

## **GENERAL GUIDELINES FOR THE NATIONAL BOARD OF ELECTIONS**

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### **RULE I. DESCRIPTION:**

The General Guidelines for the National Board Elections shall be the operating guidelines for the National Board Elections. The election for the National Board shall be held during the DSAP National Convention. It shall be made a part of the ELECTION code thereafter to be adopted by the body. The amendments shall undergo procedures under the constitutional mandate.

### **Rule II. THE ELECTION COMMITTEE**

#### ***Descriptions and Functions***

The election committee is an autonomous body created by Drugstores Association of the Philippines (DSAP) National Board mandated by its Constitution and By-Laws to oversee the election proceedings and process. It is tasked to (a.) formulate, plan and implement policies, guidelines and procedures for the election; (b.) manage and execute election proceedings and activities for the purpose of electing the National Board of Directors; (c.) see to it that fair and honest election shall be conducted; (d.) disseminate information to members on matters pertaining election; (e.) accept nomination, screen nominees and qualifies them for candidacy; (f.) present qualified candidates to members and (g.) proclaim and certify winners of the election.

#### ***Composition of the Election Committee (EC)***

The EC shall be composed of nine (9) members including the Chairperson and Co Chairperson duly appointed by the President and confirmed by the National Board.

The EC shall be an independent body and shall function as such during the election period after its policies have been approved by the Board.

#### ***General Powers of the EC***

1. To set rules, policies, guidelines, programs, activities and schedules in the connection of the conduct of elections.
2. To open the nomination, accept and qualifies nominees.
3. To issue CERTIFICATION of CANDIDACY for the qualified nominees.
4. To manage voting procedures including but not limited to the selection of machines (computers), manner of voting, qualifying volunteers to assist in the voting, scheduling & canvassing of the votes and choice of materials to be used.
5. To safeguard the confidentiality of the votes which includes the institution of measures to guarantee their safety.

6. To be the sole authority to present candidates, to the General Assembly in the manner that shall ensure equality and fairness in the proclamation of the said candidates.
7. To oversee counting and canvassing of votes that shall guarantee its honesty.
8. To be the official body to proclaim winners of the election and shall ensure such proclamation within 12 hours after voting is closed.
9. To hear and decide protests and complaints on matters regarding election.
10. To interpret policies, guidelines, rules and decisions of the documents and materials pertaining to elections.
11. To keep records of the election proceedings.
12. To make the official report on the proceedings and outcome of the election to the National Board and General Assembly.
13. To preside on the election of National Officers in the meeting called for this purpose.

### **RULE III. OFFICERS TO BE ELECTED**

The following were resolved:

1. The National Board shall be composed of 15 directors duly elected by general assembly.
2. There shall be executive posts for four regional vice presidents namely:
  - Vice President for Luzon North
  - Vice President for Luzon South
  - Vice President for Visayas
  - Vice President for Mindanao

### **RULE IV. FUNCTIONS OF THE ELECTED OFFICERS**

The Directors shall be part of the National Board and shall have the power and duties stated in the Constitution and By-Laws of the Drugstores Association of the Philippines.

The Regional Vice Presidents namely Vice President for Luzon North, Luzon South, Visayas and Mindanao shall have executive functions. They shall be directly under the President's Office. They shall perform their duties and responsibilities as stated in the Constitution and By-Laws of Drugstores Association of the Philippines.

## **RULE V. QUALIFICATION OF CANDIDATES**

The nominees for the Board of Directors and Regional Vice Presidents shall be:

