



ELECTION GUIDELINES

I. Election Modality

The March 2026 election of the Board of Directors (BOD) and Officers of MSU-IIT NMPC will be conducted at each branch using the Automated Election System (AES). This centralized election will take place from March 2 to March 23, 2025, inclusive of Saturdays (a total of 19 days), allowing for the canvassing of ballots in case of manual voting.

II. Qualification of Election Tellers

Each branch shall hire one (1) election teller. However, the Palao and Tibanga branches shall each hire two (2) election tellers, in view of anticipated operational demands.

An orientation session shall be conducted by the Election Committee, in coordination with MISD, using a blended format (online and face-to-face).

Each branch shall be guided by the following qualifications of the Election Tellers:

1. They must be non-members and not employees of the cooperative.
2. They must be of legal age, at least a senior high school graduate or college level.
3. They must not be related to any candidates and coop employees within the fourth degree of consanguinity or affinity;
4. They must be computer literate;
5. They must be honest and trustworthy.

Each branch shall be responsible for ensuring that no problems will arise from the hiring of election tellers. Any problems that will arise shall be coordinated with the branch manager.

III. Voting System

The election will primarily be conducted through electronic voting. Manual voting will be utilized only in the event of technical problems such as no or weak internet connection, power outages, or other interruptions.

To ensure transparency and accuracy, all electronic votes will be backed up, and a secure, tamper-proof system will be in place to handle any discrepancies that may arise

Election Committee shall provide the ballots while each branch shall prepare the ballot boxes in case manual voting is necessary.



The Election Committee, in coordination with branch managers, will oversee the integrity of both electronic and manual voting processes.

Winners will be determined based on a plurality vote.

IV. Incentives for Participation

To encourage maximum participation from MIGS, an incentive of Php300 will be given in two installments. The first installment of Php100 will be provided during the election after voting, and the remaining Php200 will be given during the General Assembly upon confirmation of attendance.

V. Filing of Candidacy

The filing of candidacy will begin on October 27, 2025, and will close on November 29, 2025. No extensions will be granted beyond this deadline.

In December, the ELECOM will present the list of candidates during the first BOD meeting. Upon acceptance of the report by the BOD, the final list of candidates will be notified by the ELECOM.

Candidates are required to attend the Election Orientation and at least one of the mandatory training sessions.

All candidates must have their pictures and videos taken at the Head Office in Pala-o, Iligan City to ensure uniformity. However, if candidates choose to take their own pictures and videos, these must be high definition or taken in a studio, with the requirement that they wear formal attire and use a white background.

VI. Campaign Materials and Strategy

The Election Committee shall prepare the campaign materials such as videos, flyers and posters which shall be posted in every branch.

Campaign materials should include a brief bio-note of the candidates, their platforms, and a recent picture.

The arrangement of candidates' names on the posters and ballots shall be determined by "draw lots" conducted by the Election Committee and witnessed by two members, each from the Audit Committee and the Ethics Committee.

All candidates will be given a maximum of 3-minute video presentation of their self-introduction. Then such campaign material will be shown in all branches and shall also be uploaded to the MSU-IIT NMPC official website and social media accounts.



Any form of electioneering by the candidates, MSU-IIT NMPC officers, and employees, such as personally posting or sharing propaganda through social media, speaking on the radio, or campaigning to a large crowd, among others, is strictly prohibited.

Electioneering incidence shall be channeled through the Mediation and Conciliation Committee (MCC) for proper action.

VII. During the Election

MSU-IIT NMPC officers and employees must not interfere with the election process.

All election-related concerns, for example complaints, should be directed to ELECOM for resolution, and their decision will be final and binding.

Candidates cannot be elected in absentia, and proxy voting is prohibited.

If two or more candidates share the same last name, the first name must be written on the ballot; otherwise, the ballot will be void.

For manual voting, ELECOM members and the Technical Team will handle ballot canvassing. Only the ELECOM will announce election results and proclaim winners during the last day of the General Assembly. Premature disclosure of election results is strictly prohibited and anyone found disclosing the initial or final result will be addressed by the Ethics Committee.

VIII. Proclamation of Winners

Election winners for the different positions will be announced during the last day of the General Assembly, and the official proclamation will take place during the oath-taking ceremony.

The election for the BOD Chair and Vice Chair will be conducted within 10 days after the General Assembly.

The process starts with the Election Committee informing the BOD Secretary to issue a notice of meeting for the BOD Officers. Then the BOD Officers shall elect the BOD Chair and Vice Chair through secret balloting.

The ELECOM will announce the winners (BOD Chair and Vice Chair) immediately.

