



EXPRESSION OF INTEREST FOR NOMINATION AND ELECTION INTO NATIONAL EXECUTIVE COMMITTEE FOR 2018/2019 SERVICE YEAR.

Attach Four Copies of Recent Passport Photograph with Your Name and Membership Number at the Back.

Name of Candidate.....

Position Being Vied For.....

Office Address.....
.....

Phone Number..... **E-Mail**.....

House Address.....

NITP Membership Number..... **Year of Registration**.....

Current Class of Membership.....

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.....

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 be confirmed and endorsed by the National Financial Secretary of the Institute).

Current Outstanding Balance of Annual Dues

Current Outstanding Balance of other Dues and Levies

Have you held any post in your (NITP) State Chapter Executive Council before?

(if yes, please specify)

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State Chapter.....

Post	Date (Period)	Confirmation by the State Chapter Chairman

List achievements made to the Institute on the schedule (to be confirmed and endorsed by the State Chapter Chairman).

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

Post	Date (Period)	Confirmation by the State Chapter Chairman

List achievements made to the Institute on the schedule (to be confirmed and endorsed by the National President).

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

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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

Sponsorship

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

To All Members of the Nigerian Institute of Town Planners.

APPLICATION FOR THE ELECTION INTO NATIONAL EXECUTIVE COMMITTEE OF THE NIGERIAN INSTITUTE OF TOWN PLANNERS FOR 2018/2019 SERVICE YEAR.

1. In compliance with the provisions of the constitution of the Nigerian Institute of Town Planners (NITP)(2010) particularly part IV section 6.0, Part VI Section 11 and all other Council approvals in connection with electoral matters, I have been directed by the Chairman, Nomination and Election Committee for 2018/2019 elections, Tpl. Dr. CHIJOKE L. ODIMUKO FNITP, PPNITP to inform and invite all eligible and interested candidates to vie for various elective positions in the National Executive Committee of the Institute. Nomination forms are now available at the following rates:

- Forty thousand naira (N40,000.00) for presidential positions (National President and National Vice-Presidents).
- Twenty thousand naira (N20,000.00) for all other National Executive positions .

2. The form can be downloaded or filled online from the NITP website (www.nitpng.com) or purchased directly from the National Secretariat of the Institute in Abuja-NITP-Bawa Bwari House, Plot 2047, Michael Okpara Street, Wuse Zone 5, Abuja. **Please adhere strictly to the guidelines provided below to avoid disqualification or invalidation of your application.**

3. All interested candidates are advised to complete and return the forms along with required supporting documents to the Secretary, NITP 2018 Nomination and Election Committee, NITP National Secretariat, Bawa Bwari House, Plot 2047, Michael Okpara Street, Wuse Zone 5, Abuja FCT, on or before 12.00 noon 31st August, 2018.

4. The Nomination and Election Committee shall not go into correspondence(s) with any intending candidate on information outside the guidelines.

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

5. Thank You.

Tpl. Bitrus Grace; MNITP
Secretary, Nomination and Election Committee
17th August 2018





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 Committee on 29th October, 2018. Interested and eligible members are invited to apply to fill the vacancies at the General election scheduled to take place on 2nd November, 2018 during the Annual General Meeting at Kaduna, Kaduna State.

The positions include:-

- 1) National President
- 2) 1stNational Vice-President
- 3) 2ndNational Vice-President
- 4) National Secretary
- 5) 1st Assistant National Secretary
- 6) 2ndAssistant 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 3
- 13) Ex-officio 4
- 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

- a) All interested candidates must be bonafide members of the Institute;
- b) Candidates are preferably expected to have not less than ten (10) years of post-election experience;
- c) Candidates must have either served in a committee at the National level or State Chapter level prior to the date of this election.
- d) Candidates must be financially up to date at both the Chapter and National levels. These will be attested to by the Chapter and the National financial Secretary at the National level;
- e) All sponsors and supporters of applications 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.
- 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 minimum of four (4) years and a Nigerian by birth and Nationality.
- g) The position of the Chairman, Professional Ethics and Disciplinary Committee requires being 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 post 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, Educational and Research Committee requires being an academician of not less than the status of a Senior Lecturer.
- j) Voting shall be by secret ballot.
- k) No member can run for an office for more than two (2) consecutive terms for the same office.
- l) Candidates for any elective office must obtain, pay and submit nomination papers to the Secretary of the Nomination and Election Committee on or before 12.00noon on Friday 31st August, 2018, failing which the application will not be accepted.
- m) Nomination forms must be endorsed by the 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 elections.
- o) Forms of current serving national officers who intend to go for any elective post shall. in addition to the above conditions. be countersigned by the outgoing National President.
- p) All current National officers who wish to contest for second term must fill nomination forms and pay the electoral fee.
- q) Current passport photographs and detailed curriculum vitae and evidence of payment for the application forms (such as bank tellers, electronic fund transfers, etc.) must accompany all applications for election.
- r) Any other observation or petition against any member seeking elective position should be submitted to the Nomination and Election Committee not less than thirty (30) days to the date of the election.

NOTE: ALL NAMES OF APPLICANTS SHALL BE PUBLISHED ON THE NITP WEBSITE AND NITP NOTICE BOARD OF THE NATIONAL SECRETARIAT, ABUJA.

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

Acct Name: Nigerian Institute of the Town Planners (NITP)

Bank: UBA (Payments can be made in any branch of the bank)

Account No: 1014801986

Campaign for elective positions shall only commence after the submission of written clearance by the Nomination and Election Committee. Campaign must stop, twelve (12) hours before the AGM.





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 & Election Committee

Secretary Nomination & Election Committee

Acceptance of recommendation by the National President

Approved/Not Approved _____

