

**RULES AND REGULATIONS
GOVERNING THE ELECTION OF THE UPAA BOARD OF DIRECTORS
FOR THE TERM 2012-2015**

Pursuant to the authority vested in it by the Board of Directors of the U.P. Alumni Association, the Committee on Elections (henceforth COMELEC) promulgates these rules which shall govern the election of the members of the Board of Directors of the U.P. Alumni Association (henceforth UPAA) for the term 2012-2015:

Sec. 1. *Number of Directors to be Elected.* -- The number of Directors to be elected from each unit or group of units shall be as follows:

<u>Unit or Group of Units</u> (College, School or Institute)	<u>No. of Directors</u> <u>to be Elected</u>
U.P. LOS BAÑOS	5
Agriculture	
Arts & Sciences	
Development Communication	
Economics & Management	
Engineering & Agro-Industrial Technology	
Environmental Science & Management	
Forestry & Natural Resources	
Graduate School	
Human Ecology	
Public Affairs	
ROTC	
Veterinary Medicine	
U.P. OPEN UNIVERSITY	
Faculty of Education	
Faculty of Health Sciences	
Faculty of Management Sciences	
Faculty of Science & Technology	
Faculty of Social Sciences and Humanities	
U.P. VISAYAS	2
Arts & Sciences	
Fisheries & Ocean Sciences	
Management (School of Developmental Management)	
School of Technology [& Environmental Resources]	
U.P. College Iloilo	
UPV Management	
U.P. Cebu College	
Cebu Jr. College (defunct)	
Southern Island Hospital (defunct)	
U.P. Tacloban College	
U.P. MINDANAO	
College of Humanities & Social Sciences	
College of Science & Mathematics	
School of Management	

U.P. MANILA

3

Allied Medical Professions
Arts & Sciences
Dentistry
Medicine
National Teacher Training Center for the Health Professions
Nursing
Pharmacy
Public Health
School of Health Sciences
U.P. College Manila

U.P. BAGUIO

5

Arts & Communication
Science
Social Sciences

U.P. DILIMAN

Arts and Letters
Asian Center
Islamic Studies
Mass Communication
Science
Social Sciences & Philosophy
Social Work & Community Development
Population Institute
Northern Luzon College (defunct)
U.P. Extension Program in San Fernando, Pampanga
U.P. Extension Program in Olongapo
U.P. Clark Air Base (defunct)
U.P. Tarlac (defunct)

U.P. DILIMAN

2

Business Administration
School of Economics
School of Labor and Industrial Relations
School of Urban & Regional Planning
School of Statistics (Statistical Center)
National College of Public Administration & Governance

U.P. DILIMAN

2

Architecture
Engineering
Fine Arts
Music

U.P. DILIMAN

2

Education
Home Economics

Asian Institute of Tourism
Human Kinetics (SPEAR)
Library Science
ROTC

Law

Sec. 2. **Term of Office.** - The members of the Board of Directors shall hold office for a term of three years (2012-2015) until their successors shall have been duly elected and qualified.

Sec. 3. **Qualification of Candidates.** - Any regular member of the U.P. Alumni Association in good standing is eligible for nomination, provided that no member of the Association shall be nominated and elected as a Director for more than two (2) consecutive terms.

Sec. 4. **Nomination of Candidates.** -

(a) Any college, school or institute alumni association, city/provincial or foreign alumni association chapter accredited with the UPAA, may nominate its candidates or candidates. All nominations must be duly endorsed by the Chapter President, or any duly authorized representative, and accompanied by the Chapter’s Board Resolution.

(b) Any group of at least twenty-five (25) alumni from the groupings specified above may nominate its candidates, provided all those nominating are members in good standing of the UPAA. The names of the members nominating must be either typewritten or written in block letters with their respective academic degrees and years of graduation duly indicated.

(c) Every nominee must sign a conforme to his/her nomination to undertake the duties and responsibilities attached to the office to which he/she may be elected.

(d) Every nominee must state his/her Mission/Vision in his/her nomination papers accompanied by three (3) copies of his/her bio-data and three (3) copies of his/her passport-size photograph.

Sec. 5. **Deadline for Nominations.** - All nominations must be received by the UPAA COMELEC, *Bahay ng Alumni*, U.P. Diliman Campus, Quezon City 1101, not later than 5:00 o'clock in the afternoon of **29 FEBRUARY 2012**.

Sec. 6. **Election Period.** - Election period begins on **16 APRIL 2012** and ends 5:00 o'clock in the afternoon of **1 JUNE 2012**.

Sec. 7. All mailed accomplished ballots must have be postmarked by the Post Office where mailed not later than **25 MAY 2012**.

Sec. 8. The votes cast shall be canvassed on **2 JUNE 2012**, at the seat of the UPAA COMELEC at *Bahay ng Alumni* referred to in Sec. 5 hereof.

