



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
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**COOPERATIVE DEVELOPMENT AUTHORITY**  
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**MEMORANDUM CIRCULAR NO. 2011-19**  
**Series of 2011**

**TO : ALL CONCERNED**

**SUBJECT : MODEL ELECTION GUIDELINES IN THE CONDUCT OF ELECTION/S FOR THE BOARD OF DIRECTORS AND OTHER ELECTIVE OFFICERS OF ELECTRIC COOPERATIVES (EC's) REGISTERED WITH THE COOPERATIVE DEVELOPMENT AUTHORITY**

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**Sec. 1 LEGAL BASIS:** Pursuant to No. 2 of Article 33 of Republic Act No. 9520, otherwise known as the *Philippine Cooperative Code of 2008*, the Authority hereby issue this Memorandum Circular for the Model Election Guidelines in the Conduct of Election/s for the Board of Directors and other Elective Officers of Electric Cooperatives (ECs) Registered with the Cooperative Development Authority (CDA).

**Sec. 2 TITLE** - These guidelines shall be known as the "Election Guidelines in the Conduct of Election/s for the Board of Directors and other Elective Officers of Electric Cooperatives (ECs) Registered with the Cooperative Development Authority (CDA)".

**Sec. 3 OBJECTIVE** – These Guidelines will serve as a Model of all electric cooperatives registered with the Authority in the formulation of their respective Election Guidelines in the Conduct of Election for the Board of Directors and other elective Officers in general.

**Sec. 4 PURPOSES** - The purposes of these model guidelines are the following:

- a. Insure uniformity and have a common understanding on rules and regulations;
- b. Guide the Election Committee in the preparation for the conduct of election/s;
- c. Enhance transparency in the screening of candidates and in the conduct of election/s;
- d. Set standards for the basis in the canvassing and evaluation of winning candidates; and
- e. Assumed all other post- election activities after the conduct of election such as proclamation and posting of winners, issuance of certification, reporting, etc.

**Sec. 5 EFFECTIVITY** – This “**Model Election Guidelines for Electric Cooperatives Registered with the CDA**” shall take effect upon its publication with the Office of the National Administrative Registry (ONAR) for adoption and approval by the General Assembly of the electric cooperative concerned.

APPROVED on May 23, 2011 per BOA Resolution No. 166, S-2011.

For the Board of Administrators  
By:

(Sgd.)  
**EMMANUEL M. SANTIAGUEL, Ph. D.**  
Chairman

**MODEL ELECTION GUIDELINES IN THE CONDUCT OF ELECTION/S  
FOR THE BOARD OF DIRECTORS (BODs) AND OTHER ELECTIVE  
OFFICERS OF ELECTRIC COOPERATIVES REGISTERED WITH THE  
COOPERATIVE DEVELOPMENT AUTHORITY (CDA)**

**ARTICLE I – GENERAL PROVISIONS**

**Section 1 - Applicability** – These Election Guidelines shall govern the conduct of election of \_\_\_\_\_ Electric Cooperative (\_\_\_\_\_).

**Section 2 – Definition of Terms** – The following terms shall be defined as follows in order to govern and have a uniform interpretation as mentioned in these guidelines;

- a. **Associate Member** – refers to a member-institution or entity availing of the services of electric cooperative, such as, but not limited to: corporation, industrial and commercial establishment, joint venture, other cooperative, place of worship, local government building or facility, etc. as represented by its head of such establishment or entity, but is not entitled to vote and be voted upon. However, shall be entitled to the preferential rights and privileges as indicated in the by-laws and under the Code.
- b. **Audit Committee** – refers to a committee elected by the general assembly tasked audit the performance and monitor the adequacy and effectiveness of the cooperative’s management and control system.
- c. **Board of Directors** - shall mean that body entrusted with the management of the affairs of the cooperative under its articles of cooperation and by-laws.
- d. **District** – shall refer to a division of a cooperative, which may be by reason of geographical location as provided in their by-laws.
- e. **Election** - refers to the process of choosing the members of Board of Directors and Other Elective Officers through secret ballot.

