

MSU-IIT NMPC ELECTION GUIDELINES FOR ELECTION 2020

1. Campaign period covers from October 1, 2019 to January 15, 2020.
2. Election of the Members of the Board of Directors and Constitutional Committees will be held during the cluster assemblies starting March 7, 2020 and ending March 29, 2020.
3. The campaign and election guidelines are as follows:

A. CAMPAIGN:

- a. Campaign FLYERS will be provided by the ELECOM.
- b. Negative campaigning/mud-slinging is prohibited.
- c. Any MSU-IIT NMPC employee is prohibited to campaign for any candidate.

B. ELECTION:

- a. Any MSU-IIT NMPC employee must not interfere with the election process.
- b. Any form of campaigning in the vicinity of the polling place during election is strictly prohibited.
- c. The ELECOM shall appoint election tellers for every MSU-IIT NMPC cluster assembly election to facilitate the election process.
- d. The principal role of the election tellers is to assist the qualified voters during the cluster assembly elections on how to cast their ballots through the electronic voting system.
- e. A hard copy of the election results must be produced at the end of the last cluster assembly. All the consolidated results of the cluster assemblies must be publicly announced only during the last

cluster assembly election which will be held in Iligan City. This time, all the winners of the MSU-IIT NMPC Election 2020 will be officially proclaimed by the ELECOM.

f. In the case of a manual voting, the canvassing of paper ballots, in the presence of watchers, shall be done during the last cluster assembly election in Iligan City.

g. Election results shall be posted inside the MSU-IIT NMPC branches within three (3) working days after the last cluster assembly election.

h. In case of conflict and confusion as to the rules for the conduct of the MSU-IIT NMPC Election, the ELECOM shall adopt a solution to the best interest of the MSU-IIT NMPC.

C. QUALIFICATIONS OF A CANDIDATE:

a. Must be of legal age at the time of his/her election.

b. Has time and willingness to serve the MSU-IIT NMPC.

c. Must have attended any of the following mandated CDA courses:

c.1 Fundamentals of Cooperative - 16 hours

c.2 Governance and Management of Cooperatives - 16 hours

c.3 Financial Management - 8 hours

c.4. Risk Management - 4 hours

c.5. Credit Management - 4 hours

d. Must be a Member in Good Standing (MIGS) for at least three (3) years prior to election.

e. Article II, Section 6 of the Bylaws of the MSU-IIT

NMPC defines a regular Member in Good Standing (MIGS) as one who:

e.1 has paid the subscribed capital share and has participated in the required minimum capital build-up per month as prescribed by the Board of Directors;

e.2 has deposited the initial prescribed regular savings deposit and maintained the required average daily balance;

e.3 has paid in full the initial mutual death assistance fund and is up-to-date in his/her contributions;

e.4 is not delinquent in the payment of the loan and other obligations;

e.5 has not violated any provision of the Bylaws, rules and regulations, circulars/memoranda and other issuances of the Cooperative Development Authority (CDA), membership subscription agreements, and other instruments required of him/her to execute as provided in the Bylaws or as prescribed by the Board of Directors;

e.6 exercises the right of suffrage;

e.7 patronizes the businesses of the MSU-IIT NMPC; and

e.8 has not engaged in practices contrary to the coop practices for the past year.

D. SPECIFIC QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

I. Board of Directors

1. Must have a share capital of P50,000 as of October 1, 2019 and had availed of at least one (1) coop product.
2. Must have at least two (2) years experience serving MSU-IIT NMPC as a member of the constitutional committees (Audit and Election), Credit Committee, Mediation and Conciliation Committee and Ethics Committee.
3. Must be a college graduate or a business owner for at least five (5) years (to be evaluated by the ELECOM)

II. Audit Committee

1. Must have a share capital of at least P25,000 as of October 1, 2019.
2. With training and experience in audit, accounting or human resource management, preferably an accounting graduate or accountant.

III. Election Committee

1. Must have a share capital of at least P25,000 as of October 1, 2019.
2. Must be a college graduate.

Report from the Election Committee

21 Theme: "Gearing up for the Golden Anniversary of the MSU-IIT NMPC!"

E. DISQUALIFICATION OF CANDIDATES:

- a. Any BOD member or Constitutional Officer who has served continuously for four (4) years in any elective

and appointed position is no longer allowed to file his/her certificate of candidacy for the election. He/She is also barred from running for any lower elective position.

b. Holding any elective position in the government.

c. Having similar business with that of MSU-IIT NMPC.

d. Having any unliquidated Cash Advances (CA) as of October 1, 2019 in MSU-IIT NMPC.

e. Having been convicted of any crime or administrative offense involving moral turpitude or gross misconduct in the performance of his/her duties.

f. Being an officer in other primary cooperative or its subsidiary.

g. Being an officer of any MSU-IIT NMPC subsidiary cooperative.

h. Having relationship up to third civil degree of consanguinity or affinity with any elected member of the incumbent board or constitutional committee, or with any appointed member of a board-created committee, or with any employee of MSU-IIT NMPC.

i. Being an incumbent member of the election committee.

j. Being an MSU-IIT NMPC employee.

k. Husband and wife are prohibited to both serve as appointed officers in the same cooperative.

l. Any violation to the election guidelines.

F. ELECTION PROTEST

a. Any pre-election protest filed by a candidate or any bona fide member of the MSU-IIT NMPC must be made in writing, duly filed with the ELECOM at least three (3) working days prior to the actual voting day of the cluster where the pre-election controversy took place. Such

pre-election protest must be resolved by the ELECOM one day before the actual voting day.

b. Any post-election protest must be made in writing, duly signed by the person making the protest and filed with the ELECOM within three (3) working days after the actual voting day. Such protest must be resolved by the ELECOM within three (3) working days from receipt thereof.

c. Any elected candidate who is a subject of a complaint shall NOT BE ALLOWED to take his/her oath of office until the complaint filed against him/her has been resolved by the ELECOM. The ELECOM must notify the person subject of the complaint within 24 hours upon resolution.

d. No anonymous or verbal protest shall be entertained by the ELECOM, be it a pre-election or post-election protest.

Note:

1. Date of filling for candidacy is October 1, 2019 and deadline for filing the Certificate of Candidacy is January 15, 2019. Candidates are enjoined to attend the last cluster assembly in Iligan. Winning candidates will be proclaimed and recognized in this assembly.

Kindly write below your bio-note in 4 bullet-form lines, and limited to ten (10) words per bullet. This will be used in the campaign materials. The ELECOM reserves the right to edit the bio-note for brevity. Tear the perforation above & attach this to your Certificate of Candidacy.