**EXPRESSION OF INTEREST FOR NOMINATION AND ELECTION INTO**

**NATIONAL EXECUTIVE COMMITTEE FOR 2022/2023 SERVICE YEAR**

***Attach Four Copies of Recent Passport Photograph with Your Name and Membership***

***Number at the Back.***

SECTION A: PERSONAL DETAILS

Surname Name of Candidate ……………………………………………………………………………………….

Other Names …………………………………………………………………………………………………………..

Date of Birth ……………Day ……………………. Month ……………………..Year

Gender ………………………….. Marital Status ………………………. No. of Children …………….

Place of Origin: Town………………………. LGA………………………….. State ………………………….

Place of Residence: Town……………………………. LGA …………………… State ……………………….

Which Chapter of NITP do you belong to? …………………………………………………………….

Place of Work (Office Address) ……………………………………………….…………………………………

…………………………………………………………………………………………………………………………………….

Current Rank in Office ………………………………………………………………………………………………

Phone Number(s) ………………………………………....... E-mail Address …………………………………

**House Address**…………………………………………………………………………………………………………. **NITP Membership Number**……………………………… **Year of Registration**……………………….. **Current Class of Membership**…………………………………………………………………………………….

**SECTION B: POSITION OF INTEREST**

**Position Being Vied For**………………………………………………………………………………………………

**SECTION C: PARTICIPATION IN NITP PROGRAMMES**

**Level of Participation in NITP Activities**

No of Times You Attended State Chapter Meetings in the Past 24 Months…………………….. No. of Times You Attended National Conference Since you became Full Member ……….

No. of Times You Attended MCPDP (With Evidence of Certificates of Attendance)

……………………………………………………………………………………………………………………………………..

Attendance of other programmes organized by NITP e.g. International Workshops in and outside

Nigeria with evidence of Certificate(s) of attendance………………………………………….

**Financial Commitment to NITP**

Current Outstanding Balance of Annual Dues ……………………………………………………………….. Current Outstanding Balance of other Dues and Levies ………………………..……………………….

Current Outstanding Balance on Annual Dues to TOPREC ………………………………………….

Current Outstanding Balance on Annual Dues to State Chapter…………………………………….

Have you ever held any Executive Position in your (NITP) State Chapter? (if yes, please specify in the Table below.

|  |  |  |
| --- | --- | --- |
| **Post** | **Date (Period)** | **Confirmation by the State****Chapter Chairman** |
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**List achievements made to the Institute on the schedules mentioned above**

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Have you held any post in the National Council of NITP before? (if yes, please specify)

|  |  |
| --- | --- |
| **Post** | **Date (Period)** |
|  |  |
|  |  |
|  |  |

**List achievements made to the Institute on the schedule.**

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**Why do you want to serve in the National Executive Committee of the Institute? Interest (Please, Briefly Describe Key Issues in your Manifesto)**

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Have you read and understood the provisions of NITP Constitution, Financial Regulations, Professional Ethics and Code of Conduct? ………………………………………………………………………………..

(If Yes, Do you accept to work in line with terms and conditions of service prescribed therein? …………………………………………………………………….

**Declaration**

I …………………………………………………………………………………………….. Do Solemnly Declare That The Information I Have Given In This Form Is The Truth; And I Accept Being Disqualified In The Event Of Any Information Contrary To My Declaration.

Signature ……………………………………………………………Date ……………………………………………………………

**SECTION D: SPONSORSHIP**

*A Sponsor or Supporter (should note that he/she is in good financial standing and up to date in his/her financial obligations to the Institute as at the time of completing this Form; if not, the candidate shall be disqualified, and he/she (the Sponsor) shall be appropriately sanctioned*

Name of Sponsor…………………………………………………………Membership. No. …………………

E-Mail Address ……………………………………………………………….. Phone No ………………………… Office Address……………………………………………………………………………………………………………. Signature…………………………………………………………… Date………………………………………………… **Supporter**

Name of Supporter……………………………………………… Membership. No. …………………………… E-Mail Address ………………………………………………………… Phone No ………………………………….. Office Address……………………………………………………………………………………………………………….. Signature………………………………………………………… Date…………………………………………………….

