



ELECTION RULES AND GUIDELINES

ARTICLE I. GENERAL PROVISIONS

Section 1. **Applicability**

These guidelines shall govern the election of Board of Directors and members of Audit Committee and Election Committee of the WeSupport Group of Companies Credit Cooperative.

Section 2. **Definition of Terms**

The following words or terms have the following meanings unless a different meaning clearly appears in the context.

1. Election refers to the process of choosing Board of Directors, Audit Committee, and Election Committee (ELECOM) through secret balloting.
2. Board of Directors is composed of 7 members to promulgate policies, rules and regulations necessary for the operation of the cooperative.
3. Audit Committee is composed of 3 members and shall be directly accountable and responsible to the general assembly. It shall have the power and duty to continuously monitor the adequacy and effectiveness of the cooperative's management control system and audit the performance of the cooperative and its various responsibility centers.
4. Election Committee is composed of 3 members who shall have the duty to conduct the voting and counting of votes during election.
5. Voter refers to a regular member of the cooperative who possesses the qualifications to vote.
6. Master List of Regular Members is a roster of regular members indicating the address, and the date which the said membership was approved.
7. Voting Center refers to the designated place where the election of the cooperative will be conducted.

Section 3. **Date of Election**

It shall be the responsibility of the Board of Directors to call, schedule and provide appropriation for, by an appropriate board resolution. Such resolution shall be passed in not less than 10 days nor more than 120 days before the Annual General Assembly Meeting of the cooperative.

1. A special election shall be called by the Board, by an appropriate Board Resolution, to fill any vacancy due to death, incapacity, resignation, disqualification and other similar causes, if the unexpired term shall be two years.
2. The Board shall pass the Resolution calling the Special Election not later than 10 days after the vacancy occurs, to be held in not less than 25 days but not more than 35 days after the vacancy. The same master list of regular members used in the immediately preceding regular election shall be used.



Section 4. **Postponement of Election**

When for any serious cause such as violence, terrorism, loss or destruction of election paraphernalia or records and force majeure, the holding of a free, honest and orderly election shall become impossible, the ELECOM shall in its discretion, postpone the election.

Section 5. **Notice of Regular Election**

Written notices stating the purpose, place, date and time of the election and the deadline for filing of candidacy shall be posted in strategic places within the voting area not less than 3 days before the date of election.

ARTICLE II. ELEGIBILITY TO RUN AND CERTIFICATE OF CANDIDACY

Section 6. **Qualifications for Board of Directors, Audit Committee and ELECOM**

The following shall be the minimum qualifications as provided under **Section 3, Article IV of WGCCC By-laws**

No member shall be elected or to continue as such member of the Board of Directors unless he is a member entitled to vote and has the following qualifications:

1. Has paid the minimum capital requirement;
2. Has no delinquent account with the Cooperative;
3. Have continuously patronized the cooperative services;
4. A member in good standing for the last two years;
5. Completed or willingness to complete the required education and training as may be provided by law, rules and regulations and policy approved by the general assembly; and
6. Other qualifications prescribed in the rules and regulations of the Authority.

Section 7. **Disqualifications of a Board of Directors and Committee Members.**

Section 4, Article IV of WGCCC By-laws provides the disqualifications for elective officers. Any member who is under any of the following circumstances shall be disqualified to be elected as a member of the Board of Directors or any committee, or to continue as such:

1. Holding any elective position in the government, except that of to a party list representative or being an officer of a cooperative he or she represents;
2. Members holding any other position directly involved in the day-to-day operation and management of the Cooperative;
3. Having direct or indirect personal interest with the business of the Cooperative;
4. Having been absent for five (5) consecutive meetings or in more than seventy percent (70%) of all meetings within the twelve (12) month period unless with valid excuse as approved by the Board of Directors;
5. Being an official or employee of the Cooperative Development Authority;
6. Having been convicted in administrative proceedings or civil/criminal suits involving financial and/or property accountability; and
7. Having been disqualified by law.

Section 8. **One Member One Vote Policy**

A regular member shall be entitled to only one vote. Proxy is not allowed.



Section 9. **Certificate of Candidacy**

No qualified member of the cooperative shall be elected as member of the Board and Committee member unless he/she file a verified Certificate of Candidacy.

Section 10. **Filing of Certificate of Candidacy (COC)**

Interested member may secure from the BOD secretary an official form of the Certificate of Candidacy. Once duly accomplished, the same, together with the other required documents, shall be filed at the Office of the BOD Secretary during office hours, not later than three (3) days before the election.

Section 11. **Withdrawal or Cancellation of COC**

No certificate of candidacy duly filed shall be considered withdrawn or cancelled unless the candidate files with the BOD Secretary a sworn statement of withdrawal or cancellation at least 1 day before the election.

ARTICLE III. TERM

Section 12. **Term of Office**

The elected officials of WGCCC, such as Board of Directors, Audit Committee, and ELECOM will have a term of two (2) years except for the fifth, sixth and seventh member of the Board of Directors who will serve for one (1) year. Hence; Election for the fifth, sixth and seventh member of Board of Directors will be done every Annual General Assembly Meeting.

