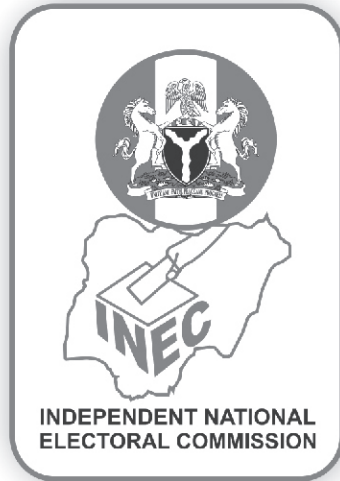




# **MANUAL**

**FOR MONITORING POLITICAL PARTY  
CONGRESSES, CONVENTIONS AND PRIMARIES**



# **MANUAL**

## **FOR MONITORING POLITICAL PARTY CONGRESSES, CONVENTIONS AND PRIMARIES**

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# FORWARD

The Third Schedule, Part 1F (15)(c) of the Constitution of the Federal Republic of Nigeria, 1999 (As Amended) empowers the Commission to “monitor the organization and operation of political parties, including their finances, convention, congresses and party primaries.”

To carry out the mandate in a professional and objective manner, the Commission has developed this manual to serve as a “How-To” guide for its staff in monitoring political party Congresses, conventions and primaries.

The Manual highlights the basic tools and information required by the Monitor before embarking on a monitoring assignment as well as the criteria for assessing the conduct of a congress, convention or primary. It is therefore recommended reading not only for Commission Staff but also for the political party executive whose responsibility it is to organize the conduct of party congresses, conventions and primaries.

I am confident the Manual will be an additional tool in the Commissions' continued determination to create a transparent and credible electoral environment for our country.



Professor Attahiru M. Jega, OFR  
Chairman, INEC

# CHAPTER 1

## INTRODUCTION

This Manual is to Guide Commission monitors in carrying out effective monitoring and reporting of the following:-

- A. Party Congresses (Ward, LGA, State)
- B. Party Primaries
- C. Party National Conventions

### **BASIC TOOLS:**

The Monitor requires the following:

- a) Names acronym /Logos and Constitution of Registered Political Parties.
- b) Guidelines for Congresses/Conventions issued by Political parties
- c) Commissions approved Reporting format and checklist.
- d) Relevant provisions of the Constitution of the Federal Republic of Nigeria 1999 (as amended) and the Electoral Act 2010 (as amended).
- e) Other documents as detailed in Chapter 2.

## CHAPTER 2

# PARTY MONITORING

- The activities of Political Parties are regulated by the Constitution of the Federal Republic of Nigeria, 1999 (as amended) and the Electoral Act, 2010 (as Amended) as well as guidelines, manuals and gazettes issued by the Commission relating to conventions, Congresses, Conferences and Meetings of registered Political Parties.
  
- The Political Parties must give the Independent National Electoral Commission the requisite **21 days** Notice of its Conventions, Congresses, Conferences or Meetings, in accordance with section 85 of the Electoral Act, 2010 (as amended)
  
- The venue, date and time of the Convention, Congress, Conference or Meeting should be included in the Notice given to the Independent National Electoral Commission.
  
- Notice of meetings, Conventions, Congresses, Conferences to the Independent National Electoral Commission must be signed by the National Chairman, Secretary or other authorized signatories of the Party.

- Notification by the party for Convention Congress, Conference or Meeting should be accompanied with **INEC Certified True Copy of the Constitution of the Party.**
- The Monitor should verify whether the Convention/Congress/Conference or Meeting is for all members of the Party or a delegate Convention/Congress/Conference or Meeting as indicated in the notice forwarded to the Commission. This will enable the Monitor determine whether the criterion for the selection of delegates has been met or any other procedure for the relevant activity ie convention, congress etc conforms with the constitution and guidelines of the party.
- The Monitor should check the Motions moved and Resolutions adopted that were attached to Notice submitted to the Independent National Electoral Commission to be sure that they conform to the Constitution of the Party,
- The Monitor shall study the guidelines for the Conventions, Congresses, Conferences or Meetings to effectively report on the level of conformity with the Party's Constitution.

## **CHAPTER 3**

# **PROCEDURE FOR PARTY MONITORING**

- The Monitor should be armed with the following documents
  1. A copy of the Constitution of the Federal Republic of Nigeria 1999(as amended)
  2. A copy of the Electoral Act, 2010 (as amended)
  3. A copy of the Guidelines and Regulations for Political Parties 2013.
  4. Political Parties Code of Conduct 2013.
  5. Copies of form PR-Form for recording attendance at meetings of Party Executive Committees.
  6. Copies of Form PE 1A- Record of Elected Party National Executive Committee (NEC); or
  7. Copies of Form PE 1B-Record of Elected Party State Executive Committee (SEC), or
  8. Copies of Form PE 1C-Record of Elected Party Local Executive Committee (LGEC)



## 9. Copies of the Notification and the annexures

## 10. Attendance at meetings of Political Party (NEC) PRI

- The Monitor should arrive a day before the Convention, Congress, Conference or Meeting to locate the venue of the event and how long it will take the Monitor to get there from his or her own location
- The Monitor should try as much as possible to identify on time and secure accommodation away from the main hotel being used by the Party for their business and should also try to use neutral hotels without obvious Party affiliation. This will ensure the neutrality of the Monitor and avoid the perception of bias and compromise.
- The Monitor should have and secure writing materials before the program.

