



# THE ZAMBIA INSTITUTE OF MARKETING

## NOMINATION & ELECTORAL CODE OF CONDUCT

### **PART I - PRELIMINARY**

1. These Rules may be cited as the Zambia Institute of Marketing (ZIM) (Electoral) Rules.

2. In these rules, unless the context otherwise requires-

"ballot paper" means the document prescribed in the Schedule to these Rules;  
"candidate" means any person who have duly completed a prescribed ZIM Nomination Form by ZIM n and has lodged or intends to lodge his/her nomination papers;

- “Chairperson” means a person who is a Fellow appointed by Council to be the Returning Officer for the purpose of handling ZIM elections
- “Vice Chairperson” means a person who is a Fellow appointed by Council as a deputy to the Returning Officer for the purpose of handling ZIM elections
- “Committee” means an ad hoc Nominations and Elections Committee established under Rule 3;
- “election officer” means a person appointed by the Committee to handle elections
- ncil under Rule 3;
- “member” means a paid up member of ZIM;
- “nomination paper” means the document prescribed under Rule 8;
- “Voter Roll” means a register of the Zambia Institute of Marketing;
- “Returning Officer” means a person appointed by the Committee in line with Rule 3 (2b) and Rule 5 (b).

## **PART II - GENERAL PROVISIONS**

3. (1) There shall be a Nomination and Elections Committee in respect of each election which shall consist of a Chairperson who shall be a Fellow, the Vice Chairperson who shall be a Fellow and at least one other election officer drawn from among the full members who have been in good professional standing ZIM appointed by the Council from amongst the Fellows or a Life Members of the Institute.
- (2) The Nominations and Election Committee shall:-
- (a) Ensure that elections are conducted in accordance with the laid down Rules;
  - (b) Recommend where necessary, the engagement of an External Agent who shall be a Returning Officer to handle elections on the polling date;
  - (c) Issue necessary instructions to the Returning Officer and election officers to ensure compliance with the provisions of these Rules;
  - (d) Supervise and direct the elections; and
  - (e) Perform any other functions conferred on the Committee by these Rules.
4. The Chairperson and Vice Chairperson shall be appointed by the Council from the Fellows of the Institute.
5. The Chairperson and Vice Chairperson shall-
- (a) Perform the duties of receiving nominations;
  - (b) Ensuring the electoral code is adhered to and that a Returning Officer is engaged where necessary;
  - (c) Ensure that elections are conducted impartially and in accordance with these Rules; and
  - (b) Perform all such functions as may be conferred or imposed on them by the Council.

6. The election officers shall assist the Chairperson and the Vice Chairperson in the performance of his functions.
7. The Council shall in respect of each election appoint the day on which, and the hours when the Nomination and Electoral Committee shall receive nominations of candidates not less than fourteen days from the date of the Annual General Meeting.

### **PART III - PROCEDURE FOR NOMINATION**

8. (1) The Committee shall provide nomination papers in Form 1 set out in the schedule to persons who qualify for nomination and who request for such papers.
  - (2) A candidate interested in contesting for any position shall lodge with the committee, their duly completed and signed nomination paper within the period appointed.
  - (3) Each applicant shall be required to be of good standing with the institute for at least 3 years prior to applying for any position in Council;
  - (4) All nominations papers should be lodged at the secretariat on the day prescribed for receiving of nominations between 08:00 hours and 17:00 hours.
  - (5) The candidate lodging a nomination paper may email the nomination form to the official email address as shared by the secretariat on or before 17hrs on the agreed deadline
  - (6) A nomination may be withdrawn by the candidate before the expiry of the period appointed for lodging nomination papers by giving written notice to the Committee;
  - (7) The Committee shall be required to announce the names of all those who have successfully filed in their nomination forms within 24 hours of closing the nomination period.
9. (1) The Committee shall determine the validity of each nomination lodged after the period for receiving nominations has expired.
  - (2) The Returning Officer shall declare any nomination invalid if the nomination paper;
    - (a) was not duly completed;
    - (b) is not properly signed;
    - (c) is defective in any material way that it is not legible; or
    - (e) the nominee is not in good standing as per Rule 8 (3) above.
  - (3) Where the Committee declare a nomination form invalid, they shall be required to provide the justification in writing as to why they have rejected the nomination.
- 10 (1) The Committee shall, after determining the validity of the nominations lodged, inform the Council of the names of the candidates validly nominated for subsequent publication to the members within 24 hour of closing the nomination period.

