



Association for
Environmental Impact
Assessment of Nigeria

Promoting Impact Assessment for Sustainable Development

2024 AEIAN ELECTORAL COMMITTEE

GUIDELINES FOR 2024 AEIAN ELECTIONS

MAY, 2024



Contents

Contents	2
AEIAN Electoral Committee Membership	3
The 2024 AEIAN election guidelines, key procedures and criteria.....	4
General Eligibility criteria:	4
Complaints Procedure:	4
Candidate Procedures:.....	4
Election Process:	4
Eligibility – Criteria for voting.....	4
Eligibility – Criteria for being voted.....	5
CALL CIRCULAR, TIMETABLE AND SCHEDULE OF ACTIVITIES FOR 2024 AEIAN GENERAL ELECTION.....	5
Activities and Dates.....	6
AEIAN – Office Registration Form.....	7
CONFIRMATION OF COMMITMENT TO AEIAN EXECUTIVES	9
AEIAN – EXECUTIVE POSITIONS AND FEES.....	10



AEIAN Electoral Committee Membership

1. *Dr. Tasiu Idi (Chairman)*
2. *Professor Abiodun Odukoya*
3. *Professor Mukhtar Namadi*
4. *Engr. Lynda Bitrus*
5. *Mr. Mark O. Onobume*
6. *Dr. Donna Aimuiwu (Secretary)*



The 2024 AEIAN election guidelines, key procedures and criteria

AEIAN Board of Trustees forms an Electoral Committee near the end of a two-year term, comprising members of high integrity to

- a) Conduct Elections, adhering to approved guidelines for online voting for the National Executive Committee.
- b) Ensure results are announced and ratified at the AGM, followed by the new Exco's induction.
- c) Prepare and discriminate Election guidelines and results to AEIAN members.

General Eligibility criteria:

- a) Candidates must have cleared financial obligations.
- b) President candidates need 6 years' Corporate Membership, advocating Nigerian Environmental issues; Vice President candidates require 4 years'.
- c) Other Executive candidates need 3 years' Corporate Membership and support for Nigerian Environmental issues.
- d) Candidates must lack involvement in serious crimes or professional misconduct.

Complaints Procedure:

- a) Members can lodge complaints within five days of result release, detailing grievances to the Electoral Committee.

Candidate Procedures:

- a) Profiles, showcasing Association contributions, must be submitted for website posting.
- b) Withdrawal is allowed up to 24 hours before the election.

Election Process:

- a) The Election Committee sets the polling period.
- b) Each member casts a single vote.
- c) Once closed, voting ceases.
- d) Transparent counting occurs, and results are announced.
- e) The Committee's decision on candidate scores is final, though complaints may be addressed to them.

Eligibility – Criteria for voting.

To register to vote, you must be:

- I. A citizen or legal resident of Nigeria;
- II. Resident in Nigeria and remain resident throughout the envisaged tenure
- III. At least above 18 years of age by Election Day; IV. Paid all Association annual dues.
- IV. Not disqualified from voting due to a court order;



- V. Not currently serving a sentence under the jurisdiction of the department of correctional Services
- VI. Not currently incarcerated for a federal or out-of-state felony conviction. VIII. Has not been previously convicted.

Eligibility – Criteria for being voted.

- I. A citizen or legal resident of Nigeria;
- II. Resident in Nigeria and remain resident Minimum age limit of 18 years
- III. Paid all Association annual dues.
- IV. Not disqualified from voting due to a court order;
- V. Has not been previously convicted.
- VI. A High Degree/HND Holder or its equivalent both in Nigeria and Abroad
- VII. Exhibited some level of Professionalism in Nigeria's/Global Environmental Assessment field
- VIII. Must be of Good Health

CALL CIRCULAR, TIMETABLE AND SCHEDULE OF ACTIVITIES FOR 2024
AEIAN GENERAL ELECTION

The Association for Environmental Impact Assessment of Nigeria (AEIAN) is set to further establish herself by calling for the election of interested members into Executive Positions for effective and progressive running of the affairs of the Association.

The Executive Positions for the election are as follows: -

- a) President
- b) Vice President
- c) General Secretary
- d) Assistant General Secretary
- e) Treasurer
- f) Financial Secretary
- g) Publicity Secretary
- h) Legal Adviser
- i) Auditor
- j) 6 nos. Zonal Coordinators

The non-elective Position is that of Ex-Officio, reserved for the Immediate Past President.



