



**COOPERATIVE ALLIANCE FOR RESPONSIVE ENDEAVOR
MUTUAL BENEFIT ASSOCIATION, INC.**

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CARE MBA ELECTION GUIDELINES

Section 1. Rationale

Election guidelines serves as regulatory tool to control behaviors and other norms expected in the arena of that electoral processes. The rules written herein shall govern the conduct prior, during and after the election. It would be at best for purposes of a clean, orderly, fair and justified electoral process this Election guidelines is promulgated.

Section 2. Powers, Duties and Responsibilities of the Nomination Committee

Per Article VI of the By-Laws of the CARE MBA, the Nomination Committee shall be composed of at least three (3) members, hereby vested solely authority to conduct and supervise the elections for the members of the Board of Trustees and other officers and proclaim the winners. The nomination committee shall likewise be the judge of all electoral contests, including questions on the qualification of candidates and its decision shall be final unless appealed to the Board of Trustees whose decision shall be final, Further, the CARE MBA, Inc. may be tasked to supervise the election of other special committees.

Section 3. Scope and coverage.

The Election guidelines shall cover all elective positions including that of the prime officers within any and all management body of the CARE-MBA.

Section 4. General consideration accepting candidacy

Candidates must be a member in good standing who shall be the delegate/ officially designated by the cooperative or association, personally file his personal data, other relevant information truthfully and honestly. The candidate must be present in the General Assembly wherein he or she is a candidate.

Section 5. Voter's Qualifications

Any member in good standing; who

- Must have paid the membership fees and contributions;
- No delay/ lapses in the payment of contribution;

- Have not violated any provision of the b-laws, rules and regulations of the CARE-MBA; and
- Complied with all the obligations, duties and undertakings of membership.

There shall be only one (1) authorized voting delegate to vote and be voted upon as member of Board of Trustees. Representations from each cluster (Co-op, association or organizations) shall be based on the matrix hereunder:

Number of Members	Number of Delegates
5,000 – above	10
3,000 – 4,999	8
2,000 – 2,999	6
1,000 – 1,999	4
101 – 999	2
100 & below	1

Section 6. Qualifications and Disqualification of Candidates

a. Board of Trustees

1. Members in good standing who meet the qualifications in Section 5 of this guideline;
2. Has been a member for at least one (1) year before or at the time of election;
3. Must be updated in payment of his obligations to the CARE-MBA at the time of filing of candidacy;
4. Must not have any conflicting interest (you must not be an officer, employee, director of an institution primarily engaged in micro-insurance) or another MBA;
5. Must not be related to any officer appointed or elective within the 3rd civil degree by affinity or consanguinity;
6. Other prohibitive provisions imposed by Insurance Commission(IC).

b. Independent Board of Trustees

1. Must be the official candidate/s nominated by the Nomination committee.
2. Must have time and willingness to fulfill his duties and responsibilities when elected.
3. Having been qualified pursuant to the IC memorandum circular no. 16 series of 2002 (guidelines on the nomination and election of independent directors) and nomination and election guidelines promulgated by the Nomination Election and qualifications prescribed by law.

Any cluster (cooperative/ Association/ Entity) shall be entitled to nominate a maximum of two (2) official candidates to the CARE MBA General Assembly to run for Board of Trustee.

Section 7. Period of Candidates acceptance

Application to an elective position in this MBA shall be accepted after due evaluation and consideration of the qualifications of the candidates to a particular position. Same acceptance shall start one (1) month prior to the election period as stated herein, for which the particular candidate shall be informed by the Secretary of the Nomination Committee in writing, two (2) weeks after the filing thereof, whether the same is qualified or not.

Section 8. Election Paraphernalia

The Nomination Committee shall cause the preparation of the following election materials and other paraphernalia needed in the conduct of an orderly, honest and peaceful election.

- Official Ballots
- Canvass tally sheets
- Marker/chalk
- CARE-MBA By-Laws
- List of Members in Good standing
- List of Official Candidates
- CARE-MBA Implementing Rules and Regulations
- Other materials/documents related thereto
- Ballot Boxes
- Canvassing Board
- Book of Minutes
- Ball pen
- Election Guidelines
- List of Vacancies

Section 9. Time to Start and end of casting of ballots

The Chairman of the Nomination Committee shall coordinate with the President of the CARE-MBA to announce the Time to start casting their votes and the time to end must be manifested.

