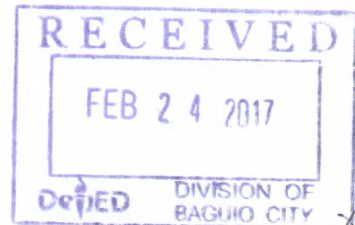


ATTENTION

ALL BCSTEMPC MEMBERS




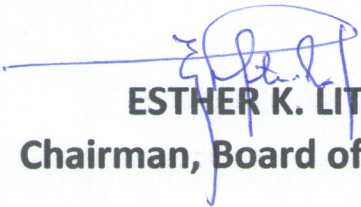
This is to inform the body regarding the upcoming General Assembly and Election of officers on March 10, 2017 at 1 in the afternoon at the PFVR building.

With this, we encourage members to be part and parcel of the core group working for the betterment of the Baguio City Schools Teachers and Employees Multi-purpose Cooperative (BCSTEMPC) by filling their certificate of candidacy.

Please see attached BCSTEMPC Election rules and Guidelines for your guidance.

Thank you!


RENALDO UMAT
Chairman, Election Committee


ESTHER K. LILIT
Chairman, Board of Directors

BCSTEMP COOPERATIVE ELECTION RULES AND GUIDELINES

The following Rules and Guidelines shall govern the BCSTEMP Election of Board of Directors and Members of the different committees which will be held on **March 10, 2017 (Friday)** at PFVR at 1 in the afternoon during the COOP General Assembly.

1. Position to be filled up:

Five (5) members of the Board of Directors, three (3) Audit committee members, three (3) Election committee members

2. Term of office:

The Board of Directors shall hold office for a term of two years or until their successors shall have been elected and qualified; provided that majority of the elected directors obtaining the highest number of votes during the first election after registration shall serve for a term of two (2) years and the remaining directors shall serve for one (1) year. Thereafter, all directors shall serve for a term of two (2) years; provided further, that no director shall serve for more than three (3) consecutive terms (**Art. 4 of Cooperation Sec. 5**) while the members of the Audit Committee and Election Committee, for the first 2 candidates who garnered the highest votes for two (2) years and the third shall serve for one year respectively (**Section 20, 21 and 23 as amended**).

Note: For the purposes of this year's election, the four elected directors obtaining the highest number of votes shall serve for two (2) years and the fifth elected director shall serve for one (1) year.

3. Qualifications and Disqualifications of a Candidate:

(Sections 3 and 4, Art. 4 of the Cooperation and By Laws)

Candidates for board of directors should suffice the four (4) requirements so as to qualify as Board of Directors, but for Audit and Election Committees, requirement b is laid off.

- a. Candidates should be at least five (5) years as member of the BCSTEMPC;
- b. Should have attended at least one (1) of the required training as coop member pursuant to R. A. 9520;
- c. Must be members in good standing;
- d. Have a minimum share capital of Php 20,000.00 for board member and Php 10,000.00 for the committee member.

Members under the following circumstances are disqualified to run:

- a. Have served for the third time as board and/or committee member;
- b. Having conflicting interests with the business of the cooperative;
- c. Having been absent for three (3) consecutive board meeting without being excused;
- d. Being full-time employees of the cooperative;
- e. Having been convicted of any crime involving moral turpitude, gross negligence, or misconduct in the performance of his/her duty;
- f. Had been convicted of administrative and/or civil criminal suits involving financial and/or property accountability, and;
- g. Holding any elective position in the government.

4. Filing of Certificate of Candidacy and Deadline:

Qualified candidate shall file his/her certificate of candidacy starting **March 1, 2017** to the members of the Election Committee which is chaired by Mr. Renaldo Umayat and the members Mrs. Elvira G. Daguio and Mr. Arthur U. Sadcat and/or Mrs. Zenaida Manzano/Nora P. Gumalin at the main BCSTEMPC office located at Upper Session Road, Baguio City and ends on **March 7, 2017 at 5 p.m.** (COC's are available at the said office).

5. Campaign Period and Conduct of Campaign:

Campaign period starts upon the filing of his/her certificate of candidacy on **March 1, 2017** and ends on **March 7, 2017 at 5 p.m.** Campaigning of any manner after the stipulated dates is a ground for disqualification.

6. Procedure or Manner of Voting:

Each Coop member will verify his name and after which, affix his/her signature beside his/her name then receive the ballot from the Board of Election Teller.

Upon receipt of the ballot, fill it up then fold then drop in the designated drop boxes.

7. Polling Precincts and Board of Election Tellers (BET)

Polling precincts will be located at back part of the PFVR near the basketball ring. The election time is from 1 pm to 3 pm only. Three (6) polling precincts shall be utilized for the election and two (2) to three (3) BET will be assigned per precinct.

8. Appreciation of Ballots

a. Cast ballots shall be considered valid and be counted provided there are no markings to identify the voter.

b. Repeated names of candidates in different positions where he/she is not a candidate shall not be counted in favour of him/her.

9. Canvassing of Votes and Proclamation of winning Candidates:

After counting of votes per precinct, the BET shall submit the election returns to the Board of Canvassers for consolidation and proclamation of winners.

10. Protest:

Any protest that may arise from the conduct of the election shall be filed in writing under oath to the Election Committee within twenty-four (24) hours after the proclamation of winners with a filing fee of Php 5,000.00 which is non-refundable.

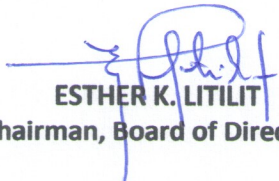
11. In Case of Ties:

In case of ties between candidates, the split term agreement will be followed.

Adopted this 23rd of February, 2017 at Baguio City, Philippines.


RENALDO UMATAT
Chairman, Election Committee

Approved:


ESTHER K. LILIT
Chairman, Board of Directors