



The Mindanao State University Alumni Association (MSUAAA), Inc.

SEC Registration No.: 2022060057227-13

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The MSUAAA Election Code

SECTION 1. TITLE. This Code shall be known as the Election Code of The Mindanao State University Alumni Association (MSUAAA), Inc., in consonance with Articles XI and XII of MSUAAA's Constitution and By-Laws.

SECTION 2. PURPOSE. The Rules and Regulations promulgated in this Code shall govern the conduct of elections, qualifications and eligibility of voters and candidates, election proceedings, manner of elections, election returns, and election contests under the supervision and control of the Commission on Elections (COMELEC).

SECTION 3. COMMISSION ON ELECTIONS. The Board shall appoint three (3) members of the COMELEC composed of a chairperson and two commissioners with powers and duties as defined in Article XI of the Constitution and Bylaws. The Board may designate a Secretariat to provide assistance to the COMELEC in the conduct of the election.

For chapter elections, the Board shall issue the general instructions that will govern the conduct of the election in accordance with the Code. The Board has the option to designate and appoint three (3) members of the local chapter, preferably nominated by the chapter, to act as COMELEC that will supervise the chapter elections.

SECTION 4. QUALIFICATIONS AND ELIGIBILITY TO VOTE. A member may qualify and become eligible to vote in General Assembly elections if:

- a) He or she is a member of a duly accredited chapter.
- b) He or she is a member of the General Assembly, either as an officer or member of the incumbent MSUAAA Board of Directors, or as the president, vice president, president-in-waiting, secretary, treasurer of a chapter. In case of the unavailability of any of the official chapter delegates, a proxy may be designated per CBL provision in Article V Section 2.

SECTION 5. CANDIDATES, QUALIFICATIONS AND ELIGIBILITY. To qualify as a candidate in the General Assembly elections, one must meet the following requirements:

- a) An elected chapter officer in good standing who is officially endorsed through a resolution by the chapter where he or she belongs pursuant to Section 2, Article VII of the Constitution and Bylaws
- b) Filing of a Certificate of Candidacy before the elections as prescribed in Section 7 of this Code
- c) For the position of President/President-in-Waiting and Vice President, he or she must

have been elected President of an accredited chapter at one time or another.

- d) For the position of President/President-in-Waiting and Vice President, he or she must not be an employee of the University in any capacity.

SECTION 6. NOTICE OF ELECTION. The COMELEC shall send a Notice of Election to all accredited chapters together with the Election Code, Certificates of Candidacy, and all other pertinent forms at least fifteen (15) calendar days before the day of elections.

SECTION 7. FILING OF CANDIDACY. Filing of candidacy shall start 7 calendars days before the election until at least five (5) hours before the actual schedule of the election. Certificates of candidacy for the elective position of member of the Board of Directors as defined in Section 9a of this Code shall be filed with and received through msuaanationalgeneralassembly@gmail.com by the COMELEC Secretariat.

SECTION 8. PROHIBITIONS. The following are prohibited acts, omissions, or offenses:

- a) Campaigning before the start of the official period for filing of candidacy
- b) Soliciting votes by means of ways or payment of cost of transportation to and/or from convention or conference sites, hotel and meal accommodation at convention or conference sites, any form of entertainment, or for any valuable consideration in money or in kind
- c) Any form of fraud designed to violate the Rules and Regulations governing the conduct of elections
- d) Any candidate found to have committed any of the aforesaid prohibitions shall, upon resolution of the COMELEC, be disqualified from being voted upon.

SECTION 9. ELECTIVE POSITIONS AND MANNER OF ELECTION. In consonance with Section 1 and 2, Article VI of the Constitution and By-Laws, the following shall be observed:

- a) To be elected in the General Assembly elections are 13 members of the Board of Directors.
- b) The 13 newly elected members, together with the President-in-Waiting (incoming President elected during the immediately preceding regular elections) and the outgoing President (the incumbent), shall elect from among the new members of the Board of Directors the following officers: the President-in-Waiting (to serve automatically as President after two years from assumption to duty, i.e., at the end of the term of the sitting President), the Vice President, Secretary, Treasurer, Auditor, and Public Relations Officer.
- c) The officers shall be elected one at a time, starting with the President-in-Waiting followed by the Vice President, Secretary, Treasurer, Auditor, and Public Relations Officer, in that order.

SECTION 10. OFFICIAL BALLOT.

1. The COMELEC shall cause the preparation of the official ballots in the election of the members of the Board of Directors in the following form:

THE MINDANAO STATE UNIVERSITY
ALUMNI ASSOCIATION (MSUAA), INC.

