

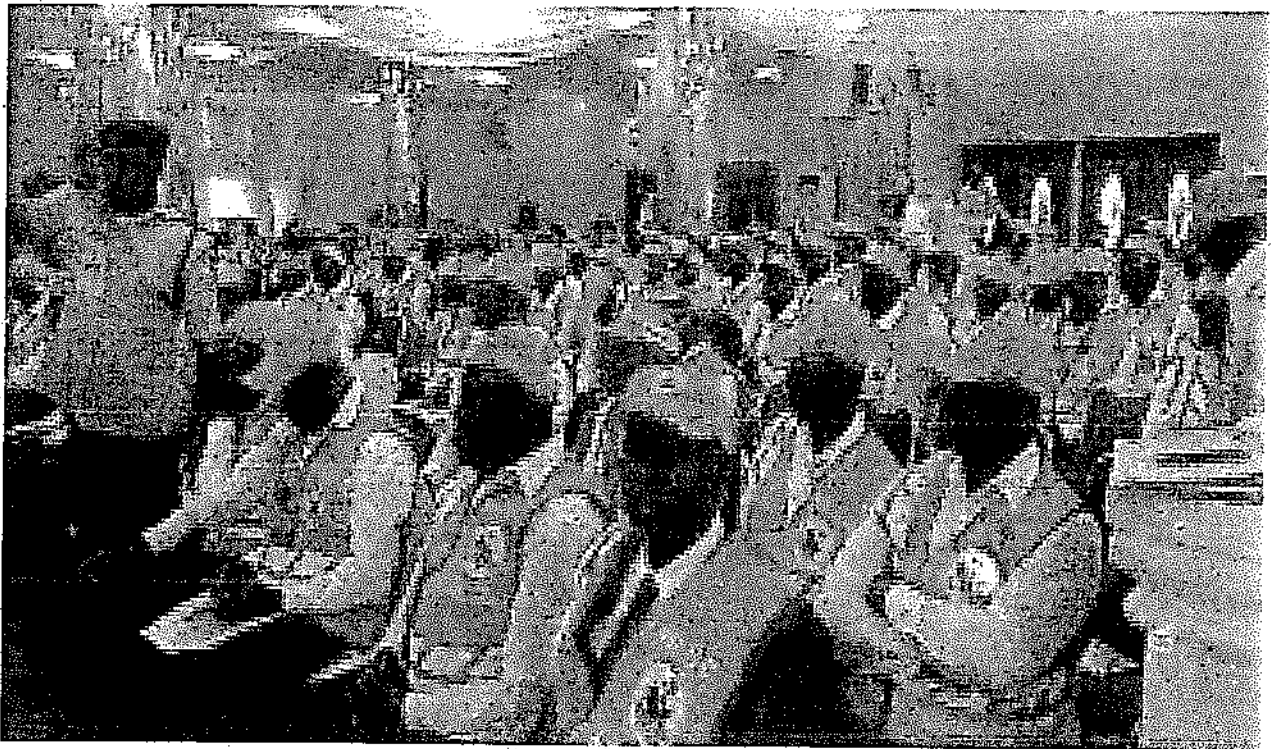


FEDERAL ROAD SAFETY CORPS

STANDARD OPERATING PROCEDURE

ON

ELECTION OF SPECIAL MARSHAL EXECUTIVE COMMITTEE MEMBERS



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February 2021

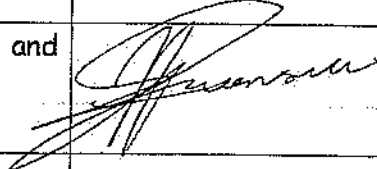
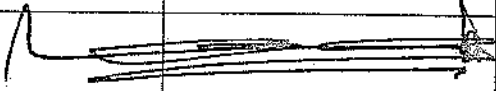
CITATION

This document shall be cited as
STANDARD OPERATING PROCEDURE

ON

**ELECTION OF SPECIAL
MARSHAL EXECUTIVE
COMMITTEE MEMBERS**

AUTHORIZATION

	OFFICE	SIGNATURE
Prepared by	Special Duties and External Relations	
Reviewed by	Management Representative (MR)	
Approved by	Corps Marshal 	
Edition	0	
Date	February 2021	

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STANDARD OPERATING PROCEDURE (SOP) ON THE ELECTION OF SPECIAL MARSHALS EXECUTIVE COMMITTEE MEMBERS DEVELOPED IN LINE WITH THE 4TH EDITION OF THE SPECIAL MARSHALS' GUIDELINES

INTRODUCTION

In human endeavours where people of common interest come together to achieve a common goal and objectives, they need leaders to harness their potentials to actualize their mandate that can be constituted by electioneering process. In so doing, the adoption of a system that will provide the people with both liberty and equality where values are highly regarded and maintained.