## CHAPTER 4

# REQUIREMENT AIM & OBJECTIVE OF PARTY MORNING

- The Monitor should set out early. It is important to get to the venue on time and take on board any unexpected change of venue by the Political Party. If the venue has been changed, the Monitor should cross check and be sure that the change was communicated to the Commission within 7 days of the change.
  
- The Monitor should package dry ration and other necessaries for use during the mission. Stepping out to look for food or accepting food and other necessaries from political parties has its own implications
  
- The Monitor should monitor the Convention, Congress, Conference or Meeting even if the venue has been changed and not communicated to the Commission. By section 85 (2) of the Electoral Act, 2010 (as amended) the Commission may, with or without prior notice to the political party attend and observe any Convention, Congress, Conference or Meeting which is Convened by a Political Party for the purposes of:
  - a. Electing members of its executive Committees or other governing bodies;

- b. Nominating candidates for an election at any level; and
- c. Approving a merger with any other registered political party.

## **CHAPTER 5**

# **REQUIREMENT AND GOALS OF MONITORING**

- Monitoring activities should be responsibly conducted in a manner that does not give the impression the monitor is personally interested in the outcome on the process and election of a particular candidate.

### **The Monitor shall :-**

- Obtain the list of the Convention/Planning Committee and cross check with the one forwarded to the Independent National Electoral Commission in the letter of Notification.
- Obtain Agenda of the Meeting, the List of Delegates, list of candidates contesting for any position and Guidelines for the Convention, Congress, Conference, Primaries or Meeting and cross check with the one forwarded to the Commission.
- Clarify the person or delegates expected to vote at the Convention Congress Conference or Meeting and the mode of voting. Confirm whether the mode of voting is in conformity with Guidelines and the Constitution of the Party as well as the Electoral Act 2010 as amended.
- Check whether there is a provision in the Guidelines or

the Constitution of the Party for the accreditation of delegates. Keep a record of the number of persons accredited and the number of persons that eventually voted

- Obtain a list of candidates contesting election for various positions. Cross check with the list forwarded to the Commission. Enquire from Planning Committee Chairperson and Secretary to find out whether the list of candidates was given to them prior to the program or given to them during the program or not given to them at all. Check whether the party made adequate arrangements for the security of the venue and the delegates.
  
- Do not leave the venue of Convention, Conference or Meeting without collecting the following documents duly signed by the appropriate officer of the party. These are:-
  1. List of Party Executive Committee
  2. Elected party National Executive Committee (NEC), or
  3. Elected Party State Executive Committee (SEC), or
  4. Elected Party Local Executive Committee (LGEC)

Where the monitor perceives danger to his /her person or treat to life property, it is appropriate to leave the venue.

## **CHAPTER 6**

# **ACHIEVEMENT**

### **The Monitor Shall:**

- Ensure that the checklist is correctly filled and that all the forms are in his or her possession. Put them together and cross check for any missing item or document-
- Develop Skeletal notes during the event and record observations on time to avoid losing the essential information of the monitoring.
- Make a draft of the report within one day of the conclusion of the mission. The monitor should pay close attention to the provisions of the Constitution of the Federal Republic of Nigeria, the guidelines and Constitution of the Party, the Electoral Act, 2010 (as amended ) as well as guidelines, manuals and gazettes issued by the Commission relating to the Conventions, Congresses, Conferences of Meeting of registered Political Parties.
- Report on the event in conformity with the reporting format of the Election and Party Monitoring Department of the Commission.
- Submit the Draft of the report to the officer assigned for such
- Submit four (4) clean copies of the report to the Commission through the Party Monitoring Division of the EPM Department

## **CHAPTER 7**

### **Annexure**

At the Conclusion of the monitoring the following annexure are attached to the final report

- Timetable and schedule of activities of General Elections, 2015
- Guidelines and Regulations for Political Parties 2013
- Copies of form PR-Form for recording attendance at meeting of Party Executives Committees
- Copies of form PE 1A – Record of Elected Party National Executive Committee (NEC)
- Copies of form PE 1B- Record of Elected Party State Executive Committee (SEC)
- Copies of form PE 1C-Record of Elected Party National Executive Committee (LGEC)
- Copies of the notification and all the annexure
- Checklist for monitoring Conventions and Congresses of Political parties
- Checklist for Election Monitoring

**Note:** These Guidelines may be reviewed from time to time

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Election and Party Monitoring Department  
EPM, September. 2014.