Section 10. Ballot Boxes

As far as practicable the ballot box must at least show one transparent side so as to have a clear view of the ballots casted therein. Inside part must contain the ballot stub and the ballot where the chosen officers are written. The same ballot box must be kept under lock and key to be handled only by the Secretary of the Nomination Committee. Prior to the casting of ballots, the Secretary of the Nomination Committee must show the contents of the ballot boxes before the General Assembly and to the Poll watchers. One key must be handled by the Chairman of the Nomination Committee and one for the Secretary.

The opening of the ballot boxes must be done 15 minutes after the closing of voting time. All ballots and the stub must be counted before the Election Committee sitting en banc together with the Poll watchers as observers only and never to intervene in the proceedings of the conduct of election.

Section 11. Manner of Voting

The manner of voting is through casting of a secret ballot and the same must be casted by the voter-member him/herself.

Section 12. Canvassing and tabulation of ballots

Fifteen minutes after the close of voting time as provided for in Section 9, the votes must be canvassed, tabulated and recorded in the Book of Minutes of the Nomination Committee. The book of Minutes of the Nomination Committee shall be the basis of all official records in the conduct of the electoral process of the CARE-MBA. In case of tie for any position, the Nomination Committee may either summon the parties concerned to reach for a common agreement in which case they may wish to call for another election or waived the position, agree to split the term of both candidates, as the case might be.

Consideration in the reading of the names of the candidates:

1. Names of candidates written that bears a similar sound of the name shall be considered as valid;
2. Names not readable shall be invalid, in case of disagreement over the same; it shall be separated and deliberated by the Nomination Committee. Majority rule in decision making shall apply.
3. Ballots without the proper markings made by the Nomination Committee shall be invalid.

Section 13. Proclamation of winners

The Nomination Committee shall announce the results of the election and proclaim the winning candidates. All of whom will chose their prime officers among themselves through secret balloting as supervised by the Nomination Committee.

Section 14. Turn-over of Responsibilities

After the proclamation made by the Nomination Committee, the elected officer shall be sworn in by any public or private official that are

members of the cooperative. Simultaneously, the Nomination Committee shall cause the turn-over ceremonies between the incoming and outgoing officers of the CARE-MBA. Former officers of the cooperative shall turn over the responsibility to the incoming officers any and all records, accountabilities and properties of the cooperative.

Section 15. Election Protest

Election protest maybe filed with the Secretary of the Nomination Committee by concerned parties within five (5) working days after the winners have been proclaimed by the Nomination Committee.

Election protest shall be resolved by the Nomination Committee within 15 days from the receipt of the written protest. The decision of the Nomination Committee is appealable to the General Assembly whose decision is final and executory.

Section 16. Other Applicable Rules

1. Cases of Floor Nomination. Other members may be nominated on the floor if the number of candidates is less than the vacant positions at the time of the general assembly election, provided that in such event, the member accepting such nomination shall comply with the requirements of Section 4 and Section 6 of these Guidelines.
2. Cases of tie. In case of tie, the winners shall choose the manner on how to break the tie, such as by toss coin, equally divided term, draw lots and others agreeable to both winners.

Section 17. Penal Provision

Any violations or infractions committed by any and all members shall suffer a perpetual disqualification to seek elective position depending on the gravity of the offense may be expelled from the CARE-MBA.

In case of expulsion the Nomination Committee shall recommend the same violation/s in writing to the Board of Trustees who may initiate the conduct of hearing and appropriate charges observing the due process of law.

Section 18. Effectivity.

This Election Guidelines shall take effect immediately upon adoption of the Board of Trustees of the CARE MBA.

Certified true and Correct

ERLENE BARANDINO
Secretary

BOARD OF TRUSTEES

ATTY. JORGE B.VARGAS
President

DOMINADOR S. TAMAYO
Vice-President

CRISELDA R. ABUEL
Treasurer

PAZ L. BOBADILLA
Member

MELODY L. BRINGEL
Member

RAMON M. MARTINEZ
Member-Independent

