

## **GUIDELINES ON THE CONDUCT OF THE 2004 GENERAL ELECTION FOR THE BOARD OF DIRECTORS OF THE SHIP FOR SOUTHEAST ASIAN YOUTH PROGRAM - INTERNATIONAL PHILIPPINES (SIP)**

**WHEREAS**, the conduct of the 2004 General Election of the Board of Directors of the Ship for Southeast Asian Youth Program - International Philippines (SIP) shall be held during the Alumni Night on September 16, 2004 on board the M/S Nippon Maru, from 6:00 to 8:00 p.m.

**WHEREAS**, the Secretary of the SIP Board of Directors shall serve the “Notice of Annual Meeting and General Election” on **August 20, 2004** to all regular members.

**WHEREAS**, the SIP’s Board of Directors has created an Election Committee by virtue of a Board Resolution dated **August 14, 2004**, with the following duties & responsibilities: a) formalize election guidelines for the year 2004 election; b) oversee the conduct of the election process, the filing of the letters of candidacy, balloting and canvassing of votes, c) settle disputes and/or controversies arising from the conduct of elections including matters involving qualifications of candidates, d) to waive any technicality or formality involving the election process, e) act as final arbiter on all questions and issues arising from the elections.

**WHEREAS**, the Election Committee hereby issues the following guidelines to govern the “2004 General Election” of the SIP Board of Directors:

### **A. PROCEDURE IN FILING LETTERS OF CANDIDACY**

- 1) A regular member of good standing of the SIP, who is interested to run for the SIP Board of Directors, may file his/her “Letter of Candidacy” to the designated member of the Election Committee on or before 5:00 p.m. of **September 03, 2004**.
- 2) The “Letter of Candidacy” shall be filed personally with the Election Committee through any of the COMELEC Members, or through mail (*postmarked September 03, 2004*) and addressed to:

SSEAYP International Philippines  
P.O Box 12115 Ortigas Post Office  
Ortigas Center, Pasig City

- 3) Each candidate must also submit together with his/her “Letter of Candidacy” a most recent photograph and curriculum vitae. Failure on the part of the candidate to comply with these two (2) requirements shall result to an automatic rejection by the Election Committee of his/her candidacy and his/her name shall not be included in the “List of Official Candidates”.
- 4) Only those “Letters of Candidacy” of the candidates received by the Election Committee on or before September 03, 2004 shall be considered as valid notice(s) thereof.

### **B. QUALIFICATIONS OF THE CANDIDATE:**

- 1) In order to qualify to run for the position of SIP Board of Directors, a regular member of good standing of the SIP must possess the following qualifications:
  - a) He/She must have completed the “Ship for Southeast Asian Youth Program” as a Participating Youth (PY) or as a National Leader (NL);

- b) Must have paid the Lifetime Membership Fee or the PhP 250.00 annual fee due for the year 2004, and;
- c) He/She must have good moral character, that is, with no pending cases(s) before the courts involving moral turpitude.

#### **C. CAMPAIGN MATERIALS AND PRESENTATION OF CANDIDATES:**

- 1) To enable alumni members to know who are the official candidates, the Election Committee shall introduce the candidates one-by-one during the Alumni Night Program. The Election Committee shall also post the pictures and credentials of the candidates in a conspicuous place during the Alumni Night for the information of all alumni members.
- 2) Except in the designated polling places during the Alumni Night, a candidate may distribute any of the following:
  - a) Leaflets or handbills containing the name of the candidate(s), his/her qualifications, and platform of governance; and
  - b) Sample ballots containing the name of the candidate (s)
- 3) Candidates may also send campaign materials via fax, electronic mail or text messages to existing alumni members who can be reached in any of these electronic media for as long as they seek prior consultation with the Election Committee on the release of said campaign materials.

#### **D. ELECTION PROPER**

- 1) In order to hold a valid annual meeting and general election, the Election Committee shall determine if there is a quorum. There is a quorum when there is a simple majority of the regular members who have attended and registered during the Alumni Night.
- 2) The regular members shall elect nine (9) persons among those names appearing in the "Official List of Candidates" and to serve as members of the SIP Board of Directors for a term of two (2) years beginning January 1, 2005 up to December 31, 2006.
- 3) The newly elected members of the Board of Directors shall elect from among themselves the following executive positions:
  - a) President
  - b) Vice President for National Affairs
  - c) Vice President for International Affairs
  - d) Secretary, and
  - e) Treasurer
- 4) The election of the members of the SIP Board of Directors starts exactly at 6:00 in the evening and shall end automatically at 8:00 o'clock in the evening.
- 5) The "Official List of Candidates" shall be posted on the designated polling areas and other places.
- 6) A **regular member** in good standing, (*one who has completed the Ship for Southeast Asian Youth Program as a Participating Youth or as a National Leader*), and is physically present on September 16, 2004 during the Alumni Night on board the Nippon Maru, and has paid the annual fee due for the year 2004, shall be entitled to vote for the candidate/s of his/her own choice. He/She must present to the Election Committee member his/her identification card, a driver's license or a passport, and proof of payment of the PhP 250.00 Annual Dues for the year 2004.

- 7) Votes shall be cast by secret balloting at designated polling places.
- 8) The regular member is encouraged to fill-in completely, the blank spaces provided in the ballot with the names of the candidates of their choice. In case of spaces left blanked, the same should be crossed-out to avoid insertions of other names of candidates.
- 9) Should a name of candidates(s) be erroneously written on the blank space(s) provided in the ballot, the same may be corrected by crossing out the wrong names with one line, then write the name of the candidate beside the crossed-out name.
- 10) A candidate shall be allowed to use one official nickname or alias (to be registered together with the Letter of Candidacy), for easy recall and faster canvassing of votes.

#### **E. CANVASSING OF VOTES:**

- 1) The canvassing of votes shall be held between 8:10 to 9:00 p.m. The votes cast shall be read aloud and tallied by the Election Committee in the presence of the general membership who attended the meeting.
- 2) Nicknames or aliases of the candidates shall be counted as valid entries in the ballot.
- 3) The Election Committee shall proclaim the first nine (9) candidates garnering the most number of votes winners.
- 4) The Election Committee shall issue a "Certificate of Canvass" attesting to the individual votes garnered by each candidate.
- 5) The Election Committee shall issue a "Final Certificate of Canvass" containing the names of the nine (9) newly elected members of the SIP Board of Directors.

#### **F. ELECTION COMPLAINTS / GRIEVANCES:**

Complaints / grievances shall be filed in writing with the Election Committee within ten (10) calendar days from the date of the general election. Within fifteen (15) calendar days from receipt of the written complaint / grievance, the Election Committee shall render a decision which shall be final and executory.

Done this 16th day of August, 2004 Manila, Philippines

#### **COMELEC 2004 Members**

VP International	Benedict Baniqued	'96
	Ms. Fatima Olaguer	'90
	Atty. Red Peneyra	'97
	Ms. Abigail Pacquing	'98
	Ms. Jonnabelle Lee	'99