**Recommendation by the State Chapter Chairman (if in support of Application).**

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Name of State Chapter Chairman…………………………………………. NITP Reg. No. ……………………… E-Mail Address ……………………………………………………………….. Phone No …………………………………. Office Address…………………………………………………………………………………………………………………….. Signature…………………………………………………………… Date……………………………………………………….

**19. Supporters from the State Chapter**

Name of Supporter……………………………………………………………. NITP Reg. No. ………………………… E-Mail Address ……………………………………………………………….. Phone No ………………………………… Office Address…………………………………………………………………………………………………………………….. Signature…………………………………………………………… Date………………………………………………………..

a. Name of Supporter……………………………………………………………. NITP Reg. No. ……………………

b. E-Mail Address ……………………………………………………………….. Phone No ……………………… Office Address…………………………………………………………………………………………………………….

Signature…………………………………………………………… Date…………………………………………….

**NIGERIAN INSTITUTE OF TOWN PLANNERS**

**EXPRESSION OF INTEREST FOR ELECTION INTO NATIONAL EXECUTIVE COMMITTEE OF THE INSTITUTE FOR 2022/2023 SERVICE YEAR**

1. In compliance with the provisions of the constitution of the Nigerian Institute of Town Planners (NITP) 2010 (as amended in 2020), particularly part IV section 6.0, Part VI section 12 and other National Council’s approvals in connection with electoral matters, I have been directed by the Chairman, Nomination and Election Committee for 2022/2023 elections, **TPL. ISAH ICHABA, FNITP, PPNITP** to inform and invite all eligible and interested members to vie for various elective positions in National Executive Committee of the Institute. Nomination forms are now available at the following rates:
* **Fifty Thousand Naira (N50,000.00)** only for Presidential Positions (National President and National Vice Presidents).
* **Twenty-Five Thousand Naira (N25,000.00)** only for all other positions
1. The forms can be downloaded online from the NITP website [www.nitpng.org](http://www.nitpng.org) or purchased directly at the National Secretariat, NITP- Bawa Bwari House, Plot 2047, Michael Okpara Street, Wuse Zone 5, Abuja. ***Members are advised to adhere strictly to the guidelines provided below to avoid disqualification or invalidation of their application.***
2. All interested members are advised to complete and return the forms along with the required supporting documents in a sealed envelope addressed to the Secretary, NITP 2022 Election Committee, National Secretariat, NITP-Bawa Bwari House, Plot 2047, Michael Okpara Street, Wuse Zone 5, Abuja on or before 12:00 noon on Monday 19th September, 2022. (**Expression of interest box will be placed at the National Secretariat where forms will be dropped**)
3. The Election Committee will not go into correspondence(s) with any candidate on information relating to the election.

**Note that late entries shall not be entertained for whatever reason(s)**

1. Thank you

**Tpl. Omolayo Oyefeso, MNITP**

Secretary, Election Committee

22nd August, 2022



**GUIDELINES ON APPLICATIONS FOR ELECTION INTO OFFICES IN THE NATIONAL EXECUTIVE COMMITTEEOF THE NIGERIAN INSTITUTE OF TOWN PLANNERS.**

The following positions in the National Executive Committee of the Nigerian Institute of Town Planners shall be vacant by the end of the tenure of the current Executive Committee on 11th November, 2022. Currently serving elected officers and other members are invited to apply to fill vacancies at the General Election scheduled to take on 11th November, 2022 during the Annual General Meeting at Abuja.

