The Chartered Institute of Logistics and Transport

NATIONAL COUNCIL ELECTION GUIDELINES
OF THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT, NIGERIA

1. INTRODUCTION

Eligibility and Guidelines for conducting the election for the National Council are provided below. The contents of the paragraphs under each section of this document are conjunctive.

2. ELIGIBILITY TO CONTEST FOR AN OFFICE IN THE NATIONAL COUNCIL

2.1 General

i. A candidate for a national office of the Institute must be a person of proven integrity, administrative skills, and experience with demonstrated capacity to serve without expectation of pecuniary rewards or remuneration.

ii. The candidate must have paid, as at the date of the nomination, the National Subscription and Branch Dues respectively for three (3) consecutive years (inclusive of the election year,) and conference fees for the National Conference/AGM holding in the election year.

iii. Members wishing to contest for any of the elective positions of the National Council shall complete the Election Nomination Form and submit the Form to the **Election Committee on or before the 30th July, 2025.** The eligibility form must be duly signed by the Branch Chairman of the candidate concerned.

iv. A candidate contesting for any of the elective offices shall be nominated and sponsored by two financial members, one of whom must be from the same Branch. Both sponsors must be one of the following membership grades: CMILT or FCILT.

v. A candidate is qualified to contest if the candidate

a) has attended not less than two Annual National Conferences in the 3 years preceding the National election year. Participation in a CILT International Conference will be a bonus.
b) has participated in and contributed to the success of clearly identified Institute's activities.
c) If the candidate is a current branch or national officer, the candidate must have achieved measurable and verified milestones.

vi. Any member from the outgoing Council who has occupied an elective National Council office (any office, whether the same or not) for three terms shall not be eligible to run for another office in the Council. In other words, a member who has been in the National Council for 6 years shall not contest

for another elective National Council position. This paragraph does not apply to branch chairpersons or representatives of CILT Special Interest Groups in Council, as their elections into office are not national elections.

2.2 Eligibility for the Office of the President

a) Candidates for the office of the President shall not be less than the grade of Fellow of the Institute.
b) The candidate must be an active member of the Institute for a period of at least 4 years, whose commitment can be verified by the candidate's Branch and the National Secretariat of the Institute.
c) The candidate must have attended not less than two Annual National Conferences in the 3 years preceding the National election year. Participation in a CILT International Conference will be a bonus.
d) In addition to conferences, the candidate must have attended at least four National activities, such as the MPDP organized by the Institute, within the past three years preceding the election date, inclusive of the election year.
e) The candidate must have held a leadership position in the Institute or a recognized organization.

2.3 The Office of the Deputy President

a) Candidates for the offices of the Deputy National President shall not be less than the grade of Fellow of the Institute.
b) The candidate must be an active member of the Institute for a period of at least 4 years, whose commitment can be verified by the candidate's Branch and the National Secretariat of the Institute.
c) The candidate must have attended not less than two Annual National Conferences in the 3 years preceding the National election year. Participation in a CILT International Conference will be a bonus.
d) In addition to conferences, the candidate must have attended at least four National activities, such as the MPDP organized by the Institute, within the past three years preceding the election date, inclusive of the election year.
e) The candidate must have held a leadership position in the Institute or a recognized organization.

2.4 The Office of the Regional Vice Presidents

a) Candidates for the offices of the Vice President North, Vice President East and Vice President West shall not be less than the grade of Fellow of the Institute.
b) The candidate must be an active member of the Institute for a period of at least 3 years, whose commitment can be verified by the candidate's Branch and the National Secretariat of the Institute.
c) The candidate must have attended not less than two Annual National Conferences in the 3 years preceding the National election year. Participation in a CILT International Conference will be a bonus.
d) In addition to conferences, the candidate must have attended at least 3 National activities, such as the MPDP organized by the Institute, within the past three years preceding the election date, inclusive of the election year.