1. A member of good standing in the DSAP Chapter or on the National Board to which he/she belongs and duly endorsed by the respective chapter.
2. Has served a minimum of two (2) years as chapter officer.
3. A candidate who has just completed the two (2) consecutive terms at the time of the elections shall not be allowed to run for re-election. The said candidate may run for reelection after one year has elapsed.
4. Must have submitted the duly accomplished ElecForm 1 (Nomination) and ElecForm II (Acceptance of Nomination); the deadline shall be determined by the EC. These forms are part of the requirements for the issuance of the Certificate of Candidacy by the Election Committee; the date will be determined by the EC.
5. There shall only be a maximum of two board of directors to be elected from the same chapter serving their terms of office.
6. Members of the Board of Directors shall be elected annually by the general assembly in an election called for this purpose.
7. The regional vice-presidents of Luzon, Visayas, and Mindanao shall be elected by the members from their respective regions.
8. The members of the Board of Directors shall hold office for a period of two (2) years unless sooner removed or until their successors are duly elected; and each member of the board shall be allowed to hold office for two (2) consecutive terms.
9. The Regional Vice Presidents shall serve for 2 years and may be allowed to be elected to the same position for two (2) consecutive terms.

## **RULE VI. THE NOMINATION PROCEDURE AND APPROVAL OF CANDIDACY**

1. The nomination of candidates may be done by an individual member or the Chapter or any Director of the National Board during the prescribed period. All nomination forms shall be endorsed by the chapter through the Chapter President.
2. Each chapter shall be allowed only two (2) nominees to include incumbent board of directors and those seeking reelection for another term. If there are two incumbent board of directors coming from the same chapter seating in the board (with unexpired term), that particular chapter can no longer endorse a candidate.

3. The election committee shall receive and evaluate all nominations within the prescribed period not later than 15 days before the elections.
4. The certificate of candidacy will be issued by the committee upon submission of acceptance of nomination after the qualification of the candidates have been established and evaluated.
5. The election committee reserves the right to disqualify any of the nominees for valid reasons based on these guidelines.
6. The official candidates for election to the Board will be announced to the members through the Chapter Presidents and the official website of the organization [www.dsaph.org](http://www.dsaph.org) a day after the deadline.
7. Listing and posting of the candidates by the Election Committee shall be done in alphabetical order and would include a short bio data/achievements together with a short statement of their platform and other pertinent information.

#### **RULE VII. VOTING**

1. Voting shall be through the use of computer technology. Step by step instruction on how to accomplish voting shall be posted in front of the every polling desk. In case of elections computer system breakdown, manual elections maybe adopted.
2. Voters shall register their votes on the election precinct polls designated for the purpose wherein each. Polling desk will be provided with individual computers.
3. Non – partisan computer literate individuals shall assist the voters on the procedures of voting.
4. Only one voter shall be allowed to use the computer in any of the polling desk at a given time.
5. The voting precinct shall be attended by at least two members of the committee.

#### **RULE VIII. GENERAL RULES AND PROCEDURES**

Rationale: The right of a member to vote and be voted upon is embodied in our constitution and by-laws consistent with the right of suffrage. This right ensures widest participation among bonafide members to elect their leaders who could lead them into better directions in the organization. Rights maybe delegated but could be abused thus the need for guidelines in the event of proxy voting.

1. Only bonafide DSAP members who have paid their annual dues and other fees thru the Chapter within the prescribed period preceding the election shall be allowed to vote.
2. The official list of the qualified voters will be published and posted in the Election Committee (EC) bulletin board near the voting area; duly certified by the Membership Committee and Treasurer/Finance Committee.
3. There shall be dedicated personnel assigned to support the EC on IT/ computerized requirements during elections.
4. An updated backup copy in spreadsheet format of the list of bonafide members/qualified voters shall be kept. This backup copy shall be used in the event that the computer server breakdown or is not available. The backup copy shall be duly certified by the Membership Committee and the Treaseurer/Finance Committee.
5. There shall only be one (1) representative per member drugstore. Each member drugstore regardless of the number of outlets shall be entitled to one vote only as mandated by the constitution. The official representative of the drugstore is the preferred voter. However, in case that he/she will not able to be present during the election, he/she can delegate a proxy from his/her drugstore to vote in his/her behalf. The proxy shall need to be authorized, through a letter of authorization by the official representative. He/she shall need to present an identification card.
6. The proxy shall present his/her authorization letter to the DSAP Secretariat (during the registration) for membership validation.
7. After the validation of the Letter of Authority to vote, the EC shall stamp the same with "Authorized to Vote", and a signature of the Chairman and at least two of its members.
8. The representative shall present the Authorization to Vote to the EC in-charge at the voting precinct.
9. Each representative shall vote only once. Failure to follow the above procedure shall invalidate the authority to vote.
10. Polling Place: only the following persons shall be allowed in the vicinity of the polling place
  - 8.1 delegates casting their votes
  - 8.2. the chairman and members of the EC
  - 8.3. the staff coordinators and assigned staff members