The positions include:

1. National President
2. National Vice President
3. 2nd National Vice President
4. National Secretary
5. 1st Assistant National Secretary
6. 2nd Assistant National Secretary
7. National Treasurer
8. National Financial Secretary
9. National Auditor
10. National Public Relations Secretary
11. Assistant National Public Relations Secretary
12. Ex-Officio III
13. Ex-Officio IV
14. Chairman Practice Committee
15. Chairman Publications Committee
16. Chairman Membership Committee
17. Chairman Education and Research Committee
18. Chairman Professional Ethics and Disciplinary Committee

**QUALIFICATIONS**

1. All interested candidates must be bonafide members of the Institute;
2. Candidates are preferably expected to have not less than ten(10) years of post-election experience;
3. Candidates must have either served in a Committee at the National level or as executive at the State Chapter level prior to the date of this election;
4. Candidate must be financially up to date at both National and State Chapter levels. These will be attested to by the Chapter and National Financial Secretary with evidence of payments;
5. All sponsors and supporters of candidates must be up to date in their financial responsibilities to the Institute; Voting rights at the AGM shall be exercised by members who have fulfilled all their financial obligations to the Institute as at 10th November, 2022;
6. Candidates contesting for the positions of the National President, 1st and 2nd National Vice Presidents **MUST** be Fellows of the Institute, and must have served in the National Council for a period of not less than four (4) years and Nigerian citizen;
7. The Position of the Chairman, Professional Ethics and Disciplinary Committee requires that a candidate must be a Fellow of the Institute;
8. Candidates wishing to be elected as Chairmen of Committees are preferably expected to have not less than ten (10) years of membership status and be of active participation in the Institute. Being an elected Fellow of the Institute will be an added advantage;
9. The position of the Chairman, Education and Research Committee requires being an academician of not less than the status of a Senior Lecturer;
10. Voting shall be by secret ballot or electronic voting;
11. No candidate can contest for an office more than two (2) consecutive terms;
12. Candidates for any elective office must obtain, pay and submit nomination form/documents to the Secretary of the Election Committee **on or before 12:00 noon on Monday 19th September, 2022,** failing which the application will not be accepted;
13. Application forms must be endorsed by the State Chapter Chairman and supported by two members, all of whom should be financial members of the Institute.
14. No member indicted of financial misappropriation or any misconduct in the Institute or for any professional misconduct by a competent body shall be qualified for the elections.
15. Forms of current serving National Officers who intend to go for any other elective post shall in addition to the above conditions, be countersigned by the outgoing National President
16. Current passport photograph and detailed Curriculum Vitae and evidence of payment for the application form (such as bank teller, electronic fund transfer etc.) must accompany all application for election; and
17. Any other observation or petition against any member seeking elective position should be submitted to the Electoral Committee not less than thirty (30) days to the date of the election.

**NOTE: NAMES OF ALL SUCCESSFUL APPLICANTS SHALL BE PUBLISHED ON THE NITP WEBSITE, SOCIAL MEDIA HANDLES AND NITP NOTICE BOARD AT THE NATIONAL SECRETARIAT, ABUJA FCT**.

Payments are to be made to the Bank account of the Nigerian Institute of Town Planners with the following details:

Account Name: **Nigerian Institute of Town Planners**

Account Number: **1014801986**

Bank: **United Bank for Africa (UBA)**

Campaign for elective positions shall commence only after a candidate has received a written clearance by the Nomination and Election Committee.

Campaign must stop by 7th November, 2022, no poster or handbill will be allowed at the Conference Venue. Candidates will be required to provide their manifesto and citation among other necessary information as compendium would be prepared for successful candidates that would be shared electronically on the Institute platforms at National and State level while AGM is on-going.

**Tpl. Omolayo Oyefeso, MNITP**

Secretary Election Committee

**For Electoral Officers Official Use Only**

**Eligibility**

i. Qualifications Satisfactory / Not Satisfactory

ii. Previous performances

(a) State Level Satisfactory / Not Satisfactory

(b) National Level Satisfactory / Not Satisfactory iii. Financial Status of Candidate Satisfactory / Not Satisfactory

iv. Financial Status of the sponsors

1st Sponsor ………………………………. Satisfactory / Not Satisfactory

2nd Sponsor ………………………………. Satisfactory / Not Satisfactory v. Attendance at NITP General Meetings/Workshops/ Satisfactory / Not Satisfactory

Conferences

Overall Performance: Qualified / Not Qualified to Contest

***Chairman Nomination & Election Committee Secretary Nomination & Election Committee***

**Acceptance of recommendation by the National President**

**Approved/Not Approved**