Sec. 9. **Qualification of Voters.** - Every regular member of the UPAA in good standing shall be entitled to one (1) vote. Members in good standing are those who shall have paid the annual and life membership fees of P300.00 or P2,000.00/\$50, respectively, not later than **28 MAY 2012**.

Sec. 10. *Who may obtain ballots.* - Only regular members of the UPAA in good standing as of **28 MAY 2012**, who are therefore qualified voters, may obtain ballots from the COMELEC or Head Office of the UPAA if so designated by COMELEC.

Sec. 11. *Proxy-voting.* - Proxy-voting may be allowed provided that the representative is duly authorized in writing by the voting member, such authority being duly authenticated by the COMELEC Authentication Committee to be designated by the COMELEC. No member who is running for any elective office may be designated member of the Authentication Committee.

Sec. 12. *Lost ballots.* - Lost ballots may be replaced only after convincing proof that the same were lost or misplaced and that recovering them is impossible despite diligent efforts to do so as may be determined by COMELEC. For this purpose, a sworn statement shall be submitted by the qualified voter alleging such loss. Replacement ballots issued under this section shall be duly accounted for in the appropriate ledger to be kept by the COMELEC.

Sec. 13. *Mailing of ballots.* - All regular members of good standing of the UPAA whose current mailing addresses are filed with the Office of Alumni Relations shall be sent one ballot each.

All those qualified voters whose names and/or addresses do not appear in the mailing list of the Office of Alumni Relations may submit their names and addresses to the COMELEC not later than **16 May 2012**, to claim the official ballots.

Sec. 14. *Where a voter asks for ballot notwithstanding its having been mailed to him.* - When a qualified voter requests his ballot from the head office of the UPAA either in person or by a duly authorized representative, and it appears that the same was already mailed to him earlier in accordance with the preceding section, a replacement ballot may be issued to him provided that the particular voter will not be voting twice as may be determined by the Authentication Committee or the COMELEC.

Sec 15. *Submission of ballots.* - All ballots shall be submitted to the Head Office of the UPAA either personally or by mail. Ballots may be personally brought to the Head Office by the qualified voter himself or by his duly authorized representative during business hours beginning **16 APRIL 2012** until five o'clock in the afternoon of **1 JUNE 2012**. Mailed ballots must be received by the Head Office not later than five o'clock in the afternoon of **1 JUNE 2012**.

Sec. 16. *Requirements for submission of ballots.* - All accomplished ballots brought to the Head Office of the UPAA, or received by mail in accordance with the preceding section, shall be kept inside a sealed envelope and deposited immediately in the ballot box provided by COMELEC.

Sec. 17. *Ballot box.* - The Head Office of the UPAA shall maintain a ballot box for the election and the same shall be kept safe at the office at all times at the office of COMELEC. The ballot box shall be duly sealed by the members of COMELEC and may be brought out of the office premises only upon its authorization.

Sec. 18. *Canvass.* - The final canvass of votes shall be done in public beginning at 9:00 o'clock in the morning of **2 JUNE 2012** in the presence of the members of COMELEC. The COMELEC may promulgate such rules that may be necessary in order to protect the integrity of the election process and to maintain order and proper decorum in the area where the canvass is held.

Sec. 19. *Contested ballots.* - Any ballot contested by a qualified voter or candidate during the canvass shall be decided by COMELEC with dispatch.

Sec. 20. *Proclamation of winners.* - Immediately upon final tally of votes cast, the winners shall be proclaimed by COMELEC. No election contest or protest shall stay the proclamation of the winners.

Sec. 21. ***Election contest or protest.*** - Any candidate who contests or protests the result of the election shall submit his/her contest or protest in writing to the COMELEC within five (5) days from the date of the proclamation of the winner/s. A qualified candidate dissatisfied with the ruling of the Committee may appeal to the outgoing Board within five (5) days from notice thereof, and the Board, in turn, shall resolve the same within ten (10) days. The decision of the Board on the appeal shall be final.

Sec. 22. ***Suppletory application of election statutes.*** -- The provisions of the Omnibus Election Code of the Philippines, as amended, and all other pertinent election laws, rules and regulations in the Philippines not inconsistent with these rules shall be given suppletory application in the resolution of disputes, contests and protests relating to the election.

Sec. 23. ***Queries.*** – Any query addressed to the COMELEC relative to the provisions of these rules or any other rule relating to the election shall be in writing.

Sec. 24. ***Effectivity.*** - These rules shall take effect immediately upon promulgation by the UPAA COMELEC and approval by the incumbent UPAA Board of Directors.

28 NOVEMBER 2011.

JOSUE N. BELLOSILLO
C h a i r m a n

RUBY G. ALCANTARA
M e m b e r

JOSE WENDELL P. CAPILI
M e m b e r