

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

Association of Accounting Technicians West Africa (AATWA)

November 20, 2024

TO: ALL MEMBERS,

2024 ELECTION OF OFFICERS – CALL FOR NOMINATION

The following Executive Members are due to retire in accordance with Section 13 (iii) of the Association of Accounting Technicians Constitution and Bye Laws 2020 as amended:

1.	Mr. Olayiwola Babatunde Sule-Balogun	MB036815	- Retiring
2.	Mr. Shonde Musa Ayomide	MB051336	- Re-election
3.	Mrs Bashorun Elizabeth Modupe	AAT/022659	- Re-election
4.	Ms Kem-Ajeh Oluschi Anne	AAT/022778	- Re-election
5.	Mr. Awonaya Moses Segun	AAT/020799	- Re-election
6.	Ms. Afolabi Azeenat Oladotun	AAT/026826	- Re-election
7.	Mr. Olawale Olajide Ayodele	AAT/019894	- Re-election
8.	Mr. David Oluwaseun Segun	AAT/13327	- Re-election
9.	Mr. Emmanuel Modozie	AAT/16309	- Re-election

Nine vacancies will be filled by members of the Association by election in accordance with **Section 10** of the Constitution.

Nominations are hereby invited from members to fill the **Nine** vacancies at the next Annual General Meeting. Some of the retiring members are eligible for re-election. The guidelines on election are outlined on page 2. **In addition, members seeking election or presenting nominees must have fulfilled all their financial obligations to the Association in line with Section 7(f) of the Constitution, as failure in this regard will result in outright disqualification.**

Members are required to forward the names of their nominees together with the nominee's written consent to the **General Secretary** not later than **Monday, December 2, 2024** through sfjohnson@ican.org.ng or submit at **Membership Affairs, ICAN office, 16, Idowu Taylor Street, Victoria Island, Lagos.**

In order to guide members in voting for candidates at the election, candidates seeking election are to complete the attached form and return to the General Secretary of the Association not later than **Monday, December 2, 2024**. They are also to forward **two recent passport-size photographs** and a letter of consent in support of their nominations.

Members are to note that any motion(s) not relating to the ordinary business of the Annual General Meeting under Section 7c (see attached) should be forwarded to, and be received by the General Secretary not later than **Monday, December 2, 2024**.

All correspondences should be addressed to the **General Secretary**.

Yours faithfully,

BALOGUN SHAKIRU AKANNI, FCA
GENERAL SECRETARY

GUIDELINES FOR ELECTIONS

1. Election of members to fill vacancies on the Executive Committee of the Association of Accounting Technicians West Africa shall be held annually at the Annual General Meeting or as near thereto as possible and such election shall be by secret ballot or e-voting.
2. Any member wishing to nominate a member or members for election to the Executive Committee shall notify the General Secretary in writing. This shall be accompanied by the nominee's consent in writing of his intention to seek election not later than **Monday, December 2, 2024**.
3. No member shall be allowed to nominate himself/herself for election.
4. Each candidate for election shall be sponsored by at least two members.
5. A retiring Vice Chairman of the Executive Committee shall not be eligible for re-election.
6. Election shall be by e-voting
7. Voting credentials shall be sent to all financial members
8. **Three Scrutineers** appointed by the Executive Committee shall, in the presence of each other, scrutinise and count the votes. The votes obtained by any candidate shall be recorded and enclosed in sealed envelope to be opened at the Annual General Meeting.
9. The results of the election as authenticated by the **Scrutineers** shall be final.

Section 7(c): MOVING OF MOTION

A member who wishes to bring before the Annual General Meeting any motion not relating to the ordinary business of the annual general meeting of the Association may do so provided:

1. That notice in writing of the proposed motion be sent or given to the General Secretary and be received by him/her not later than **twenty-eight days** before the date of the Annual General Meeting.
2. That not less than five members entitled to vote at the Annual General Meeting shall have sent or given notice in writing to the General Secretary to be received by him/her not later than twenty-eight days before the date of the Annual General Meeting; and
3. That the proposed motion relates to matters affecting the Association.

7) SERVICES TO THE ASSOCIATION (COMMITTEE & SUB-COMMITTEE & WITH DATES:

8) SERVICES TO THE PUBLIC (list them)

9) SIGNATURE & DATE: -----

NOTE: CANDIDATES ARE TO USE THIS PRESCRIBED FORM FOR THEIR PROFILE.
NO ADDITIONAL SHEET WILL BE ENTERTAINED. PLEASE COMPLY.

Guidelines for Completion of the Form

- *The purpose of this form is to standardize information about members standing for election into the Executive Committee. Candidates are advised to be concise and provide only information which are of direct relevance to the Institute.*
- *Services to the Institute should be only those rendered at Committee & Sub-Committee.*
- *Services to the public include government assignments/appointments*