

MC 2021-05

**PROCEDURAL GUIDELINES IN THE
ORGANIZATION, ELECTION AND RECOGNITION OF
NATIONAL ALLIANCE
OF COOPERATIVES (NAC), SECTORAL
APEX ORGANIZATIONS (SAOs), AND REGIONAL
CLUSTERED
ORGANIZATIONS (RCOs)**

Initial organization of RCOs SAOs NAC

Regional Clustered Organization

To be organized in all regions including the Province of Palawan for each cluster.

Sectoral Apex Organization

To be organized for each cluster

National Alliance of Cooperatives

composed of two (2) permanent representatives and one (1) alternate representative from the sectoral apex organizations (SAOs) from each cluster

Initial organization of RCOs SAOs NAC

Regional Clustered Organization

Sectoral Apex Organization

National Alliance of Cooperatives

- Credit and Financial Services, Banking, Insurance and Credit Surety Fund;
- Consumers, Marketing, Producers, and Logistics;
- Human Services: Health, Housing, Workers and Labor Service;
- Education, Advocacy, and Unions;
- Agriculture, Agrarian, Aquaculture, Farmers, Dairy and Fisherfolk; and
- Public Utilities: Electricity, Water, Communications and Transport.

Initial organization of RCOs SAOs NAC

Regional Clustered Organization	Sectoral Apex Organization	National Alliance of Cooperatives
To be spearhead by the CDA Regional Offices in coordination with the respective CDA board member cluster heads	CDA Head Office, through the cluster heads, shall spearhead the organization of SAO for each cluster	Under the supervision of the CDA Head Office, to be spearheaded by the CDA Board,

Regional Clustered Organization

- inventory of primary, secondary and tertiary cooperatives
- clustered on the basis of their authorized business activities as provided for in their Articles of Cooperation
- For multipurpose cooperatives, their main line of business shall be identified based on their submitted AFS and CAPRs

Regional Clustered Organization

- The Authority shall invite qualified cooperatives to attend the organizational meetings.
- (5) days prior to the conduct of the meetings, the cooperatives shall submit their official representatives.
- Official representatives must present a board resolution giving them the authority to represent the cooperative.

Regional Clustered Organization

- Multipurpose cooperatives shall identify their official representatives for each business activity.
- Newly registered cooperatives may participate in the meeting as observers.
- Conduct of meetings may be virtual, physical/face to face, or a combination of both;
- Organizational meetings must follow the agenda set forth in the Guidelines;

Regional Clustered Organization

- During an organizational meeting, the election of officers shall be conducted in a plenary.
- In the election of representatives, however, breakout sessions shall be done.
- Representatives shall be elected as follows:
 - ❖ One (1) representative for each type of cooperatives;
 - ❖ One (1) representative per province;
 - ❖ One (1) representative per highly urbanized city
 - ❖ In the case of NCR, one (1) representative for each district.

Initial organization of RCOs SAOs NAC

Regional Clustered Organization

Sectoral Apex Organization

National Alliance of Cooperatives

- The CDA regional offices shall submit to CDA cluster heads the official list of representatives for each RCO;
- The conduct of the organizational meeting for the SAO shall only be held after all the RCOs have been organized and recognized;

- The conduct of organizational meeting for the NAC shall only be held after all the SAOs have been organized and recognized

Composition of Membership

Regional Clustered Organization

- Membership in RCOs shall come from all types and categories of cooperatives.
- Multipurpose cooperatives may join more than one (1) cluster depending on the authorized business activities they are engaged in.

Sectoral Apex Organization

Credit and Financial Services, Banking, Insurance and Credit Surety Fund

- Presidents of the RCOs
- Two (2) representatives from cooperative banks
- Two (2) representatives from insurance cooperatives
- Two (2) representatives from Credit Surety Fund cooperatives

National Alliance of Cooperatives

two (2) permanent representatives and one (1) alternate representative from the sectoral apex organizations (SAOs) from each of the six (6) clusters

Composition of Membership

Regional Clustered Organization

Sectoral Apex Organization

National Alliance of Cooperatives

Consumers, Marketing, Producers, and Logistics

- Presidents of the RCOs

Human Services: Health, Housing, Workers, and Labor Service

- Presidents of the RCOs

Education, Advocacy, and Unions

- Presidents of the RCOs

Composition of Membership

Regional Clustered Organization

Sectoral Apex Organization

National Alliance of Cooperatives

Agriculture, Agrarian, Aquaculture, Farmers, Dairy and Fisherfolk

- Presidents of the RCOs

Public Utilities: Electricity, Water, Communications and Transport

- Presidents of the RCOs

Composition of Membership

Regional Clustered Organization

Sectoral Apex Organization

National Alliance of Cooperatives

- Once approved, the identified cooperatives shall be convened by their respective cluster heads to elect their representatives.
- Upon the recommendation of a cluster head, the CDA Board may include additional members in the SAO for each cluster