- f. **Election Committee or “ELECOM”** - refers to a committee elected by the General Membership as prescribed in the Cooperative By- laws responsible for the preparation, conduct, supervision and control during election.
- g. **Election Precinct** - refers to the designated place/ room in the voting center wherein the member- consumers within a designated territory of the District were registered and may cast their votes.
- h. **General Assembly** – shall mean the full membership of the cooperative duly assembled for the purpose of exercising all the rights and performing all the obligations pertaining to cooperatives, as provided in RA No. 9520, its articles of cooperation and by-laws: Provided, that for cooperatives with numerous and dispersed membership, the general assembly may be composed of delegates elected by each sector, chapter or district of the cooperative in accordance with the rules and regulations of the Cooperative Development Authority.
- i. **Master List of Voters** - refers to a roster of bonafide member- consumers who are qualified to vote.
- j. **Precinct Election Committee or “PECOM”** - refers to a committee created and supervised by the ELECOM to assist in the election process in the precinct level.
- k. **Regular Member** – refers to a natural person (member-consumer) with electrical service connection who has the right to vote and be voted upon and entitled to all the rights and privileges of membership under the Code.
- l. **Screening Committee** - refers to a small unit created and supervised by the ELECOM which shall conduct final screening on the qualifications and disqualifications requirements of candidates.
- m. **Voter / Member Entitled to Vote** - refers to a bonafide member-consumer of the electric cooperative who possesses all the qualifications and none of the disqualifications, who are entitled to vote in accordance with the by-laws.
- n. **Voting Center** - refers to the designated place in every District where the election of the representative to the Board of Directors, Audit and

Inventory Committee, Election Committee and Other Elective positions shall be conducted.

**Section 3 – Date/s of Election** – The conduct of Election shall be held on the specific date/s prescribed in the Cooperative By-laws.

**Section 4 – Notices of Election** – A written notices on the conduct of election shall be sent to all the member-consumers stating the purpose/s, place/s, date/s and specific time/s of the conduct of election.

Such notice shall also be posted in strategic places not less than two (2) weeks before the date of election.

The written notice shall be delivered either personally or by mail to each member of the cooperative, in addition; print and/or broadcast media may also be availed of, if necessary.

## **ARTICLE II- ELIGIBILITY TO RUN AND FILING OF CERTIFICATE OF CANDIDACY**

**Section 1 – Qualifications for the Board of Directors and Committee (Audit/ Election) Members** – The qualifications of a candidate to run as Member of the Board of Directors and committee members shall be in accordance with the provision of their by-laws.

**Section 2 - Disqualifications** - The disqualifications of a candidate to run as Member of the Board of Directors and committee members shall be in accordance with the provision of their by-laws.

**Section 3 – Filing of Certificate of Candidacy** – Qualified members shall secure from the ELECOM/Screening Committee members an official form of the Certificate of Candidacy. After it is duly accomplished, the same, together with the other required documents, shall be filed at the designated ELECOM/Screening Committee office during office hours, not later than thirty (30) days before the election date.

**Section 4 - Requirements needed upon filing of Certificate of Candidacy.** All candidates shall submit the following requirements together with the certificate of candidacy:

- a. Bio- Data;
- b. NBI Clearance;
- c. Fiscal Clearance;
- d. Certification that he/she is a member in good standing.

**Section 5 – Certificate of Candidacy** – No qualified member of the cooperative shall be elected as member of the Board of Directors, member of the Audit and Inventory Committee, member of the Election Committee and Other elective positions, unless he/she has filed a sworn Certificate of Candidacy.

**Section 6 – Screening Procedures** – The application by and screening of candidate shall involve the following procedure:

**1. Application -**

- a. Prospective applicant/candidate shall secure a form or Certificate of Candidacy from the duly authorized member of the ELECOM/ Screening Committee and shall acknowledge receipt thereof. Applicant/candidate shall submit the same to the ELECOM/ Screening Committee his/her duly Sworn Certificate of Candidacy with necessary attachment as specified in Article II Section 3, hereof which shall be accomplished in three (3) copies. ELECOM/ Screening Committee assigned shall acknowledge receipt thereof, certifying the completeness of attachments, date and time of receipt to be recorded.