- (2) Where the Committee determines that no candidate has been validly nominated for any position, they shall inform the Council accordingly, who may call for an extension of the nomination window.
  - (3) Where only one candidate has validly filed her/his nomination paper for any position, there shall be no election held for that position as the Committee shall declare such candidate to be duly elected.
  - (4) Where there are more candidates validly nominated for election to any particular position or office, the Committee shall give notice to the Council that a poll shall be conducted within the stipulated time at the AGM or at such time as the Council may nominate for a byelection.
11. Any person may, at any reasonable time, inspect the nomination papers validly filed with the Committee after giving written notice and the inspection shall be conducted before the day of taking the poll.

#### **PART IV - THE POLLS**

- 12 (1) The polls for any position or office shall be conducted at the AGM or at a day that the Council may nominate for a byelection.
- (2) A person shall be eligible to vote if they are Full Member of the Institute
  - (3) Each member shall have shall only have one vote.
  - (4) Only Paid up members shall be allowed to vote
  - (5) Voting shall be by secret ballot.
13. NO Proxy votes shall be allowed at any time
14. (1) The Committee shall ensure that the Voters Roll is prepared and ready for inspection by all members including the candidates and or their agents ahead of the election.
- (2) The Committee shall ensure that candidates are given equal chance to present their Manifestos to the members.
  - (3) The campaign period shall be communicated to the members together with the notice of the AGM or the intended election and this shall not be less that 14 days.
  - (4) All candidates shall be given not less than **THREE** (3) minutes and no more than **TEN** (10) minutes to present their manifestos on the actual day of the Polls.
15. (1) The Committee shall ensure that there is a ballot box/boxes and sufficient ballot papers for the smooth running of elections.
- (2) where it is deemed feasible and the candidates are agreeable, the Committee may recommend the use of online voting and or the use of remote ballots across different towns to ensure wider participation.
  - (3) The Committee shall work with the Secretariat and the Council to ensure that the safety and credibility of elections is upheld at all times including the environment where Polls are being held.

16. (1) A voter shall only be issued with a ballot paper if they comply with Rule 12 (2).  
(2) Before issuing a ballot paper to the voter, an election officer shall call out the name of the member as recorded on the register and stamp such ballot paper with the official mark.  
(3) The voter, on receiving the ballot paper, shall signify his vote by secretly writing the NAME or the SYMBOL of the candidate as shall be instructed by the election officers.
17. The Committee shall ensure that the counting of votes cast takes place immediately after the close of the poll and Candidate or their Agent shall be entitled to be present to observe the counting of votes cast.
18. (1) The Returning Officer shall not count any ballot paper if the ballot paper is not properly completed or signed.  
  
(2) The Returning Officer shall write the word "rejected" on any spoilt ballot paper which is not to be counted and shall add "rejection objected to" if any objection to the Returning Officer's decision is made by a candidate.
19. The decision of the Returning Officer on any question arising in respect of any ballot paper shall be final.
20. A candidate may request the Returning Officer to have the votes recounted or the Returning Officer may on their volition have the votes recounted.
21. In the event of that there is an equality of votes between two or more candidates, the President shall have the casting vote to break the tie.
22. The results of the poll shall be announced as soon as the votes are counted.
23. The Presiding Officer shall keep order during voting and may require persons who are not eligible to vote to leave the Annual General Meeting or the meeting while to allow for orderly conduct of the Poll.

#### **PART V - PROCEDURE AFTER COUNTING THE VOTES**

24. On completion of counting of votes cast in an election, the Returning Officer shall seal separate marked packets of ballot papers counted and shall place the rejected ballot papers in marked packet.
25. The sealed ballot papers and all other election material shall be handed over to the Secretariat who shall ensure that the ballot papers and all election materials are retained for a period of **THREE (3)** months after the election has been declared, and shall cause them to be destroyed after the said holding period.



## NOMINATION FORM

**POST: PRESIDENT**

I .....do wish to contest the post of President of the Zambia Institute of Marketing. I am a fully paid up **Fellow** with membership No....., and have

fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: VICE PRESIDENT - POLICY**

I .....do wish to contest the post of **Vice President - Policy** of the Zambia Institute of Marketing. I am a fully paid up **Fellow** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: VICE PRESIDENT - FINANCE**



I .....do wish to contest the post of **Vice President - Finance** of the Zambia Institute of Marketing. I am a fully paid up **Fellow** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: COUNCIL SECRETARY**

I .....do wish to contest the post of **Council Secretary** of the Zambia Institute of Marketing. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: VICE COUNCIL SECRETARY**

I .....do wish to contest the post of **Vice Council Secretary** of the Zambia Institute of Marketing. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: COUNCIL TREASURER**

I .....do wish to contest the post of **Council Treasurer** of the Zambia Institute of Marketing. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