OFFICERS

Regional Clustered Organization

- a) President
- b) Vice-President
- c) Representatives, as specified in Section 2 (8)
- d) Secretary
- e) Treasurer

Sectoral Apex Organization

- a) President
- b) Vice-President
- c) Alternative representative in the NAC
- d) Secretary
- e) Treasurer

National Alliance of Cooperatives

- President
 - Vice President
 - Secretary
 - Treasurer
- (MC 2020-28)

OFFICERS

Regional Clustered Organization

Sectoral Apex Organization

National Alliance of Cooperatives

- The President and the Vice President shall represent the SAO in the NAC,
- while the representative shall act as alternate in the absence of either the President or the Vice President.

Initial organization of RCOs SAOs NAC

**Regional Clustered
Organization**

**Sectoral Apex
Organization**

**National Alliance
of Cooperatives**

The organizational meeting shall follow the agenda set forth in this Guidelines;

The order of business at the meeting of NAC, SAOs, and RCOs shall be as follows:

- a) Invocation
- b) National Anthem
Cooperative Pledge
- d) Call to Order
- e) Roll Call
- f) Determination of quorum
- g) Presentation of the Legal Bases of NAC, SAOs and RCOs
 - Relevant provisions in RA 11364 and IRR;
- h) Duties and responsibilities of the officers

**Regional Clustered
Organization**

**Sectoral Apex
Organization**

**National Alliance
of Cooperatives**

QUORUM.

A quorum during the organizational meeting shall be:

- RCOs - 25% of qualified cooperatives
- SAOs - 50%
- NAC - 100%

Election of Officers and voting: NOMINATIONS

**Regional Clustered
Organization**

**Sectoral Apex
Organization**

**National Alliance
of Cooperatives**

- Candidates for election of officers shall be through nominations during the meeting.
- Nominations can be virtual, face to face or a combination of both.
- For succeeding elections, the conduct of elections shall be in accordance with the internal rules to be adopted by NAC, SAOs and RCOs, respectively, as approved by the Authority.

Election of Officers and voting: NOMINATIONS

**Regional Clustered
Organization**

**Sectoral Apex
Organization**

**National Alliance
of Cooperatives**

- Those nominated may decline the nomination and said nominee(s) shall not be included in the ballot
- If a nominee is eligible for the office and does not expressly decline such nomination, he/she shall be considered as a candidate.

Election of Officers and voting: NOMINATIONS

**Regional Clustered
Organization**

**Sectoral Apex
Organization**

**National Alliance
of Cooperatives**

- For multipurpose cooperatives, the representative can only be nominated as an officer in the cluster where they have their main line of business
- as determined by the CDA regional office
- on the basis of the submitted financial statements and/or Cooperative Annual Progress Report.

Election of Officers and voting: CONDUCT OF ELECTIONS

**Regional Clustered
Organization**

**Sectoral Apex
Organization**

**National Alliance
of Cooperatives**

1. Election may be virtual or through electronic means or face to face or a combination of virtual and face to face.
2. The Authority shall declare the floor open for nomination for each position.

Election of Officers and voting: CONDUCT OF ELECTIONS

**Regional Clustered
Organization**

**Sectoral Apex
Organization**

**National Alliance
of Cooperatives**

3. Anyone can move to close the nomination and after it is seconded, the election shall proceed. If there is only one nominee, he/she shall be proclaimed as the winning candidate. In case of two or more nominees, casting of votes shall proceed.

4. The Authority shall canvass the votes right after casting. Counting and tallying shall follow thereafter and shall be shown to the members.

Election of Officers and voting: CONDUCT OF ELECTIONS

**Regional Clustered
Organization**

**Sectoral Apex
Organization**

**National Alliance
of Cooperatives**

5. In case of a tie, the winner shall be determined by drawing lots.
6. If there is no objection to the results, the Authority shall proclaim the winning candidate/s.
7. In case of protest, the same shall be decided by the body during the said meeting.

Regional Clustered Organization

Once organized, the officers elected shall file with the CDA Regional Office an application for recognition as stated in this Guidelines.

Sectoral Apex Organization

Once organized, the officers elected shall file the application for recognition with the CDA Head Office.

National Alliance of Cooperatives

Once organized, the elected officers shall file the application for recognition with the CDA Head Office.

RECOGNITION OF THE NAC, SAOs, AND RCOs

**Regional Clustered
Organization**

**Sectoral Apex
Organization**

**National Alliance
of Cooperatives**

- The recognition of the NAC, SAOs and RCOs shall be in accordance with the requirements in MC No. 2020-28.
- The application for recognition shall be submitted to the Authority within fifteen (15) days from its organization.

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THANK YOU



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