The Election Committee shall facilitate in case there is a tie. By coin tossing, the candidate who gets three (3) heads out of five (5) tosses will be proclaimed the winner.



The induction of BOD and Officers shall be immediately scheduled after the result of the BOD Chair and Vice Chair selection.

The induction of the winner(s) shall be withheld if there are post-voting/post-election protests.

IX. Election Protests

Post-voting protests must be submitted in writing within three (3) days of the last voting day by any candidate or bonafide member of MSU-IIT NMPC.

In the event of post-election protests, these must be filed within three (3) days after the last Cluster Assembly and will be decided upon by ELECOM within ten (10) days.

All protests must be formally written, under oath. ELECOM may automatically deny any protests that are not accompanied by evidence.

Anonymous or verbal protests, whether during pre-election or post-voting/post-election, will not be entertained by the ELECOM.

X. General Requirements for Candidates for BOD and Constitutional Committees

Candidates must have completed any of the following mandated CDA courses:

- Fundamentals of Cooperatives: 16 hours
- Governance and Management of Cooperatives: 16 hours
- Financial Management: 8 hours
- Risk Management: 4 hours
- Credit Management: 4 hours

XI. Minimum Requirements for Aspiring Candidates to the Board

Only members who have served for at least two (2) years on any Constitutional Committees (Audit and Election) or appointive committees like the Credit Committee, Mediation and Conciliation Committee, and Ethics Committee are eligible to run as first-time candidates for the BOD.

Committee members who meet the two-year service requirement by the end of their term in March 2026 are also eligible to run, except for incumbent ELECOM members.

XII. Specific Qualifications for BOD

- Must have a share capital of Php 50,000 as of December 31 of the previous year and have availed of at least one (1) coop product.



- Must have been a member in good standing (MIGS) for at least three (3) years.
- Must be of good moral character.
- For first-time candidates, they must have served MSU-IIT NMPC for at least two (2) years as a member of the Constitutional Committees (Audit and Election) and the appointive committees such as, Credit Committee, Mediation and Conciliation Committee, or Ethics Committee.
- Must be a college graduate or a business owner for at least five (5) years, with a business permit required.
- Must be of legal age at the time of the election.
- Must be willing to render no less than four (4) hours for BOD meetings.

XIII. Specific Qualifications for the Audit Committee

- Must be at least a college graduate with a BSBA major in Accounting or any business degree, or must have taken accounting or business courses, or have been engaged in business for at least 2 years.
- Must be of legal age at the time of the election.
- Must be of good moral character.
- Must have been a member of the coop for at least three (3) years.
- Must have been a member in good standing (MIGS) for the last 2 years.

XIV. Specific Qualifications for the Election Committee

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

XV. General Disqualifications of Constitutional Candidates

- Holding any elective position in the government.
- Having a conflicting interest with the business of the cooperative.
- 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.
- Having been convicted of any crime involving moral turpitude, gross misconduct in the performance of duties, or found culpable in any administrative case involving such offenses.
- Being a regular paid employee of the cooperative.
- Being related to a regular paid employee within the third degree of consanguinity.
- Being an incumbent or outgoing member of ELECOM.
- Being an officer of any MSU-IIT NMPC subsidiary cooperative or other primary



cooperative.

- Having served as a BOD member continuously for two (2) consecutive terms, or as a Constitutional Officer for two years in the same committee.
- Being found guilty of violating election rules.
- Being related by consanguinity or affinity within the 3rd civil degree to any appointed member of Constitutional and Board-created committees.
- Engaging in a business similar to that of the Cooperative or in any way having a conflict of interest with MSU-IIT NMPC.

XVI. Specific Disqualifications for BOD

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

XVII. Specific Disqualifications for Constitutional Committees

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

XVIII. Voters' Qualifications

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

1. Has paid the membership fee of one hundred pesos (Php 100.00);
Subscribed capital share of two thousand five hundred pesos (Php 2,500.00);
Savings deposit of at least five hundred pesos (Php 500.00);
Maintained the required average daily balance; and has
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 loans 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 as provided in the By-laws or as prescribed by the Board of Directors.
5. Has patronized the businesses of the MSU-IIT NMPC.
6. Has not engaged in practices contrary to coop principles and practices for the past year.

XIX. Authority of the Branch Managers

- Only the Branch Managers have the authority to determine the status of candidates and voters as MIGS.
- Such determination of MIGS status shall be done during the first month of the calendar year (January).
- Each Branch Manager submits a list of MIGS to the head office.
- The list of MIGS will be utilized in the allocation of funds for incentives and other expenditures for the General Assembly.