**2. Screening -**

- a. The Screening Committee shall compose from the representatives of the different Departments of the Management Office. The members shall elect from among themselves the Chairman, Vice- Chairman and Secretary.

The members of the Screening Committee shall be entitled for representation allowance in such amount that shall be determined and approved by the Board of Directors.

- b. The Screening Committee, in addition to the qualifications/ disqualifications of the applicants as prescribed in the by-laws shall consider the following pre-qualification requirements:

b-1. Membership Records Status - indicating the date of approval of membership.

b-2. Consumer Records Status- indicating availment of electric service.

b-3. Outstanding accountabilities/delinquency with the cooperative- indicating the amounts and dates incurred.

The Screening Committee shall set standards to comply with the above pre-qualification requirements

- c. To submit the list of screened and qualified candidates to the ELECOM for their approval.

- 3. Posting of List of Qualified Candidates** - It shall be the responsibility of the Election Committee to post the list of qualified candidates in at least five (5) conspicuous places in every district five (5) days before the election.

**Section 7 – Withdrawal or Cancellation of Certificate of Candidacy** – No Certificate of Candidacy duly filed shall be considered withdrawn or cancelled unless the candidate files with the Election Committee a sworn statement of withdrawal or cancellation at least one (1) day before the election.

#### **ARTICLE III – PROHIBITED ACTS OF CANDIDATES**

**Section 1 - Prohibited Acts of Candidates** – The Board of Directors thru the Election Committee shall identify the prohibited acts of candidates before and during the election period.

#### **ARTICLE IV – WATCHERS**

**Section 1 - Official Watchers of Candidates** – Each official candidates shall be entitled to one (1) watcher every precinct. Official watcher shall be appointed in writing by the candidate and duly acknowledge by the ELECOM.

**Section 2 – Duties and Prerogative of Watchers** – Upon entering the precinct, the watchers shall present and deliver to the Chairman of the PECOM his appointment. The watcher shall have the right to stay in the space reserved for him/her inside the voting center. He/she shall have the right to witness the election proceedings, to take note of the result after it has been completed.

#### **ARTICLE V – VOTERS**

**Section 1 – Cut-off date for Qualified New Voters** – Only members of the Cooperative whose application for membership has been approved by the Board within ninety (90) days before the election shall be included in the master list of voters and shall have the right to vote.

**Section 2 – Master list of Voters** – It shall be the responsibility of the ELECOM to prepare in not less than thirty (30) days before the election, copies of the Master List of Voters shall be provided for each election precinct. The Master list shall contain the names of all qualified voters in alphabetical order and classified according to blocks, municipalities and barangays to facilitate registration and voting.

The Master list of Voters shall be verified by the Institutional & Human Resource Department (IHRD) Manager and certified by the Board Secretary. Any disagreement to the list shall be filed in writing with the ELECOM for evaluation based on submitted documents. Said disagreement shall be resolved within five (5) days before the election.

Those that are not included in the Masterlist of Voters shall not be allowed to vote.

**Section 3 – Multiple Connections** - Members with multiple connections shall be entitled to only one vote.

#### **ARTICLE VI – VOTING CENTERS**

**Section 1 – Voting Centers** – There shall be \_\_\_\_\_ ( ) precincts established in every voting center.

The election shall be held at \_\_\_\_\_  
on \_\_\_\_\_ of \_\_\_\_\_ every \_\_\_\_\_ ( ) years from 8:00 o'clock in the morning to 3:00 o'clock in the afternoon.

**Section 2 – Furnishing of Ballot Boxes, Form and Other materials for the Election** – The cooperative shall prepare and furnish the ELECOM all election paraphernalia's as may be required for use in the electoral process.

**Section 3 – Ballot Boxes** – There shall be, in each precinct, on the day of election, a ballot box, which shall be under the custody and disposal of the ELECOM and the PECOM.

**Section 4 – Tally Boards** – At the beginning of the counting in each precinct, there shall be placed within plain view of the watchers and the public, a tally board where the names of all the candidates are written and the corresponding votes shall be tallied.