ARTICLE IV. PROHIBITED ACTS OF CANDIDATES

Section 13. **Prohibited Acts of Candidates**

The following shall be considered prohibited acts of the candidates:

1. Paying for membership fees of prospective members of the cooperative;
2. Vote-buying;
3. Use of goons and other similar elements to harass voters.

ARTICLE V. REGULAR MEMBERS

Section 14. **Master list of Regular Members**

It shall be the responsibility of the BOD Secretary to prepare in no less than 15 days before the election, at least 3 copies of the master list of regular members. The master list of the regular members shall contain the names of all qualified members in alphabetical order. The final master list shall be posted not less than five (5) days before the election.

Section 15. **Registration of Regular Members**

All members whose names appear in the master list of regular members shall register with the ELECOM on the day of the election. Only those who are duly registered shall be allowed to vote.



ARTICLE VI. VOTING CENTER

Section 16. **Voting Center**

Will be the building or place where the Board of Election conduct its proceedings and where the voters shall cast their votes. The venue will be the place where the Annual General Assembly Meeting is being held.

Section 17. **Online Ballots**

The online ballots shall be under the custody and disposal of the ELECOM.

Section 18. **Tally Dashboard**

To ensure that election is going fairly and smoothly, ELECOM shall provide a tally dashboard that shows how many people have voted and what the current results are.

Section 19. **Furnishing of Online Ballots and Other Materials for the Election.**

The ELECOM shall prepare the link for online voting system, online ballots, tally dashboard and all other materials needed for the election.

ARTICLE VII. ELECTION COMMITTEES

Section 20. **Election committee shall be composed of three (3), the Chairman and two (2) members.**

Section 21. **Duties and Functions of ELECOM**

The ELECOM shall have the following duties and functions:

1. Formulate election rules and guidelines and recommend to the General/Representative Assembly for approval;
2. Recommend necessary amendments to the election rules and guidelines, in coordination with the Board of Directors, for the General/Representatives Assembly's approval;
3. Implement election rules and guidelines duly approved by the General/Representative Assembly;
4. Recommend necessary amendments to the election rules and guidelines, in consultation with the Board of Directors, for approval of the General Assembly;
5. Supervise the conduct, manner and procedure of election and other election related activities and act on the changes thereto;
6. Canvass and certify the results of the election;
7. Proclaim the winning candidates;
8. Decide election and other related cases except those involving the Election Committee or its members, and
9. Perform such other functions prescribed in the By-Laws or authorized by the General Assembly.

ARTICLE VIII. OFFICIAL BALLOT

Section 22. The official ballot shall be in online form created by the ELECOM, which contains the names of the candidates and the positions they are running for, where the voter shall choose the name of the candidate to be voted by him/her.



ARTICLE IX. CASTING OF VOTES

Section 23. The registration and casting of votes shall start at 10:00 o'clock in the morning and end at ~~11:30~~ in the morning or at a time designated during Annual General Assembly Meeting.

Section 24. **Order of Voting**

Upon the registration and after establishing the identity of the member, the member shall be given the link of the online voting system and user ID.

Section 25. **Manner of Preparing the Ballot**

Upon receiving the link of the online voting system, the voter shall proceed to login to the system and choose the name of the candidate whom he/she desires to vote. No voter shall be allowed to compare his/her entries.

Section 26. **Minutes of Voting and Counting of Votes**

The ELECOM shall prepare and sign a statement in three (3) copies setting forth the following:

1. The time the voting commenced and ended;
2. The number of votes received;
3. The number of members who cast their votes;
4. The time the counting of votes commenced and ended;
5. Number of votes read and counted.

ARTICLE X. COUNTING OF VOTES

Section 27. **Counting to the Public and without Interruption**

As soon as the voting is finished, the ELECOM shall publicly count the votes cast and shall ascertain the results. The Committee may not adjourn or postpone the counting until it has been fully completed.

Section 28. **Counting of Votes**

The ELECOM shall post the result of the tallied votes on the projector generated by the online voting system.

Section 29. **Proclamation of Winning Candidates**

Proclamation of the winning candidates will be done just after the counting. It is the duty of the Chairperson of the ELECOM to proclaim the winning candidates. In case of a tie, where two (2) or more candidates obtained the same number of votes for a certain position. The tie shall be resolved by a toss coin, and whoever wins, shall be proclaimed the winner.

ARTICLE XI. ELECTION PROTEST AND RESOLUTION

Section 30. **Election Protest**

Any protest that may arise from the conduct of the election shall be filed in writing under oath to the election committee within twenty-four (24) hours after the proclamation of winners.



Section 31. **Protest Resolution**

The Election Committee shall have the authority to rule on all questions that may arise with respect to the validity of nominating petitions, validity of member signatures, the registration of members, counting of ballots cast, rulings upon all other questions that may arise relating to the ballot, member voting and the election of Directors, and decisions upon any challenge, protest or objection made with respect to any election or conduct that may affect the results of any election. The Election Committee decision on all such matters shall be final.