An election is a process in which people vote to choose a person or group of people to hold an official position of responsibility; i.e, a democratic representative governance. In a democracy, the authority to govern is driven solely from the consent of the governed and the principal mechanism for translating that consent into governmental authority is through holding free and fair election.

The Standard Operating Procedure (SOP) of Special Marshal Election is a guide and legal framework for the selection of Special Marshals' Executive Committees who shall coordinate the affairs of the Special Marshals at National, State and Unit levels.

Given the dynamics that have occurred over the years, the FRSC Management hereby approve an SOP for the effective discharge and coordination of Special Marshals elections to meet the set objectives of the Special Marshals activities.

2. PURPOSE

The purpose is to standardize the process and procedures of electing the Special Marshals Executive Committee members in line with the 4th Edition of the Special Marshals guidelines after expiration of tenure of each Executive Committee.

3. OBJECTIVES

The document shall have the following objectives

- a. To determine the eligibility of credible Special Marshals to the Executive Committee at the strata of Special Marshals.
- b. Assign specific job schedule to each of the elective offices.

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- c. Designate the representative spread according to the six (6) Geo-Political Zones (North-Central, North East, North West, South-South, South-East and South-West) spread of the Country.
- d. Spell out the tenure of each Executive Committee member in line with Section 24.4-24.8 of the 4th edition of Special Marshals guidelines.
- e. Spell out electoral screening Committee for Special Marshal Executive Committee elections.
- f. Create an accountable and transparent platform for the running of the Special Marshals.

4. SCOPE

The document shall be binding on all Special Marshals Members Nation-wide

5. ELIGIBILITY TO SPECIAL MARSHALS EXECUTIVE COMMITTEE MEMBERS AT THE NATIONAL, ZONAL, STATE AND UNIT LEVEL

Members of Special Marshals who met the following requirements are eligible to contest for Special Marshals Executive Committee at the various level:

A. National Executive Committee (NEC)

- i. The National Coordinator shall be appointed base on the Zoning principle of the year by the Corps Marshals.
- ii. State Coordinators or Past State Coordinators (who are still active members) of Special Marshals shall be eligible to contest for National Executive Committees' offices base on the Zoning principle of the year.

B. Zonal Executive Committee (ZEC)

- i. All State Coordinators and Secretaries are eligible to vote.
- ii. Only State Coordinators are eligible to contest for the Zonal Coordinator position base on the Zoning principle of the year at the Zonal Level
- iii. The Elected Zonal Coordinator shall relinquish his office at the State level
- iv. For ease of communication and reporting, intending Zonal Coordinators are encourage to be computer literate

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C. State Executive Committee (SEC)

- i. Unit Coordinator or Past Unit Coordinators (who are still active members) of Special Marshals shall be eligible to contest for the post of State Coordinator base on the Zoning principle of the year at the State level.
- ii. Unit Coordinators or Past Unit Coordinators (who are still active members) of Special Marshals shall be eligible to contest for State Executive Committees' offices base on the Zoning principle of the year.

D. Unit Executive Committee

- i. Unit Coordinator shall be elected among the Unit members.
- ii. A Special Marshal shall be a member of the Unit for him to be eligible to be elected as the Unit Executive Committee member.

E. Other Requirements

- i. Must be an active member of Special Marshal for up to Two (2) years.
- ii. Must have contributed significantly to the growth of the Corps and the Special Marshals.
- iii. Must be conversant with the core mandate of the Corps.
- iv. All contestants for Special Marshals Executive Committee both at Unit, State, Zonal and National level must be financially up-to-date and must have participated in up to 70% of Special Marshals activities within the period.
- v. Must not be a person of unsound mind.
- vi. Must not have been found to have abused or misused State or public office.
- vii. Must not be a member of any secret cult.

6. ZONING FORMULA FOR EXECUTIVE COMMITTEE MEMBERS AT THE NATIONAL, ZONAL, STATE AND UNIT LEVEL

- a. The office of the National Coordinator Special Marshals shall be by Zoning according to the six (6) Geo-Political Zones (North-Central, North-East, North-West, South-South, South-East and South West) after the expiration of tenure of the Executive Committee Members in Nigeria.

