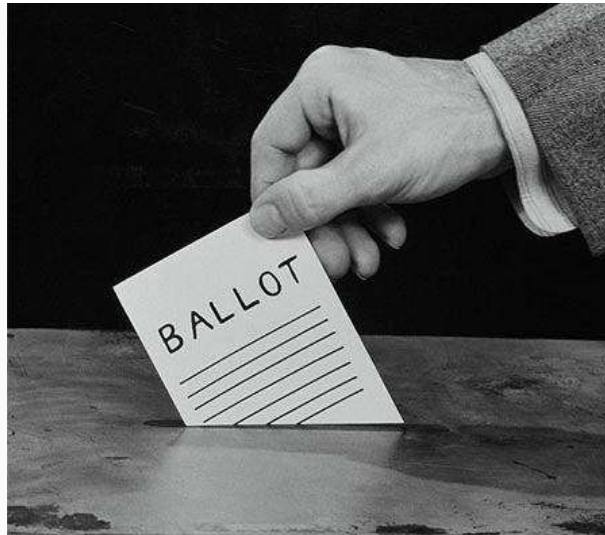


# **Nigeria Internet Registration Association (NIRA)**

## **GOVERNANCE ELECTION GUIDELINE**



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## **A. INTRODUCTION**

This Governance Election Guideline (GEG) was put together 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 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 two structures. These are:
  - I. Board of Trustees
  - II. Executive Board of Directors
2. NIRA is Managed by two structures. These are:
  - I. Executive Board of Directors
  - II. Management
3. The Management 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 Clause 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 list 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 Clause 3.1.1 of the Constitution, members who join the association within 21 days to the AGM, will not be deemed financial for that particular year.
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 Financial members can nominate members to vacant positions
2. Only Financial members may be nominated to vacant positions
3. Only Individual members may be nominated for elective positions
4. Nominees must have spent at least one year in the organization as a member
5. For members older than one year, Nominees must be financial in at least two consecutive previous years, prior to being nominated
6. 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
7. Only nominees that confirm their nomination and submit a profile can be considered by the Election Committee.
8. 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.
9. All candidates must be physically present at the AGM to be deemed elected.

#### **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 all EBOD and BOT elections.
5. Elections may hold during AGM, SGM or EGMs as defined in Clause 3.1.1, Clause 3.1.2 and Clause 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. Timeline for every AGM shall be published within the first week of a new year.
4. The Election Timeline is as detailed below:

<b>Days</b>	<b>Description</b>	<b>Reference</b>
75	Notice to Members on the AGM 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.	Clause 9.1
27	Pre-AGM Board Meeting	GEG
21	Close of Nominations for Trustees, Officers and Board Members	Clause 9.1
21	Send notice of the AGM to each member, indicating if Electronic Voting will be permitted at the AGM	Clause 3.1.1e
21	Deadline for new members to pay and vote in the current year	Clause 3.1.1f
18	Announcement of valid nominations by the Election Committee	GEG
14	Notify members of the means of electronic voting at the AGM. Registration of Members for AGM Opens	Clause 3.1.1b
14	Send a copy of the Annual Report and Financial Statements to each member of the Association	Clause 3.1.1d
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	Clause 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 (eg President, Vice President etc), Each member may cast just a Yes or No vote for each position.
5. Where there is need to elect more than one candidate (eg Directors), voters will vote for as many number 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.
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 accordance with the Roberts Rule of Order, Abstentions though allowed, but they are not considered as part of voting. This means that for Votes cast by 10 people, a winner must poll 6 votes (Simple Majority). If however 5 people vote Yes, 2 People Vote No and the rest 3 people abstain, then simple majority is recalculated as  $(5+2)/2$  ie 3.5 or exactly 4. It means the 5 Yes votes is sufficient to elect the candidate
8. Upon the failure of any candidate to receive a simple majority at the first ballot, a second one (or more) shall be held with the candidate who scored the lowest number of votes either choosing to retire or being asked to retire.

## **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 be 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 (NiRA) on \_\_\_\_\_7th April 2017\_\_\_\_\_

*SundayFolayan*

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Sunday Adekunle Folayan  
President - Signature /Date

*EdithUdeagu*

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Edith Udeagu  
Secretary - Signature/Date