2.5 Other National Offices

a) The candidate must be at least a Chartered Member of the Institute.
b) The candidate must be an active member of the Institute for a period of not less than 2 years, whose commitment can be verified by the candidate's Branch and the National Secretariat of the Institute.
e) The candidate must have attended at least one Annual National Conference organized by the Institute in the two years preceding the election date, inclusive of the election year.
f) In addition to conferences, the candidate must have attended at least 2 two national programs, such as the MPDP organized by the Institute, within the past two years preceding the election date, inclusive of the election year.
g) Candidates for Mode Representatives must have cognate experience in the applicable Mode.

3. ELECTIVE OFFICES

There are 12 elective offices as specified below:

a) President
b) Deputy President
c) Vice Presidents (North, West and East)
d) Representatives of modes (Maritime, Rail, Road, Air, Pipeline)
e) Supply Chain & Logistics Section
f) Diversity and Inclusion Representative (reserved for Female members)

4. GENERAL ELECTION GUIDELINES

This Section must be read in conjunction with other Sections of the Eligibility and Election Guidelines.

a) Elections to the National Council of the Institute shall be held biennially prior to the Annual National Conference/Annual General Meeting or at such a time and in such a manner, whether physical or virtual, as may be decided by the Council, and shall be conducted by secret ballot if physical.
b) There shall be an Election Committee constituted by the Council, whose members shall not be members of the Council or members who are contesting for an office. The Election Committee shall be made up of seven (7) Financial members.
c) Candidates contesting for any elective office shall submit their nomination forms, CV, and Action Plans to the Election Committee no later than one month before the election.
d) The election must be conducted one month prior to the Annual National Conference/Annual General Meeting (AGM).

e) The Eligibility Form must be duly signed by the candidate's Branch Chair. If the candidate is a National Officer, the Eligibility Form must be duly signed by the candidate's Branch Chair and the National President.
f) The Election Committee shall scrutinize the nominations, and only candidates who meet the eligibility criteria should be cleared to contest in the elections.
g) A member shall not nominate himself/herself for any elective office.
h) Candidates who meet the criteria stipulated for each elective position are required to present and defend their Action Plans one month before the election, or as may be stipulated by the Election Committee.
i) A candidate contesting for any elective office shall be a financial member and must be sponsored by two other financial members who must be CMILT or FCILT of the Institute.
j) There shall be no nomination of candidates on the day of the election.
k) Nominations of candidates must not be received by the Election Committee after the specified submission date for Nomination Forms has expired.
l) The Election Committee shall ensure strict compliance by the candidates with the provisions of the rules and regulations issued by the Committee. Candidates are urged in their own interest to observe and comply with these Guidelines.

5. ELECTION CAMPAIGNS

a) The election campaign shall commence on the date prescribed by the Electoral Committee and shall cease at least one day before the election date.
b) No form of election campaign is allowed before the formal lifting of the ban on campaigning for the elections.
c) Election campaigns shall not include any form of financial inducement, nor an activity that represents such.
d) Only the presentation of candidates' action plans and posters is permitted. No branded items are allowed before and on the day of the elections.

6. ELIGIBILITY OF MEMBERS TO VOTE

a) All members with the grade of MILT of the Institute are eligible to vote at the election for National Offices, PROVIDED THAT such members have paid their National subscription fees and branch dues for the election year and are duly registered to vote at the elections.
b) Membership grade of MILT is permitted to vote, but is not eligible to contest for any National Office.
c) Affiliate and student members are not qualified to vote or to be voted for.
d) Chartered Fellows (FCILT) and Chartered Members (CMILT) can vote and be voted for if they are eligible for the office contested, provided that such members are up to date in the payment of their subscriptions and branch dues.

e) The election of National Officers of the Institute shall be by universal suffrage. Consequently, all members who satisfy the conditions of eligibility to vote are entitled to cast their votes in line with the guidelines and procedures laid down by the Election Committee.