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- b. The National Executive Committee offices shall be spread according to the Six (6) Geo-Political Zones (North-Central, North-East, North-West, South-South, South-East and South West) in the country.
- c. The Zonal Coordinator Special Marshal office shall be held by a State Coordinator among the State Coordinators in the Zone.
- c. The State Coordinator Special Marshals office shall be held by a Unit/State Coordinator among the Unit Coordinators in the Command.
- d. The State Executive Committee Special Marshals offices shall be spread according to the spread of the various Units in the Command.

Note: The Zoning Principle of the year for Special Marshals Executive Committee elections shall be determined by the Executive Committee members at Unit, State, Zone and National level.

7. ELECTION OF SPECIAL MARSHALS EXECUTIVE COMMITTEE MEMBERS AT THE NATIONAL, ZONAL, STATE AND UNIT LEVEL

- i. The Sector Commander in the Geo-Political where the Zoning principle of the year falls shall forward at most Two (2) names of Special Marshal (Zonal Coordinator, State Coordinator and or Past State Coordinator) after screening at the Zonal level by the Zonal screening Committee (refer to Appendix 'A' for members of the screening Committee) to the Zonal Commanding Officer of the Zone.
- ii. The Zonal Commanding Officer in the Geo-Political shall screen (refer to Appendix 'A' for members of the screening Committee) the Special Marshals (Zonal Coordinator, State Coordinator and or Past Zonal/State Coordinator) forwarded to him from the Sector Commanders in the Zone and forward Three (3) names of successfully screen (refer to Appendix 'A' for members of the screening Committee) Special Marshals from the Zone to DCM (SDER) RSHQ.
- iii. The names of the Three (3) Special Marshals (Zonal Coordinator, State Coordinator and or Past Zonal/State Coordinator) shall be forwarded to Corps Marshal by DCM (SDER) for consideration as National Coordinator.

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- iv. The Corps Marshal shall appoint one among the three (3) Special Marshal as the National Coordinator Special Marshals base on the Zoning principle of the year.
- v. The election for other National Executive Committee Members shall be conducted during the Special Marshals National Summit
- vi. Only Zonal Coordinator, State Coordinators and Secretaries are eligible to vote during National Executive Committee elections.
- vii. Upon appointment as the National Coordinator and or elected as Zonal Coordinator or State Coordinator, the Zonal Coordinator and State Coordinator so appointed and the Unit Coordinator so elected shall relinquish his office as a Zonal Coordinator, State Coordinator or Unit Coordinator while other Zonal, State and Unit Executive offices shall retain their offices at the Zonal State and Unit levels.
- viii. Where a Zonal Coordinator or State Coordinator is appointed as National Coordinator and or Unit Coordinator elected as a State Coordinator, an election to fill the vacancy shall be conducted with Two (2) weeks.
- ix. The election for Zonal, State and Unit Executive Committee members shall be conducted a month before the expiration of the Zonal, State and Unit Executive Committee members tenure.
- x. Only State Coordinators and Secretaries are eligible to vote during Zonal Executive Committee elections.
- xi. Only Unit Coordinators and Secretaries are eligible to vote during State Executive Committee elections.
- xii. Before any election, at least 2/3 members of the Executive Committee members shall be present.
- xiii. Election shall be by open secret ballot and victory shall be determine by simple majority, except the position of National Coordinator which shall be appointed by the Corps Marshal.
- xiv. Winners for the contestable positions shall emerge by simple majority
- xv. The NEC shall fill any vacancy that may arise in the Executive Committee through bye-election within one (1) month in conjunction with the SDER Department RSHQ, while the position of the National Coordinator shall

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be filled through appointment by the Corps Marshal based on the Zone allocated the slot.

xvi. The result of the election shall be declared by the Chairman of the electoral body (refer to Appendix 'B' for members of electoral body)

8. RESPONSIBILITY OF SPECIAL MARSHALS EXECUTIVE COMMITTEE

Refer to section 21.0 to 23.0 of the Special Marshals Guidelines 4th Edition for the responsibility of Special Marshals Executive Committees.

9. TENURE OF SPECIAL MARSHALS EXECUTIVE COMMITTEE

In line with Special Marshals Guidelines 4th Edition, the tenure of the Special Marshals Executive Committee shall be Four (4) years only and not renewable.

