

QUALITY MULTI-PURPOSE COOPERATIVE
ELECTION GUIDELINES
 Applicable to the Year 2023 15th General Assembly

ARTICLE I
GENERAL PROVISIONS

Section 1. Statement of Policy.

It is the intent of these Rules and Regulation to ensure the orderly, honest and clean election during the **15th** General Assembly of the Quality Multi-Purpose Cooperative (QMPC) within the democratic framework of the law.

Section 2. Applicability.

These rules and regulations apply to the election of the **3 positions of the Board of Directors** of the Quality Multi-Purpose Cooperative.

Section 3. The Election Committee.

The members of the current Election Committee who are not running for any position shall oversee and ensure that the conduct of the election activity is orderly, honest and peaceful.

Section 4. Duties of the Election Committee:

1. Shall supervise the full conduct of the election;
2. Shall evaluate the qualifications of candidates, canvass, decide on protests, certify election returns, announce the results of the elections and proclaim the official winners;
3. Perform other duties as may be prescribed under the existing election practices.

Section 5. Cases where the Incumbent Officers seek Elective Positions.

Those who are running for any position should inhibit themselves in the election process once they are confirmed as candidates. This is to avoid conflict of interest.

Section 6. Interim Committee.

The members of the Election Committee who are running for any position shall be replaced by:

- 1) Members of the audit committee who are not running for election; or
- 2) Appointed members of an interim committee to be recommended by the Election Committee and confirmed by the Board.
- 3) Additional members of the interim committee – may be appointed by the Election Committee and confirmed by the BOD to assist in handling the election proceedings. They will be oriented of the election guidelines. In case of any problem/issue, the member/s of the Election Committee who is/are not candidates and the BOD will be consulted.
- 4) The coop employees may be deputized by the BOD to assist in the election process.

ARTICLE II
MEMBERS ENTITLED TO VOTE

Section 1. Members who are entitled to vote in the election.

Only members who are classified as Regular Members and in good standing are entitled to vote in the election. To be considered a member in good standing, 100% of the following should be achieved by a member during the year 2021:

COMPULSORY CRITERIA: (if any is not done, member is automatic considered as NON-MIGS)

1. Present during the annual GA or special GA (absence should be excused – decision of BOD).
2. No violation of QMPC rules, policies and regulations, Code of Discipline for Members & Code of Ethics.
3. Purchase of at least 3 units per year from any of the stores and external sales OR availment of the alteration services for at least P600 minimum
4. Loan availment of at least P5, 000 per year for a minimum term of 6 months in a year; maximum

- term of 12 months for the P5,000 loan.
5. A loan is settled no longer than 2 months after the end of the loan term.

ARTICLE III ELECTIVE POSITIONS AND TERM OF OFFICE

Section 1. In the year 2023, the election will be for the **3 positions of the Board of Directors.**

Section 2. Term of Office

For the BOD, **the elected 3 directors in March 11, 2023 will have term of office for two (2) years, 2023-2024.** No director shall serve for more than three (3) consecutive terms. A director who has served for 3 consecutive terms may run again for the director position after a rest of one year. He may, however, run/be appointed for committee officer positions.

ARTICLE IV ELIGIBILITY OF CANDIDATES

Section 1. **Qualifications for Directors**

- a. Must be a regular member of the QMPC
- b. Must be willing to serve.
- c. A member in good standing for the last two years.
- d. Completed or willing to complete the required education and training as may be provided by law, rules and regulations and policy approved by the general assembly
- e. Of good moral character and other qualifications prescribed in the IRR
- f. Must possess leadership and management skills to handle the functions and responsibilities as listed in the by-laws.

Section 2. Disqualifications for Directors

- a. 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
- b. For Directors: Having served as director of the Cooperative for three (3) consecutive terms and has not rested yet as director for at least one year;
- c. The members of the board of directors shall not hold any other position directly involved in the day-to-day operation and management of the cooperative.
- d. Having direct or indirect personal interest (conflict of interest) with the business of the Cooperative;
- e. Having been absent for three (3) consecutive regular meetings without reasonable cause;
- f. Being an official or employee of the Cooperative Development Authority;
- g. Having been convicted in administrative proceedings or civil/criminal suits involving financial and/or property accountability; and

ARTICLE V CERTIFICATE OF CANDIDACY, SCREENING AND ORIENTATION OF CANDIDATES

Section 1. Submission of Certificate of Candidacy (COC)

Qualified regular members interested in running for any position may submit their Certificate of Candidacy to the Election Committee or through the coop office. The positions to be elected and the schedule of filing of candidacy will be announced together with the notice of the general assembly. The Certificate of Candidacy forms and the qualifications of candidates can be secured from the coop office. Filing of candidacy may also be done **via electronic means** addressed to fpinlac@gmail.com.