7. VOTING PROCESS

a) Only accredited and eligible members are permitted to vote in the elections.
b) Accreditation of members would be based on the payment of membership subscription fees and branch dues, as outlined in the current and financial membership list published by the Institute.
c) A comprehensive list of eligible voters shall be published by the Election Committee before the elections.
d) Members shall draw the attention of the Election Committee to any errors, omissions or corrections on the interim List of Voters and supply the correct information within the time stipulated for that purpose.
e) A final comprehensive voter register shall be published by the Election Committee within a stated period prior to the election.
f) Complaints shall not be entertained after the final voters' register is published.
g) Every eligible member shall endeavour to exercise their full voting rights. A member may vote for himself/herself at the election.
h) Votes shall not be cast by proxy.
i) Online voting for all members through a dedicated and secure electronic medium that will be released by the Election Committee

8. ELECTION DATE AND DURATION

The 2025 National Council Elections shall be held between 8:30am to 6.00pm on Saturday, 20 September 2025, one month to the AGM.

9. DISQUALIFICATION FROM ELECTION

A candidate shall be disqualified from the election if any of the following is established against the candidate:

a) Violation of any of the election guidelines.
b) Sponsorship by or receipt of any financial assistance or inducement from government, whether local, State or Federal, political associations, CILT members, organisations or bodies corporate.
c) Sponsorship directly or indirectly of negative information, use of offensive or derogatory language against other candidates in a newspaper or magazine article, or any electronic, messaging apps or social media handles.

d) Non-payment of applicable National subscriptions and the Branch dues prior to submission of the nomination form.
e) Non-qualification of any of the sponsors at the time of endorsement of the candidate's form.
f) Engagement in any form of inducement of members of the Institute with a view to influencing such members' choice in the election.
g) Bankruptcy or any arrangement with creditors.
h) Existence of a criminal record.
i) Certified mentally unfit to take up the position by competent medical personnel.
j) Convicted of a crime or has been indicted by any disciplinary committee for an alleged offence or professional impropriety.
k) A violation of any of the election guidelines shall result in the automatic disqualification of the candidate.

10. ANNOUNCEMENT OF RESULTS

a) Winners of the election shall be determined by a simple majority.
b) In the case of a tie, there shall be a second balloting.
c) All election results shall be declared by the Returning Officer on the day of the election after counting the total votes cast for each candidate.
d) The candidate with the highest number of votes cast shall be declared the winner for the office contested.

11. COLLECTION AND SUBMISSION OF NOMINATION FORMS

a) Nomination forms shall be available for collection at all Branch Offices and online from the Secretariat of the Institute. The deadline for submitting completed nomination forms and accompanying documents will be specified in the timetable released by the Election Committee.
b) All duly completed nomination forms must be submitted in sealed envelopes, clearly marked '**Election Committee 2025'.** The envelope should be addressed to:

The Chairperson
2025 CILT National Council Election Committee
Chartered Institute of Logistics and Transport,
C/o Election Committee
NBRRI Building,
4th Floor,
15B, Awolowo Road, South- West
Ikoyi, Lagos

OR SENT BY EMAIL TO

The Chairperson
2025 CILT National Council Election Committee
Email: nnekanuhu@gmail.com
and copied to
The NED using the email address: rey.shodeindeh@ciltnigeria.org

c) Any disqualified candidate who is aggrieved or dissatisfied with the decision of the Electoral Committee in respect of the candidate's nomination may, within seven (7) days of the communication of the decision, present an appeal against the decision of the Election Committee. The Election Committee, upon the receipt of an appeal from any candidate, shall treat the appeal and publish its decision within seven (7) days.

10. DISSOLUTION OF COUNCIL

Prior to the commencement of the inauguration of the new National Council Officers, the Chairperson of the Election Committee shall call on a financial member to move a motion for the dissolution of the outgoing Council. The motion shall be seconded by another financial member. After the motion has been duly adopted, the outgoing National Council shall stand dissolved, and the newly elected National Council Officers will be sworn in.

For further details, please contact:

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