**SIGNATURE:**.....**DATE:**.....

**SUPPORTERS**

<b>NAME</b>	<b>MEMBERSHIP NO.</b>	<b>SIGNATURE</b>
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**NOMINATION FORM**

**POST: VICE COUNCIL TREASURER**

I .....do wish to contest the post of Vice Council Treasurer of the Zambia Institute of Marketing. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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## NOMINATION FORM

**POST: PUBLICITY SECRETARY**

I .....do wish to contest the post of Publicity Secretary of the Zambia Institute of Marketing. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

**SIGNATURE:.....DATE:.....**

### SUPPORTERS

NAME	MEMBERSHIP NO.	SIGNATURE
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## NOMINATION FORM

**POST: VICE PUBLICITY SECRETARY**

I .....do wish to contest the post of **Vice Publicity Secretary** of the Zambia Institute of Marketing. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: DISCIPLINARY COMMITTEE CHAIRPERSON**

I .....do wish to contest the post of Disciplinary Committee Chairperson of the Zambia Institute of Marketing. I am a fully paid up **Fellow** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.



SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: VICE DISCIPLINARY COMMITTEE CHAIRPERSON**

I .....do wish to contest the post of Vice Disciplinary Committee Chairperson of the Zambia Institute of Marketing. I am a fully paid up **Fellow** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: DISCIPLINARY COMMITTEE MEMBER**

I .....do wish to contest the post of Disciplinary Committee Member of the Zambia Institute of Marketing. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: BRANCH CHAIRPERSON**

I .....do wish to contest the post of **Branch Chairman** of the Zambia Institute of Marketing..... **Branch**. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: VICE BRANCH CHAIRPERSON**

I .....do wish to contest the post of **Vice Branch Chairman** of the Zambia Institute of Marketing.....**Branch**. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations and that his/her decision is final.

SIGNATURE:.....DATE:.....

## SUPPORTERS

NAME	MEMBERSHIP NO.	SIGNATURE
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## NOMINATION FORM

**POST: BRANCH TREASURER**

I .....do wish to contest the post of **Branch Treasurer** of the Zambia Institute of Marketing.....**Branch**. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

## SUPPORTERS

NAME	MEMBERSHIP NO.	SIGNATURE
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## NOMINATION FORM

**POST: BRANCH SECRETARY**

I .....do wish to contest the post of **Branch Secretary** of the Zambia Institute of Marketing.....**Branch**. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

## SUPPORTERS

NAME	MEMBERSHIP NO.	SIGNATURE
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## ZAMBIA INSTITUTE OF MARKETING

### NOMINATION FORM

**POST: BRANCH PUBLICITY SECRETARY**

I .....do wish to contest the post of **Branch Publicity Secretary** of the Zambia Institute of Marketing.....**Branch**. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

## SUPPORTERS

NAME	MEMBERSHIP NO.	SIGNATURE
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## NOMINATION FORM

**POST: VICE BRANCH TREASURER**

I .....do wish to contest the post of **Vice Branch Treasurer** of the Zambia Institute of Marketing.....**Branch**. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.



SIGNATURE:.....DATE:.....

**SUPPORTERS**

NAME	MEMBERSHIP NO.	SIGNATURE
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**NOMINATION FORM**

**POST: BRANCH COMMITTEE MEMBER**

I .....do wish to contest the post of **Branch Committee Member** of the Zambia Institute of Marketing.....**Branch**. I am a fully paid up **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations, and that his/her decision is final.

SIGNATURE:.....DATE:.....

## SUPPORTERS

NAME	MEMBERSHIP NO.	SIGNATURE
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## NOMINATION FORM

**POST: CHAPTER PRESIDENT**

I .....do wish to contest the position of **Chapter President** of the ..... I further state that I am a fully paid up Student **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations and that his/her decision is final.

SIGNATURE:.....DATE:.....

## SUPPORTERS

NAME	MEMBERSHIP NO.	SIGNATURE
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## NOMINATION FORM

**POST: VICE CHAPTER PRESIDENT**

I .....do wish to contest the post of **Vice Chapter President** of the ..... I further state that I am a fully paid up Student **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations and that his/her decision is final.

SIGNATURE:.....DATE:.....

## SUPPORTERS

NAME	MEMBERSHIP NO.	SIGNATURE
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## NOMINATION FORM

POST: .....

I .....do wish to contest the position of..... of the ..... I further state that I am a fully paid up Student **Member** with membership No....., and have fulfilled all the other requirements deemed necessary to make me eligible to contest the said post. I do accept that the Returning Officer reserves the right to either accept or reject the nomination on the basis of the set regulations and that his/her decision is final.

SIGNATURE:.....DATE:.....

## SUPPORTERS

NAME	MEMBERSHIP NO.	SIGNATURE
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