11. Electioneering. Electioneering means soliciting support or opposition to a candidate to be voted on at the polling place in question. Electioneering includes personal persuasion and the display or distribution of campaign materials. Offering or distributing food, drink, or any other material benefit in order to encourage recognition, support, or opposition to a candidate is also prohibited. The following acts are deemed electioneering
  - i. Preparing a line-up or sample ballot among candidates.
  - ii. Distributing campaign propaganda materials or gifts or giveaways to delegates by the candidates or by their campaign leaders/representatives. Materials which maliciously impute a wrongdoing, vice, defect or which tend to cause dishonor, discredit or contempt against another candidate shall not be allowed. Information materials for the candidates described in Rule IX shall only be allowed.
  - iii. Setting up of campaign booth table or station.
  - iv. Wearing of t-shirts, hats or buttons with picture of the candidates promoting a particular candidate.
  - v. Other acts analogous to the above mentioned.
12. Violations: Any violation of these rules shall be punishable as follows:
  - i. On the part of the candidate, by disqualification for election.
  - ii. On the part of the delegates, by disqualification for voting
  - iii. On the part of the staff, by administrative order.
13. The election polling booths officially opens on the first day of the National Convention and closes the last day of the National Convention. Election schedule and location of election booths shall be announced by the EC on or before the opening of the National Convention.
14. The Election Committee convenes en banc immediately after voting closes on the third (3<sup>rd</sup>)/last day of the National Convention for purpose of canvassing the votes.
15. The voter shall vote electronically candidates of his/her choice up to the maximum number of Board seats to be filed. The computer keyed in programmed to shut off after the maximum number of candidates has been chosen.
16. Each division of the election committee shall have the authority to resolve issues and problems related to the conduct of the elections during their tour of duty except those needing en banc decision.
17. All records of votes cast and recorded in the computer shall remain confidential and is filed for safekeeping for future reference in case of protests. The official certificate of

canvass will be released by the Election committee to the Board of Directors within six hours after the closing of the vote; or to interested individuals upon proper request 30 days after the proclamation of winners.

18. The ELECTION COMMITTEE shall proclaim the winners to the general membership in a meeting /assembly called for the purpose.
19. The EC meets to resolve protests filed relating to the election. All protests must be filed in writing within 24 hours after the proclamation of the winning candidates.
20. All protests shall be handled by the ELECTION COMMITTEE and decided upon within 30 days of filing. Decision of the BODY shall be final and executory.

**RULE IX. Campaigning.**

1. The picture and short qualifications of all candidates for the National Board and Regional Vice Presidents shall be printed and included in the National Convention Program.
2. These pages shall likewise be posted on the DSAP website, and all the Chapters should be notified of the candidates running for elections.
3. The EC shall determine the start of the campaign period and shall end at 12:00NN of the first day of the National Convention.

Amendments drafted by the Committee on Elections and approved by the National Board of Directors during the National Board Meeting held in Montebello Village Hotel on July 21, 2011.

<b>Position</b>	<b>Name</b>	<b>Signature</b>
Committee Chairperson	Clodualdo S. Narciso, Jr.	
Co-Chairperson	Jesus Tan, Jr.	
Member	Rosalyn Pasaporte	
Member	Vicente M. Uy	
Member	Ging Ging Daroy	
Member	Ronnie Rey	
Member	Boy Ortega	
Member	Vilma Cordova	