigns must be pre-approved by the Election Committee.

H. VOTING PROCEDURE

1. Voting in NiRA elections is as prescribed by the Board of Directors.
2. Voting shall be conducted without fear of molestation, intimidation and victimization of candidates and voters.
3. Members should be educated of the elections, their rights and the procedure including information on the online nomination/voting platform.
4. Where the number of positions available is One (e.g President, Vice President etc), Each member may cast just a Yes or No vote for each position.
5. Where the number of positions available is more than one, (e.g Directors, Trustees) each member may cast as many votes as the number of available positions.
6. With the right to vote Yes or No, is the right to abstain. Ballots and other forms (including electronic) will clearly allow for abstentions.
7. In the event of a tie for an open position, voting for that position will be repeated, until there is a winner. For each position, the candidate who receives the most votes shall be the winner.
8. Where there is need to elect more than one candidate (e.g Directors), voters will vote for as many numbers of candidates that must be elected. eg If three Directors must be elected, then members must vote for not more than three candidates on the ballot. A candidate must still score a simple majority to be elected.

I. ELECTRONIC VOTES

1. Voting in NiRA elections as prescribed by the Board of Directors is Electronic for all available positions.
2. Online/Electronic voting protects the voter from possible persecution and intimidation.
3. Proxy votes are unnecessary because of the availability of Electronic Voting.
4. The Elections Committee shall ensure that the votes of each voters are anonymous and are never recorded against the voters.
5. A url shall be made available to all financial members to cast their votes.
6. Financial members shall log on to the voting platform to select and vote for their preferred candidates.

J. BALLOTING AND RESULTS

1. The actual balloting exercise must be carried out as defined in the elections' timeline, in conformity with the constitution.
2. Electronic balloting must open at least 24 hours to the AGM.
3. Electronic balloting may span more than one day, but balloting must close at a prescribed date and time.
4. Where many members are gathered, such as the AGM, NiRA would provide adequate workstations for members who wish to cast their votes.
5. Results must be displayed instantly, after the close of balloting.
6. Where there is the need to ballot to break ties or eliminate candidates, such re-run need not involve all members, except those available online at the time of the re-run. The time allotted for such re-run shall not be less than 15 minutes.
7. Winners of any election are immediately declared by the Chairperson of the Election Committee.

K. APPROVAL

This guideline was approved by the Board of Directors of the Nigeria Internet Registration Association on Wednesday the 17th of February 2021.



Muhammed Rudman
President



Edith Udeagu
Executive Secretary