



PCGSLAI ELECTION COMMITTEE

Muelle dela Industria, Farola Compound, Binondo, Manila

email : pcgslai.elecom@gmail.com

2020 ELECTION RULES AND REGULATIONS

I. QUALIFICATIONS OF CANDIDATES FOR MEMBERSHIP TO THE BOARD OF TRUSTEES (BOT):

Any Regular Member of the Association can file his/her candidacy for membership to the Board of Trustees, provided he/she possesses the following qualifications:

1. Is member of the Association for at least Five (5) years and in good standing at the time of filing of candidacy (i.e: without any past due obligation to the Association); Member Relatives are disqualified to be voted upon but are qualified to vote. Meanwhile, Honorary Members are neither qualified to vote nor can be voted upon.
2. At least Twenty-Five (25) years old;
3. Is a college graduate of a four-year course or with a five-year experience in business or has undergone relevant training on banking operations conducted by any Bangko Sentral ng Pilipinas (BSP) accredited training center;
4. Has complied with other rules and regulations set forth by the PCGSLAI ELECTION COMMITTEE (PCGSLAI-ELECOM).

II. FILING OF CANDIDACY

1. The PCGSLAI shall make available copies of the Certificate of Candidacy (COC) from the PCGSLAI Office located at the PCGSLAI Building, Coast Guard Base Farola and can also be downloaded from the PCGSLAI website at www.pcgslai.com.ph starting January 13, 2020.
2. The Certificate of Candidacy (COC), together with the member's credentials, must be submitted to the PCGSLAI ELECOM thirty (30) days before the scheduled Annual General Membership (AGM) Meeting and Election of the Association on the first Saturday of March 2020;
3. The manner of filing of the Certificate of Candidacy (COC) can be by any of the following:
 - a. **Personal submission or through an authorized representative** - at the PCGSLAI Office located at Coast Guard Base Farola.

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- b. **Via Courier** – addressed to ATTY EDGAR P BORJE, Chairman, PCGSLAI Elecom, PCGSLAI Bldg., Muelle dela Industria, Farola Compound, Binondo, Manila.
- c. **Via email** - addressed to the official email address of the ELECOM at pcgslai.elecom@gmail.com - only scanned copy of the ORIGINAL shall be accepted and considered valid. The PCGSLAI Elecom shall have the right not to accept corrupted and/or unreadable files including those infected with virus. Submission of electronic copy shall be as follows:
- i. **JPEG FORMAT**
- All pages should be scanned and named individually, thus:

Name of member_COC2020_page_of__pages.jpg
(e.g. ByronSalvaloya_COC2020_page1of6pages.jpg)
ByronSalvaloya_COC2020_page2of6pages.jpg
 - Compress all pages of the COC to one file using the file name

Name of member_COC2020.zip
(e.g. ByronSalvaloya_COC2020.zip)
 - Send compressed file to pcgslai.elecom@gmail.com with the Subject: CERTIFICATE OF CANDIDACY
- ii. **PORTABLE DOCUMENT FORMAT (PDF)**
- Scan all pages of the COC and then convert and/or save as PDF file.
 - PDF File name shall be;

Name of member_COC2020.pdf
(e.g. ByronSalvaloya_COC2020.pdf)
 - Send the PDF File to pcgslai.elecom@gmail.com with the Subject: CERTIFICATE OF CANDIDACY
4. The PCGSLAI ELECOM shall accept a minimum of eleven (11) COC up to 06 February 2020. All submitted COC should be duly acknowledged receipt by an official Elecom Member.
5. Those members who are qualified to run for membership to the BOT shall be officially notified by the PCGSLAI ELECOM fifteen (15) days before the AGM meeting with official communication sent through messenger, via courier or registered mail. Advance copy of the Official Notice shall also be sent through the email address of the qualified candidate. The PCGSLAI ELECOM shall not be liable for communications not received

by the recipient due to invalid and/or incomplete mailing or email address submitted by the candidate.

6. The final list of official qualified candidates shall be posted in the PCGSLAI and PCG Bulletin Boards, PCGSLAI Website, Facebook Profile and other public places five (5) days before the AGM meeting;

III. OFFICIAL CANDIDATES FOR MEMBERSHIP TO THE BOT

1. All qualified candidates as declared by the PCGSLAI ELECOM shall be considered official candidates for membership to the BOT;
2. Before the start of actual voting, all candidates shall each be given a maximum of three (3) minutes to introduce themselves to the voting public;

IV. VOTING AND CANVASSING OF VOTES

1. The Chairman of the PCGSLAI ELECOM shall declare the table as "OPEN" for voting after all the candidates have finished their introduction;
2. Actual election of candidates will start as soon as the Chairman of PCGSLAI ELECOM declares the voting proper "OPEN";
3. All members and proxy forms / Special Power of Attorney (SPA) holders who have registered before the Election Proper shall be given ballot forms in accordance with the number of the voting rights appearing in the official registry;
4. Filling up of ballot forms shall be done in a place duly designated by the PCGSLAI ELECOM;
5. The actual voting time will last for two hours and may commence after the adjournment of the Annual General Membership Meeting or after the Chairman of the PCGSLAI ELECOM declares the voting proper "OPEN".
6. The Chairman of PCGSLAI ELECOM shall declare the voting proper "CLOSED" after expiration of the two-hour voting period, provided that every qualified member in the assembly who are present shall have cast their votes.
7. Canvassing of votes shall be done publicly;
8. The presence of the candidates or their authorized representatives during the canvassing of votes shall be mandatory;
9. The first eleven (11) candidates who garnered the most number of votes shall be declared by the PCGSLAI ELECOM as winners for the eleven (11) BOT seats.

