

# MSU-IIT NMPC ELECTION GUIDELINES

## Election Modality

1. The conduct of the March 2023 election is a decentralized one which will be done in every branch of the Coop.
2. The duration of the decentralized election is March 1 to 22, 2023 inclusive of Saturdays (18 days only) to give time for the canvassing of ballots in case there will be manual voting.
3. The Election Committee in coordination with every branch manager will deputize election tellers.

## Qualifications of Election Tellers

1. They must be non-members and not employees of the cooperative;
2. They must be of legal age;
3. They must not be related to any candidate within the fourth degree of consanguinity or affinity; and
4. They must be computer literate

## Voting System

1. The conduct of the election is electronic voting.
2. Manual voting shall be done only in case of technical problems like no or weak internet connection and power outage etc.
3. Ballots and boxes are provided in each branch in case of manual voting.
4. The BASIS of determining the winners is through **PLURALITY VOTE**.

## Giving of Incentives

To ensure maximum participation of the MIGS, a- P300 incentive will be given in two installments. The first installment of P100 shall be given during the voting and the remaining P200 pesos will be given for their attendance in the General Assembly.

### **Filing of Candidacy**

Filing of candidacy shall start on November 28, 2022, and ends on January 13, 2023. Henceforth, there will be no extension beyond the deadline.

### **Campaign Materials and Strategy**

1. There shall be a common campaign material (e.g. video/flyers/poster) that will be posted in every branch;
2. Campaign materials to be distributed per branch should indicate a brief bio-note of the candidate and his/her platform and recent picture;
3. The arrangement of candidates' names in the poster and in the ballot shall not be in alphabetical order but by the result of "**drawing of lot**" in the presence of 2 independent witnesses identified by ELECOM.
4. All candidates will be given equal time for their exposure in a video campaign material to be shown in the branches and uploaded on the MSU-IIT NMPC Official website and social media account.
5. Any form of electioneering such as personally posting propaganda through social media, talking over the radio, or making a campaign to a large crowd and the like is strictly prohibited.

### **During the Election**

1. Any MSU-IIT NMPC officers and employees must not interfere with the election process;
2. Any complaint during the conduct of the election procedure shall be addressed to ELECOM. The decision of the ELECOM shall be final and executory;
3. No candidate is elected in absentia and proxy voting is not allowed;
4. In a case where there are two (2) or more candidates with the same family name, the first name must be written, otherwise the ballot shall be considered null and void.
5. In case of manual voting, the canvassing of ballots shall be done by the ELECOM members and the Technical Team;
6. Election results and proclamation of winners shall be announced only by the ELECOM during the General Assembly.
7. No premature disclosure of election results shall be allowed.

### **Proclamation of Winners**

1. The ELECOM shall call all winning candidates to present for ceremonial/official proclamation.
2. In the case of a tie, the tossing of a coin shall be applied. The one who gets Three (3) heads out of Five (5) tosses shall be proclaimed the winner.
3. Oath-taking and Induction of the newly elected BOD and officers shall be arranged by the ELECOM within 10 days after the general assembly.
4. Induction of winner/s shall be withheld if there are post-voting/post-election protests.
5. Post-voting protests shall be made in writing within three (3) days of the last voting day by any candidate or any bona fide member of the MSU-IIT NMPC.
6. In case there are post-election protests, these must be filed within three days after the last Cluster Assembly and must be decided upon by the ELECOM within ten days.
7. Selection of the BOD Chair and Vice-chair shall be done during the first BOD Regular meeting through secret balloting and shall be announced immediately thereafter.

### **ELECTION PROTEST**

Any protests must be under oath. The ELECOM may automatically deny any protests without attached evidence. Any anonymous or verbal protests shall not be entertained by the ELECOM be it pre-election or post-voting/post-election protests.

### **General Requirements for the Candidates for BOD and Constitutional Committees**

Must have attended any of the following mandated CDA courses:

- a. Fundamentals of Cooperative - 16 hours
- b. Governance and Management of Cooperatives - 16 hours
- c. Financial Management - 8 hours
- d. Risk Management - 4 hours
- e. Credit Management - 4 hours

### **Minimum Requirements for Aspiring Candidates to the Board**

1. Only those members who had served for at least two years in any Constitutional Committees (Audit and Election), and appointive committees like Credit Committee, Mediation and Conciliation Committee, and Ethics Committee are allowed to run as first-time candidates for BOD.
2. For those committee members who had served with the two-year requirements after their term of office by March 2023 are also allowed to run, except incumbent ELECOM members.