Activities and Dates

The tentative Activities and Dates for the election are outlined in the Table below: -

S/N	ACTIVITIES	DATES
1.	Notice of the upcoming Election to Members	Mon 27 th May,
2.	Access to candidates' intent forms online	3 rd – 14 th June,
3.	Closure of access window to intent forms and Submission of forms to Electoral Committee	16 th – 24 th June,
4.	Preparations for the Elections by Electoral Committee	24 th June – 8 th July,
5.	Publication of Official Register of Voters for the election	18 th July,
6.	Publication of Notice of Poll	25 th July,
7.	Election	Sat 10 th Aug, 2024



AEIAN – Office Registration Form

PLEASE FILL IN THE FORM IN BLOCK LETTERS AND TICK AS APPROPRIATE.

WHAT ARE YOUR NAMES?

TITLE (Mr. / Mrs. / Dr. / Prof. / Engr.) etc.:

Last name:

First name:

Middle name:

Other names:

Maiden name:

WHEN AND WHERE WERE YOU BORN

Date Of Birth:

Place of Birth - Country:

Place of Birth - State:

Place of Birth - LGA:

WHERE ARE YOU FROM

Place of Origin - Country:

Place of Origin - State:

Place of Origin - LGA:

OTHER PERSONAL DETAILS

Gender:

Residential Address:



<input type="text"/> Phone Number:
<input type="text"/> WhatsApp Number:
<input type="text"/> Email Address:

ORGANIZATION / INSTITUTION DETAILS
<input type="text"/> Organization / Institution Name:
<input type="text"/> Organization/ Institution Location:
<input type="text"/> Organization / Institution Position:
<input type="text"/> Organization / Institution Phone Number:
<input type="text"/> Organization / Institution Email Address:

QUALIFICATIONS
<input type="text"/> Highest Qualification obtained and Institution:

AEIAN – MEMBERSHIP DETAILS
<input type="text"/> When did you join the Association?
<input type="text"/> Do You Have A Current Certificate?
<input type="text"/> Year of Last Membership Payment



ASSOCIATION FOR ENVIRONMENTAL IMPACT ASSESSMENT OF NIGERIA

An affiliate of International Association for Impact Assessment (IAIA)

CONFIRMATION OF COMMITMENT TO AEIAN EXECUTIVES

AEIAN 2024 Executives Election

I understand that the Executives of the Association for Environmental Impact Assessment of Nigeria (AEIAN), in conducting its business, rely on the effective participation of all Executives, both at formal meetings and during the year. Accordingly, should I be elected to serve as an incoming Executive member of AEIAN, I hereby commit to the following:

- I recognize that my election as an AEIAN Executives involves a commitment to the organization in terms of my time and focus for the next three years and that I am prepared to set aside reasonable time on a regular basis, for this purpose.
- I have received time release and financial support from my employer, or I intend to use personal time and resources to serve in this capacity for the entirety of the three-year term.
- I will prioritize attendance at all Executives and AGM meetings.
- I will respond in a timely way to electronic communications on Executive matters.
- I will give a high priority to my portfolio AEIAN Executive and serve the organization in a positive and constructive manner during my term.
- I will be prepared to take on special assignments within the scope of my portfolio where required.
- Should I be found incompetent, the Board of Trustees of AEIAN reserves the right to relieve me of the Executive position.

Printed Name:	
Signature:	
Date:	

Title:	
Organization:	
Address:	
City/State/Postal:	
Country:	
Telephone:	
Email Address:	

Room 302C, Environment House, Independence Way South, Central Business District, Abuja | Phone + 09063904631 |
info@aeian.org
|www.aeian.org



Please Choose from list of offices, each has its fee. Just tick on the interested position.

AEIAN – EXECUTIVE POSITIONS AND FEES

Executive Positions	Tick	₦
President		N 20,000
Vice-President		N 15,000
General-Secretary		N15,000
Assistant General- Secretary		N10,000
Treasurer		N10,000
Financial Secretary		N10,000
Publicity Secretary		N10,000
Legal Adviser		N10,000
Auditor		N10,000
Zonal Coordinators		N10,000

I accept that this form may be scanned, saved and discarded after use as the Association may deem fit. I understand and accept that if any information I have provided herein is not correct or is false, the Association reserves the right of termination if discovered.

