



UNIVERSITY OF THE PHILIPPINES ALUMNI ASSOCIATION TORONTO

2019 ELECTION GUIDELINES

Purpose	Call for Nomination and Election of Council Members for the Term 2019-2022
Date/Time	13 April 2019, Saturday Registration starts at 1:00 PM; Polls open at 2:30 PM
Location	North York Civic Centre, Committee Meeting Room # 3 5100 Yonge Street, Toronto, Ontario M2N 5V7

ELECTIONS COMMITTEE (COMELEC)

Chairperson: Gena Baldivia · gena.baldivia@gmail.com

Members: Bay Bernabe · bernabe@rogers.com

Joe Zagala · joezagala@rogers.com

ELIGIBILITY

An **eligible member**, who can participate in the election process—i.e., to nominate, be nominated, to vote, and be elected—is a **regular member in good standing** based on the official records of the Membership Committee. Specifically,

1. **Registered member** must have unexpired membership status by **April 13, 2019**.
2. **First-time member** must register by **April 13, 2019**.
3. **Previous member** must renew membership by **April 13, 2019**.
4. **Membership due** must be paid no later than **April 13, 2019**.

Note: Please contact the **Membership Committee (E-mail: upaaexec@gmail.com)** for issues on membership status or eligibility.

NOMINATION

1. **Nomination Form** is available through the UPAAT Googlegroups, UPAAT website (www.upaatoronto.com) and COMELEC.
2. An eligible member may nominate **up to two (2) nominees**, including **himself/herself** (one form per nominee).
3. Nomination Form must be **duly signed and dated**, either by hand or typed onto the form, by both nominator and nominee.
4. Nomination Form must be received by COMELEC on or before **April 13, 2019**.



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5. Deadline **may be extended** at COMELEC's discretion (e.g. there are less than 5 qualified nominees, technical glitches in disseminating information or any unforeseen event).
6. COMELEC and the Membership Committee will validate the Nomination Form.
7. COMELEC will distribute or announce the **List of Candidates** before the election.

Note: **Early submission** of nomination forms is highly recommended to minimize unnecessary delays.

QUORUM

For the purpose of UPAAT 2019 Elections, **attendance by at least 30 eligible members constitutes a quorum.**

In conjunction with the Membership Committee, COMELEC will **declare** whether or not there is a quorum for the UPAAT Elections.

VOTING

1. A **numbered official ballot** is assigned to each eligible member at the Registration desk.
2. Any eligible member may vote for **up to five (5)** candidates listed on the Board.
3. If the number of candidates is **five (5) or less**, all candidates are automatically **acclaimed**.
4. On **Election Day, April 13, 2019**:
 - a. Registration starts at 1:00 PM and polling opens at 2:30 PM.
 - b. Membership Committee must assign a **ballot number** to each voter on the roster.
 - c. Prior to polling, COMELEC will hand out to each voter his/her numbered official ballot (plus his/her pre-assigned proxy ballot).
 - d. Ballots must be deposited at designated poll box marked "**COMELEC**" **any time before the poll closes at 3:00 PM.**
 - e. Voting shall be conducted by **secret ballot**.

Note: Time permitting, candidates will be given **1-2 minutes** each to speak before the General Membership.

PROXY

1. **Proxy Form** is available through the UPAAT Googlegroups, UPAAT website (www.upaatoronto.com) and COMELEC.
2. **Proxy voting is allowed**, provided both proxy and designator are eligible members.
3. An eligible member can act as a proxy to **only one (1)** eligible voter.
4. Every Proxy **counts as one (1)** additional member in attendance.
5. Proxy Form must be **duly signed**, either by hand or typed onto the form, by both proxy and designator.



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6. Proxy Form must be received by COMELEC on or before **April 13, 2019**.
7. COMELEC and the Membership Committee will validate the Proxy Form.

VOTE COUNT

1. **Board of Canvassers**, composed of the COMELEC members, will immediately proceed to count the votes after the poll closes.
2. **Tallying** of votes will be conducted in **public**.
3. Canvassers will **scrutinize** every ballot and deposit the **valid ballot** in a designated box.
4. If any canvasser **disputes a ballot**, it will be **put aside** for closer review later.
5. Board of Canvassers will **quickly review** any disputed ballots and make an irrevocable decision to **count it or to void it** completely.
6. **Voided ballots** will be kept separately from the valid ballots.
7. All ballots cast will be treated with **strict confidentiality**.
8. **Copying** of ballots by any means and in any shape or form is strictly prohibited.
9. COMELEC Chairman must **certify** the voting results.

ELECTED CANDIDATES

1. The **first five (5)** candidates receiving the **highest number of votes** will be declared as the newly-elected members of the Council.
2. If **less than five (5)** Council members are elected, then the new Executive Council may fill the remaining **vacant position(s)** according to the UPAAT Constitution.
3. The **first five (5)** elected candidates receiving the highest number of votes will serve for a **period of 3 years**.
4. In case of a **tie for the 5th place**, this will be resolved by **drawing of lots** among all the 5th placers.
5. Information on **duties and responsibilities** of Council members is embodied in Article 4 of the UPAAT Constitution.

ELECTION RECORDS

1. After the official proclamation of the newly-elected members of the Council, all **Election materials** (except voters' ballots cast)—i.e., nomination forms, supporting letters, proxy forms, authorization letters, Election summary reports and other related Election materials—will be **turned over** by the COMELEC Chairman to the new Council at the earliest opportunity.
2. COMELEC will **destroy permanently** all ballots cast during the UPAAT 2019 Elections as soon as possible.
3. After disposal and turn-over of all Election materials, the COMELEC members and its appointees will be **discharged** of all mandated election duties and responsibilities.