### **Specific Qualifications**

#### **BOD**

1. Must have a share capital of P50,000 as of December 31 of every year and avail of at least one (1) coop product;
2. A member in good standing (MIGS) for at least three years;
3. Is of good moral character;
4. For a first-time candidate, he/she must have served MSU-IIT NMPC for at least two (2) years as a member of the constitutional committees (Audit and Election), Credit Committee, Mediation, and Conciliation Committee, and Ethics Committee;
5. Must be a college graduate or a business owner for at least five (5) years and business permit is required;
6. Must be of legal age at the time of the election;
7. Must be willing to render not less than four (4) hours of BOD meeting

### **Specific Qualifications of Audit and Inventory Committee**

1. At least college graduate of BSBA – major in Accounting /any business degree or must have taken Accounting or business courses or has been engaged in business for at least 2 years;
2. Must be of legal age at the time of the election;
3. Must be of good moral character;

4. Must be a member of the coop for at least three (3) years;
5. A members-in-good-standing (MIGS) for the last 2 years

#### **Specific Qualifications of Election Committee**

1. At least a college graduate;
2. Must be of legal age at the time of the election;
3. Must be of good moral character;
4. Must be a member of the coop for at least three (3) years;
5. A member-in-good-standing (MIGS) for the last two (2) years.

#### **General Disqualifications of Candidates**

1. Holding any elective position in the government;
2. Having conflicting interests with the business of the cooperative;
3. As a BOD, having incurred prolonged/continuous or intermittent personal leave of absence beyond six (6) regular board meetings in a year whether excused or unexcused;
4. Having been convicted of any crime involving moral turpitude, gross misconduct in the performance of his/her duties and found culpable in any administrative case involving such offenses;
5. Regular paid employees of the cooperative;
6. One who is related to a regular paid staff within the third degree of consanguinity;
7. Any incumbent or outgoing member of the ELECOM;
8. Being an officer of any MSU-IIT NMPC subsidiary cooperative or another primary cooperative
9. Any BOD member who has served continuously for two consecutive terms and for Constitutional Officer, two years for the same Committee.
10. Those who are found guilty of violating election rules.
11. Related by consanguinity or affinity within the 3<sup>rd</sup> civil degree of any appointed member of constitutional and Board created committees,

12. Engaged in a business similar to that of the Cooperative or in any way has a conflict of interest with the MSU-IIT NMPC;

### **Specific Disqualifications**

#### **BOD**

1. Any BOD who resigned/deemed resigned or dismissed due to dishonesty, falsification of documents or involvement in any acts that are detrimental to the interest of the cooperative shall not be allowed to run for any elective position or be appointed to any committee.
2. Any BOD member who resigned/deemed resigned or removed by dismissal due to absenteeism shall not be allowed to run for any elective position or appointed to any committee until a lapse of four years (practiced in the March 2021 election).

### **Specific Disqualifications for Constitutional Committees**

1. Any officer or member of the committee who resigned/deemed resigned or dismissed due to dishonesty, falsification of documents or involvement in any acts that are detrimental to the interest of the cooperative shall not be allowed to run for any elective position or appointed to any committee.
2. Any officer or member of the committee who resigned/deemed resigned or removed by dismissal due to absenteeism shall not be allowed to run for any elective position or appointed to any committee until a lapse of four years.

### **Voters' Qualification**

A member is entitled to vote when he/she is categorized as a member in good standing or MIGS. Article II, Section 6 of the By-laws of the MSU-IIT NMPC defines a regular Member in Good Standing (MIGS) as one who:

1. Has paid the membership fee of one hundred pesos (100.00); subscribed capital share of two thousand five hundred pesos (2,500.00), savings deposit of at least five hundred pesos (500.00) and maintained the required average daily balance; participated in the required minimum capital build-up per month as prescribed by the Board of Directors;
2. Has paid in full the initial mutual death assistance fund and is up-to-date in his/her contributions;
3. Is not delinquent in the payment of the loan and other obligations;

4. Has not violated any provision of the By-laws, 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 By-laws or as prescribed by the Board of Directors;
5. Has patronized the businesses of the MSU-IIT NMPC; and
6. Has not engaged in practices contrary to the coop principles and practices for the past year.

#### **Authority of the Branch Managers**

1. Only the Branch Managers have the authority to determine the status of candidates and voters as MIGS;
2. Such determination of MIGS status shall be done during the first month of the calendar year (January).