10. CERTIFICATION OF SPECIAL MARSHALS EXECUTIVE COMMITTEE MEMBERS

a. A formal letter shall be issued to the appointed and elected Special Marshals Executive Committee after the appointment and election of the Executive Committees have been certified by the Corps Marshal.

b. The letter shall spell out the tenure of the National Coordinator and other Executive Committee members.

c. The letter shall be issued by the Corps Marshal or his Representative

11. OATH OF OFFICE/ALLEGIANCE

In accordance with Section 25.0 of the Special Marshals Guidelines 4th Edition, all the appointed and Elected Special Marshal Executive Committee members before assuming office shall subscribe to the Oath of Office/Allegiance as provided by the Constitution of the Federal Republic of Nigeria.

The Oath of allegiance shall be reproduced in five (5) copies, duly signed by the appointed and elected Executive Committee members and shall be distributed as follows:

- a. DCM (SDER)
- b. Sector Commander
- c. National Coordinator
- d. Zonal Coordinator
- e. State Coordinator

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f. Unit Coordinator

12. AUTHORIZATION

	OFFICE	SIGNATURE
PREPARED BY	SDER & CLO	
REVIEWED BY	CORPS MARSHAL	
APPROVED BY	FRSC MANAGEMENT	
EDITION	FIRST	
DATE	JAN, 2021	

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APPENDIX A

SCREENING COMMITTEE FOR SPECIAL MARSHALS EXECUTIVE COMMITTEE ELECTION AT THE NATIONAL, ZONAL, STATE AND UNIT LEVELS

The following are to screen the contestants for the positions of the Special Marshals Executive Committee at

A. NATIONAL LEVEL

- | | | |
|---|---|-------------------|
| i. DCM (SDER) | - | Chairman |
| ii. Corps Legal Adviser | - | Member |
| iii. Host Zonal Commanding Officer | - | Returning Officer |
| iv. A representative of the Host State (SEC) | - | Member |
| v. CIO (Corps Intelligence Officer) | - | Member |
| vi. CC (SM) | - | Member |
| vii. Corps Secretary (to provide a secretary) | - | Secretary |

B. ZONAL ELECTORAL COMMITTEE

The Zonal Electoral Committee shall consist of the following:

- | | | |
|---|---|-------------------|
| i. The Zonal Commanding Officer | - | chairman |
| ii. Zonal Intelligence Officer | - | Member |
| iii. Zonal Legal Officer | - | Member |
| iv. National Coordinator or his representative | - | Returning Officer |
| v. Zonal Head, Special Duties & External Relations (ZH, SDER) | - | Secretary |

C. STATE LEVEL

- | | | |
|--|---|-------------------|
| i. Host Sector Commander | - | Chairman |
| ii. Zonal Legal Adviser | - | Member |
| iii. Zonal Coordinator or his representative | - | Returning Officer |
| iv. SIO (Sector Intelligence Officer) | - | Member |
| v. Desk Officer (SDER) in the State | - | Member |
| vi. Sector AHR (to provide a secretary) | - | Secretary |

D. UNIT LEVEL

- | | | |
|--------------------------|---|----------|
| i. Host Unit Commander | - | Chairman |
| ii. Sector Legal Adviser | - | Member |

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- | | | |
|--|---|-------------------|
| iii. State Coordinator or his representative | - | Returning Officer |
| iv. UIO (Unit Intelligence Officer) | - | Member |
| v. Desk Officer (SDER) in the Unit | - | Member |
| vi. Unit AHR (to provide a secretary) | - | Secretary |

APPENDIX B

ELECTORAL BODY FOR SPECIAL MARSHALS EXECUTIVE COMMITTEE

In line with Section 24.7 of Special Marshals Guidelines 4th Edition, the electoral body for Special Marshals Executive Committee shall consist of the following at the National level and equivalent at the State and Unit level.

- | | | |
|---|---|-------------------|
| i. DCM (SDER) | - | Chairman |
| ii. Corps Legal Adviser | - | Member |
| iii. Host Zonal Commanding Officer | - | Returning Officer |
| iv. A representative of the Host State (SEC) | - | Member |
| v. CIO (Corps Intelligence Officer) | - | Member |
| vi. CC (SM) | - | Member |
| vii. Corps Secretary (to provide a secretary) | - | Secretary |