#### **ARTICLE VII – ELECTION COMMITTEE**

**Section 1 Precinct Election Committee** – In every precinct, there shall be a PECOM to be composed of a chairman, a poll clerk and a member to be appointed by the ELECOM.

The PECOM shall perform the following functions:



- a) Conduct validation, voting and counting of votes in their respective precincts.
- b) Acts as deputies of the ELECOM in the supervision and control of election wherein they are assigned.
- c) Perform other functions as may be assigned by the ELECOM.

#### **ARTICLE VIII – OFFICIAL BALLOT**

**Section 1 – Official Ballot** – The cooperative shall prescribe their own Official Ballot which is uniform in size and in color with corresponding control number.

**Section 2 – Prevention of Fraud** – To prevent fraud and tampering of ballots the Election Committee shall devise measures to ensure the safekeeping and authentication of the Official Ballots. Distribution thereof to the PECOM shall be done on the day of the elections. Unused Ballots shall be returned to the Election Committee.

#### **ARTICLE IX – CASTING OF VOTES**

**Section 1 – Voting Hours** – The Election Committee shall set the official voting time.

**Section 2 - Procedures of Voting** – The Board of Directors thru the Election Committee shall devise the mechanics in the conduct of the voting, such as:

- a. Preliminaries of Voting
- b. Order of Voting
- c. Preparation of Ballots including those for the Illiterate and Disabled Persons
- d. Persons Allowed inside the Precinct
- e. Casting of Ballots
- f. Canvassing of Ballots
- g. Determination and Declaration of Spoiled Ballots
- h. Challenge of Illegal Voter

**Section 3 – Minutes of Voting** – The Precinct Election Committee shall prepare and sign a statement in four (4) copies setting forth the following:

1. The time the voting commenced and ended;
2. The number of ballot received;
3. The number of ballot used and number left unused;

4. The number of voters who cast their votes;
5. The number of voters challenged during the voting;
6. The names of watchers present;
7. The time the counting of votes commenced and ended;
8. The number of official ballots found inside the compartment for valid ballots;
9. The number of excess ballots as compared to the register of voters;
10. The number of valid ballots, if any, retrieved from the stub compartment;
11. The number of ballots read and counted; and
12. The record of protest, if any, and action taken by the ELECOM.

**Section 4 – Election Returns** – The Precinct Election Committee (PECOM) shall prepare the election returns simultaneously with the counting of the votes. The returns shall be prepared in two (2) copies and in the prescribed form duly signed by all members of the PECOM.

**Section 5 – Submission of Election Returns and other Election Paraphernalia’s** – The Election returns, minutes of voting, appointment papers of watchers and other relevant documents shall be placed in two (2) separate envelopes, sealed and signed by the PECOM and submitted to the ELECOM for final canvassing.

**Section 6 – Final Canvass and Proclamation of Candidates Elect** – The ELECOM shall convene right after the closing of the voting time to act as official canvasser on the designated venue.

The ELECOM shall provide an official tally board in a conspicuous place where the consolidated official election returns is posted. Thereafter, the ELECOM shall prepare a complete certified summary of votes received by all candidates.

## **ARTICLE X – ELECTION PROTEST**

**Section 1 – Jurisdiction** – The ELECOM shall have jurisdiction over all post-election protest relating to the election of the member of the Board of Directors, members of the Audit Committee and Election Committee. Post- election protests which cover the irregularities on the conduct of election shall be filed within forty-eight (48) hours after the proclamation of the results of the election.

**Section 2 Filing Fee** – Any candidate who seeks to protest the result of election shall pay a filing fee as prescribed by the Board of Directors.

**Section 3 – Resolution on Protest** – The members of the ELECOM shall decide all post-election protest brought before it within fifteen (15) days from date the protest is submitted

for resolution after notice and hearing. The resolution of the ELECOM may be appealed in accordance with the provisions of the by-laws of the cooperative. Such appeal shall be resolved with finality within thirty (30) days.

**Section 4 – Notice of Resolution** – The ELECOM shall furnish copies of the resolution to the parties concerned.