Section 2. Screening of Candidates

The Election Committee with the assistance of the Coop Management shall purge the list of candidates found patently lacking the prescribed qualifications or possessing any of the disqualifications without prejudice to requests for reconsideration of debatable or borderline issues. If the decision of the Election Committee is still questioned, an appeal may be made to the board of directors, whose decision shall be final. The Election Committee shall inform in confidence the candidate and reason thereof. No member shall hold two elective positions at the same time whether as director or committee member.

Section 3. Posting of Names of Candidates.

The list of official candidates shall be published at least two days before the Election Day.

**ARTICLE VI
ELECTION SCHEDULE AND PROCEDURES**

Section 1. Election Schedule

The election will be held during the annual general assembly at a place to be specified. Specific time of election will be announced by the Election Committee.

Section 2. Procedures of Election

- a. Approval by the GA on the Election Amendments.
- b. Upon approval of the election amendments by the GA, the election officer will announce the election proper will now commence.
- c. Proxy is not allowed.
- d. Only the REGULAR MEMBERS IN GOOD STANDING (MIGS) will be allowed to cast their vote.
- e. The voter will open the link (google form) of the ballot form on the chat box, he/she will now be able to cast his/her vote and submit.

Section 3. One Vote per Qualified Voter

Only one vote shall be allowed each qualified regular member, regardless of shareholdings.

Section 4. Failure of Election

At least a majority (50% plus 1 = **93**) of the membership entitled to vote should have voted, otherwise, there shall be failure of election. In such eventuality, election shall be conducted again on such date to be determined by the board of directors.

Section 5. Canvassing of Votes.

After the official end of election, the election officers open the “responses tab” for the tally of the votes and download the election returns on spreadsheet on the google forms and verify each voter’s return to determine any invalid vote. The numbers gathered on the responses tab will be matched against the total on the spreadsheet file and once reconciled, canvassing is started. **The highest three votes shall be proclaimed winners.**

Section 6. Announcement and Proclamation of Winning Candidates.

Before the end of the general assembly, the names of winning candidates will be announced.

Section 7. Protests.

Members who will question the results of the election may submit their written protest to the Election Committee before the proclamation of winners. The Election Committee will decide on the protest immediately before the end of the general assembly.

The decision of the Election Committee is appealable to the Board of Directors within 15 days from receipt thereof who shall decide the case within thirty (30) days after receipt of the records of the case. The decision of the Board is likewise appealable to the Cooperative Development Authority within 15 days from receipt of said decision. At the option of any of the parties, however, the case may be submitted for arbitration to a special board composed of three (3) persons, one of whom shall come from the Cooperative Development Authority and the two (2) to be nominated by each of the parties concerned.

Section 8. Proclamation and Certification of Winners.

Once the winners are proclaimed and certified, the election is completed.

ARTICLE VII

OTHER APPLICABLE RULES

Section 1. Cases of tie.

Should there be a tie in the last number of any position, the tie will be broken by means of draw lots.

Section 2. Unopposed Candidates.

Proceed with the election to determine the number of votes for each candidates.

In case of a tie, it will be broken by means of draw lots.

Section 3. Vacated Positions

Should any elected position become vacant for any reason; the Board in its discretion may appoint or hold a special election to fill such vacancy.

Section 4. In Case of No Interested Candidate

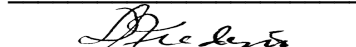
In such cases, the Board can practice a call order – to retain the former incumbents or appoint qualified members.

PREPARED BY: **THE ELECTION COMMITTEE** (affix E-Signature)

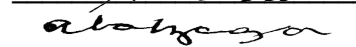
FELISA J. LATOSA - Chairperson



DIGNA L. ISEDENO – Vice-Chairperson



AMPARO B. ALZAGA – Secretary



APPROVED BY: **THE BOARD OF DIRECTORS**

MA. VICTORIA CUPAT

Chairperson

CHRISTINE A. GACAD
Vice-Chairperson

NENITA J. GARCIA
Director

EDLYN L. DALIDA
Director

FLORINDA ESPINOSA
Director

MARYBEL D. SOLBITA
Director

PEDRO DE CASTRO
Director