V. IN CASE OF DISQUALIFICATION OF A WINNING CANDIDATE; THE PROBLEM ARISING IN CONNECTION WITH THE ELECTION

1. In case a winning candidate is disqualified for any reason or become incapacitated before the oath taking, the candidate who garnered the next highest number of votes (12th placer) shall be declared as the replacement of the disqualified winning candidate.
2. Any protest arising in the conduct of election for membership to the Board of Trustees must be made in writing and addressed to the PCGSLAI ELECOM. **Oral arguments will not be entertained** by the PCGSLAI ELECOM during the day of the Election. The Elecom shall endeavor to issue a Resolution Five (5) days after receipt of the written Election Protest.

VI. SWEARING INTO OFFICE AND INDUCTION OF THE WINNERS; ELECTION OF EXECUTIVE OFFICERS

1. The eleven (11) winners of the election for membership to the Board of Trustees (BOT) shall be sworn into office by the Chairman of the PCGSLAI ELECOM on the date of the next regular meeting of the incumbent BOT after the AGM meeting;
2. A member who was elected to the Board but has not undergone training and/or seminar on Corporate Good Governance for Board of Trustees conducted by the BSP or any BSP's accredited training center shall be temporarily ineligible from taking the oath of office and from assuming his/her position as Trustee and Officer. The elected member shall be given a six (6) month period from the date of his/her election within which to complete the seminar, otherwise he/she shall be permanently disqualified. Section V Item 1 of this Election Rules and Regulation shall automatically apply.
3. The newly inducted members of the BOT shall meet privately to elect the following Corporate and Management positions:

Chairman of the Board
Vice Chairman
Compliance Officer

President
VP for Comptrollership
VP for Treasury
VP for Operations
VP for Admin HR and Gen. Services

4. The Chairman of the Board shall announce the new members of the PCGSLAI Executive Officers through any means of communication that he deems necessary and effective.
5. The term of office of the new members of the BOT and the new set of executive officers shall commence on 01 April 2020.

VII. PROXY FORM

1. A PROXY FORM is a signed written authorization by a member to another bona fide member delegating to the latter the following:
 - a. To approve the minutes of the last Annual General Membership Meeting;
 - b. To approve the financial accounts and reports for the period 01 April 2018 to 31 March 2020;
 - c. To ratify and approve all acts and proceedings of the Board of Trustees and Officers for their term of office 01 April 2018 to 31 March 2020;
 - d. To cast vote/s for and on his/her behalf for any candidate/s membership to the Board of Trustee for the term 01 April 2018- 31 March 2020.
2. A Proxy Form is assigned for each member of the Association.
3. The member must specifically identify and name the member to whom the authority to exercise the voting rights is delegated.
4. A Proxy Form to be valid should be original and contain the following features:
 - Serial Number
 - Dry Seal of the PCGSLAI Elecom
 - Indicates the specific date of meeting
5. The Proxy Forms and notices will be made available for distribution to all members through the following mode of delivery:
 - a. Personal receipt or pick-up by the member or his/her authorized representative. The latter must present an authorization letter to the PCGSLAI ELECOM for proper accounting and recording purposes. "NO AUTHORIZATION, NO RELEASE" policy will be strictly implemented.
 - b. Via courier
 - c. Electronic transmission through the latest email address on file
 - d. Via registered mail
 - e. Through PCGSLAI Coordinators or PCG Liaisons assigned in all Districts or Units of the PCG across the country.
6. Proxy forms sent through the District Coordinators should be properly acknowledged as personally received by the member or if not, an authorization letter should be presented to the Coordinators.

VIII. SPA IN LIEU OF PROXY FORM

1. Special Power of Attorney (SPA) is a signed and duly notarized written authorization by a member delegating his/her right to vote to another bona fide member during an election.
2. Special Power of Attorney (SPA) herein referred to shall mean the document executed by a Member qualified to vote but had not been able to receive a proxy form due to unforeseen and/or extraordinary circumstances beyond his/her control.

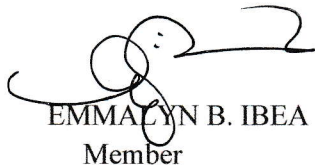
3. In case of conflict arising from the presentation by a Proxy of a valid Proxy Form and presentation of an Attorney-in-Fact of a valid SPA, the Proxy Form shall be considered as the official instrument to be used at the Annual General Membership Meeting and Election of Trustees pursuant to Article IV Section 6 of the PCGSLAI Amended By-Laws and Section 24 of Batas Pambansa Blg 68, also known as The Corporation Code of the Philippines.

Signed this 3rd day of January 2020 at PCGSLAI Building, Muelle Dela Industria, Farola Compound, Binondo, Manila.

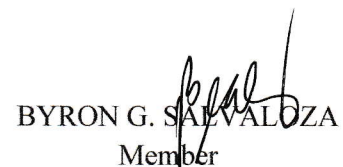
PCGSLAI-ELECOM



EDGAR P. BORJE
Chairman



EMMALYN B. IBEA
Member



BYRON G. SALVALAZA
Member