



National President

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EXPRESSION OF INTEREST FOR NOMINATION AND ELECTION INTO NATIONAL EXECUTIVE COMMITTEE FOR 2024/2025 SERVICE YEAR

Attach Two Copies of Recent Passport Photographs with Your Name and Membership Number

SECTION A: PERSONAL DETAILS

Surname Name of Candidate.....

Other Names

Date of BirthDay MonthYear.....

Sex Marital Status

State 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 in the last five years (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 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

List achievements made to the Institute on the schedules mentioned above

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Have you held any position 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?)
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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 AddressPhone No.....

Office Address.....

Signature..... Date.....

Recommendation by the State Chapter Chairman

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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 2024/2025 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 2024/2025 elections, **TPL. Steve I. Onu, FNITP, PPNITP, NPOM** 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:
 - **One Hundred Thousand Naira (N100,000.00)** only for Presidential Positions (National President and National Vice Presidents).
 - **Fifty Thousand Naira (N50,000.00)** only for all other positions
2. The forms can be downloaded online from the NITP website 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.**
3. 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 2024 Election Committee, National Secretariat, NITP-Bawa Bwari House, Plot 2047, Michael Okpara Street, Wuse Zone 5, Abuja on or before 12:00 noon on Wednesday 18th September, 2024. **(Expression of interest box will be placed at the National Secretariat where forms will be dropped)**
4. 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)
5. Thank you

TPL. Zainab Jummai Yakubu, MNITP
Secretary, Electoral Committee



GUIDELINES ON APPLICATIONS FOR ELECTION INTO OFFICES IN THE NATIONAL EXECUTIVE COMMITTEE OF 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 National Executive Committee on 24th October, 2024. Currently serving elected officers and other members are invited to apply to fill vacancies at the General Election scheduled to take on 24th October, 2024 during the Annual General Meeting at Enugu.

The positions include:

1. National President
2. 1st 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

Note: Ex-officio I & II are reserved for immediate past President and Secretary respectively.

QUALIFICATIONS

- a) All interested candidates must be full members of the Institute;
- b) Candidates are preferably expected to have not less than ten (10) years of consistent membership;
- c) Candidates must have either served in a Committee at the National level or as executive member at the State Chapter level prior to the date of this election;
- d) 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;
- e) 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 18th September, 2024;



- f) 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;
- g) The Position of the Chairman, Professional Ethics and Disciplinary Committee requires that a candidate must be a Fellow of the Institute;
- h) 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;
- i) The position of the Chairman, Education and Research Committee requires being an academician of not less than the status of a Senior Lecturer;
- j) Voting shall be by secret ballot or electronic voting;
- k) No candidate can contest for an office more than two (2) consecutive terms;
- l) 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 Wednesday 18th September, 2024**, failing which the application will not be accepted;
- m) Application forms must be endorsed by the legally and duly elected State Chapter Chairman and supported by two members, all of whom should be financial members of the Institute.
- n) 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.
- o) 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
- p) 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
- q) Retired members are not allowed to endorse, sponsor or support any candidate for any elective position.



NOTE: NAMES OF ALL QUALIFIED 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 Tuesday 22nd October, 2024 at 11:59pm prompt, and 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. Zainab Jummai Yakubu, MNITP
Secretary Electoral 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	
	1 st Sponsor.....	Satisfactory / Not Satisfactory
	2 nd Sponsor.....	Satisfactory / Not Satisfactory
v.	Attendance at NITP General Meetings / Workshops/ Conferences	Satisfactory / Not Satisfactory
	Overall Performance:	Qualified / Not Qualified to Contest

Chairman Nomination & Electoral Committee -----

Secretary Nomination & Electoral Committee -----

Member Nomination & Electoral Committee -----

Acceptance of recommendation by the National President

Approved/Not Approved -----

DISTRIBUTION OF POSITIONS



North	East	West
i. 2 nd National Vice President ii. National Secretary iii. National Treasurer iv. Nat. Public Relations Secretary v. Chairman Practice Comm't vi. Ex-officio iv vii. Ex-officio I	i. National President ii. 1 st Asst. Nat. Secretary iii. Nat. Fin. Sec. iv. Nat. Asst. Public Relations Sec. v. Chairman Mem. Comm't vi. Ex-officio III vii. Chairman Publication Comm't	i. 1 st Nat. Vice President ii. 2 nd Asst. Nat. Sec. iii. National Auditor iv. Chairman Ethics & Discp. Comm't v. Chairman Edu. & Resch. Comm't vi. Ex-officio
Had two Committee Chairman Legal Adviser	Had no Committee Chairman To be appointed	Had 3 Committee Chairman By the President