



**ASSOCIATION OF NIGERIA UNIVERSITY PROFESSIONAL ADMINISTRATORS (ANUPA)
2021 NATIONAL ELECTORAL COMMITTEE
(Email: anupaelection@gmail.com)**

GUIDELINES ON THE ANUPA NATIONAL EXECUTIVE COMMITTEE ELECTION 2021

1. PREAMBLE

The National Council of the Association of Nigeria University Professional Administrators (ANUPA) at its 3rd Quarter Meeting held on Thursday 9th September, 2021 in Abuja approved the names of appointed Electoral Committee members by the National Executive Committee as enshrined in the Constitution.

Sequel to the above, the guidelines for the conduct of the election according to Section 24.4(d) of the Constitution thus:

2. MEMBERSHIP OF THE COMMITTEE:

- | | |
|--------------------------------|------------------|
| 1. Mr. Olugbenga S. Adefarakan | Chairman |
| 2. Alhaja Kulu Abdullahi | Member |
| 3. Mr. Aloy A. Nkwocha | Member |
| 4. Mr. Macaulay Enato | Member |
| 5. Mr. Barnabas Terfa Hembas | Member |
| 6. Barr. Mrs. Ramatu Liman | Member |
| 7. Mr. Nnaemeka J. Ezema | Member/Secretary |

The Electoral Committee set up was for the sole purpose of conducting elections, announcement of the results and issue certificate of returns to winners. In addition to the Terms of Reference by the NC, other functions of the Electoral Committee are as enshrined in **Section 24.1** of the Constitution as amended 2018.

3. VACANT NATIONAL EXECUTIVE COMMITTEE POSITIONS TO BE FILLED:

1. President
2. 1st Vice President
3. 2nd Vice President
4. General Secretary
5. Assistant General Secretary

6. Financial Secretary
7. Treasurer
8. Legal Adviser
9. Training/Welfare Officer
10. Publicity Secretary
11. Editor-in-Chief
12. Ex Officio I (Non-elective Position)
13. Ex Officio II (Non-elective Position)

4. THE ASSOCIATION SHALL FOR PURPOSES OF ELECTIONS OF NATIONAL OFFICERS, BE DIVIDED INTO SIX (6) GEO-POLITICAL ZONES (SEE SECTION 24.2 OF THE CONSTITUTION) NAMELY:

1. North-East
2. North-West
3. North-Central
4. South-East
5. South-West
6. South-South

For the purpose of this 2021 election, as approved by the National Council (NC);

The North will produce the following officers: President, Vice President II, National Financial Secretary, Assistant Secretary, and Editor-in-Chief.

The South will produce the following officers: Vice President I, National Secretary, National Treasurer, National Legal Adviser, National Training Officer, and National Public Relations Officer.

5. ANUPA BRANCHES THAT ARE ELIGIBLE TO PARTICIPATE IN THE ELECTION

All branches that are financially up to date with evidence of payment of annual dues and National Secretariat levy i.e. those that have fulfilled their financial obligation to the National Body are eligible to participate in this election. The list of eligible branches will be generated and displayed accordingly.

6. SUBMISSION OF LIST OF 15 DELEGATES BY EACH ELIGIBLE BRANCH OF THE ASSOCIATION TO THE ELECTORAL COMMITTEE

All the ANUPA Branches eligible to participate are requested to submit to the Electoral Committee their lists of 15 delegates in accordance with the provision of Section 24.4(c) page 48 of the ANUPA Constitution 2018, **submission starts 4th and ends 25th Oct. 2021.**

7. NOMINATION OF CANDIDATES FOR THE ANUPA NATIONAL EXECUTIVE COMMITTEE OFFICERS ELECTION

In line with Section 13.3; A National Executive Committee Member shall mandatorily be:

- a. A member of the Association who has made an up-to-date payment of his/her dues, levies and any other fees as prescribed by the Association (evidence of which must be attached to the nomination form);
- b. A member from a Branch of ANUPA with not less than fifty (50) active members (evidence of Membership register with mobile phone numbers and other details must be attached and verified)
- c. A member whose Branch is up-to-date in the payment of its Annual dues and other levies as prescribed from time to time by the National Council and the National Executive Committee
- d. A member who has good standing in his/her Branch of the Association (evidence of which must be disclosed) and the Chairman of his/her Branch shall write such letter of good standing to the Electoral Committee of the Association.
- e. A person of high integrity
- f. Other conditions as stated in Section 13.3 (f - k) of the Constitution.

Interested candidates for any of the National Officer positions are therefore requested to complete and return to the Electoral Committee, the nomination form for the position he/she intends to contest with **evidence of claims duly attached, on or before Saturday 23rd October, 2021.**

8. DATE, VENUE AND TIME FOR THE ELECTIONS

The date for the Elections is slated for **Friday 26th November, 2021.**

The Venue is Public Service Institute, Dutsen-Alhaji Junc., KM 30 Along Abuja-Kubwa Express Way, FCT Abuja, by 11am. prompt.

9. MODE OF ELECTION

Voting at the election shall be by open secret ballots

10. TIMETABLE OF EVENTS AND OTHER RELEVANT AND NECESSARY INFORMATION

S/NO	EVENTS	DATE OF COMMENCEMENT	LAST DATE OF SUBMISSION
1.	Submission of list of delegates from branches	Mon. 4 th Oct. 2021	Mon. 25 th Oct. 2021
2.	Collection and Submission of Nomination Forms. Submission of Candidate's CV and manifesto.	Mon. 4 th Oct. 2021	Sat. 23 rd Oct. 2021
3.	Screening of delegates/Candidates for the election	Tues. 26 th Oct. 2021	Fri. 29 th Oct. 2021
4.	Publication of list of delegates by the Electoral Committee.	Sat. 30 th Oct. 2021	Fri. 19 th Nov. 2021
5.	Publication of names of cleared candidates for National Executive Committee elections.	Sat. 30 th Oct. 2021	-
6.	Commencement of campaign by candidates for National Executive Committee elections	Sun. 31 st Oct. 2021	Thur. 25 th Nov. 2021
7.	Window period for any change in list of delegates/candidates for the elections	Sun. 31 st Oct. 2021	Thur. 4 th Nov. 2021
8.	Final publication of lists of branch delegates/candidates for National Executive Committee elections.	Fri. 5 th Nov. 2021	-
9.	Accreditation of delegates for the National Executive Committee elections	Fri. 26 th Nov. 2021 8:00am	Fri. 26 th Nov. 2021 11:00am
10.	Commencement of Voting/Counting of votes/declaration winners	Fri. 26 th Nov. 2021 11:00am	Fri. 26 th Nov. 2021 03:00pm

The nomination form is hereby attached to these guidelines.

For all your submissions and any correspondences with the Electoral Committee, kindly send your message to: anupaelection@gmail.com

Adefarakan, O. Samson (Mr.)
Chairman, Electoral Committee

Mr. Nnaemeka J. Ezema
Member/Secretary, Electoral Committee