COMMISSION ON ELECTIONS

OFFICIAL BALLOT

Number _____

For the Election of the Members of the Board of Directors

Instruction: Write the names of the candidates of your choice on the space provided below.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

SECTION 11. ELECTION PROCEEDINGS. The COMELEC shall set the period for the casting of votes, as well as, the procedures/guidelines in the conduct of the elections and announce the same during Part I (Preliminaries) of the General Assembly Meeting. For the purpose of conducting the election proceedings in an orderly fashion, the COMELEC may assign members in good standing to serve as deputies with the following duties and functions:

- a) Prepare and post the Official List of Candidates in the polling place
- b) Prepare list of Accredited Voters
- c) Assist in the casting and counting of votes
- d) Assist in the tallying of Election Returns
- e) Perform such other duties or functions that the COMELEC may authorize

SECTION 12. CASTING OF VOTES. Casting of votes shall proceed in the following manner:

A. For Face-to-Face Voting

1. The COMELEC shall prepare the list of qualified voting delegates.
2. Each voting delegate shall affix his or her signature opposite his or her name on the list.
3. The COMELEC shall then give the voter the official ballot.
4. The voter shall fill out the ballot in the designated polling place.
5. At the expiration of the time set for the casting of votes, the COMELEC shall declare voting as closed.

B. For Authorized Online Voting

1. The COMELEC shall provide the chapter's official delegates with the list of the official candidates.
2. The delegates shall also be provided with google forms to be used for the election.
3. At the expiration of the time set for the casting of votes, the COMELEC shall declare voting as closed.

SECTION 13. COUNTING OF VOTES. Immediately after the close of voting, the COMELEC shall proceed to count the votes in the following manner:

- a) It shall determine the number of ballots cast. The total number should not exceed the number of qualified voting delegates.
- b) It shall count the valid votes and set aside the invalid ballots.
- c) It shall count the votes cast and record the number of votes for each candidate.
- d) It shall declare the counting of votes closed after the last ballot shall have been read and counted.
- e) The COMELEC shall announce immediately thereafter the number of votes cast for each candidate.

SECTION 14. ELECTION RETURNS. The COMELEC shall then proceed to prepare the election returns indicating the following:

- a) Number of voting delegates
- b) Number of delegates who cast their votes and total votes cast
- c) Number of invalid votes
- d) Number of votes garnered by each candidate
- e) The election returns shall be certified true and correct by all members of the COMELEC.

SECTION 15. PROCLAMATION OF ELECTED MEMBERS OF THE BOARD OF DIRECTORS. Upon conclusion of the General Assembly elections, the COMELEC shall officially proclaim the newly elected members of the Board of Directors.

SECTION 16. ELECTION OF OFFICERS. The COMELEC shall then convene the newly elected members of the Board of Directors, together with the outgoing President and the incoming President (President-in-Waiting elected during the immediately preceding regular elections), to elect a new set of officers as enumerated in Section 9b and in the manner described in Section 9c of this Code.

SECTION 17. PROCLAMATION OF ELECTED OFFICERS. The COMELEC shall officially proclaim the elected officers who obtained the highest number of votes corresponding to their positions.

SECTION 18. ELECTION CONTESTS. The COMELEC shall dispose of any election contest in the following manner:

1. Pre-Election Contests

On matters of disqualification and eligibility of voting delegates and candidates, the following procedure must be observed:

- a) Filing of written petition not less than two (2) hours before the elections

- b) Hearing on merits of the petition by the COMELEC sitting *en banc*
- c) Resolution of the Petition at least one (1) hour before the time of elections
- d) Resolution of the Contest in summary form

2. Post-Election Contests/Protests

On matters of contests over the counting of votes, election returns, election fraud, violation of the MSUAA Constitution and By-Laws and the MSUAA Election Code, and similar electoral contests/protests, the following procedures shall be followed:

- a) Filing of election contest/protest within three (3) days after the elections
- b) Hearing on the merit of the electoral contest/protest by the COMELEC sitting *en banc*
- c) Resolution of the electoral contest/protest within 15 days from the time the same was submitted for resolution

SECTION 19. AMENDMENTS. This Code may be amended, modified, or revised by a majority vote of the Board of Directors.

SECTION 20. EFFECTIVITY. This revised MSUAA Election Code was ratified and unanimously approved by the Board of Directors on the 15th of October 2022 at a Special Meeting (virtual) called for the purpose.

CERTIFIED TRUE AND CORRECT:



L. C. SEVIDAL CASTRO, PhD
MSUAA Secretary, 2021-2022
Chair, 2022 GAM Secretariat

ATTESTED BY:



DR. RHODORA S. N. ENGLIS
MSUAA President, 2021-2022
Chair, 2022 GAM Steering Committee