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**Article I
AUTHORITY**

Pursuant to Article VI of the NATCCO MBAI ByLaws, the Nomination Committee (NOMCOM) hereby promulgates the following rules and regulations in the conduct of election.



**Article II
DATE OF ELECTION**


The election of the members of the Board of Trustees, whether in person or virtual, will be held during the Annual Meeting (AM), scheduled every last Tuesday of May of each year on such time and place as may be decided by the Board of Trustees. Refer to **Annex A: Guidelines for Virtual Election**.

**Article III
VOTERS' QUALIFICATION**

The following are considered as qualified voters:

1. Any individual member currently insured under any of the insurance products of NMBAI.
2. Any individual member currently insured under any of the insurance products of NMBAI, authorized by partner-institution to carry proxy votes, for and in behalf of members who cannot attend the Annual Meeting. This must be covered by a Board Resolution to be submitted to NOMCOM, at least fifteen (15) days before the election day.

Prepared, Reviewed and Endorsed by:  EVELIA BARDOS-TIZON Nomination Committee Chairperson Date: 02/13/2021	Approved by:  ELLEN R. PASTORES BOT Chairperson Date: 02/13/2021
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Article IV
CANDIDATES' QUALIFICATIONS AND DISQUALIFICATIONS

Any member entitled to vote, who has the time, willingness and ability to serve, is qualified to seek office as Trustee, except those who are under any of the following circumstances:

1. Having served for two (2) consecutive terms
2. Having conflicting interest with the business of NMBAI
3. Having been absent for three (3) consecutive board meetings without being excused
4. Holding any elective position in the government
5. Having been convicted of any crime involving moral turpitude, gross negligence, or gross misconduct in the performance of his duties or found culpable in any administrative case involving such offenses
6. Having exceeded the allowed optimal directorial seats other than NMBAI.
7. While the NMBAI AIBL provides that a Trustee is allowed to have a maximum of 5 directorial seats held at the time of election, the NOMCOM will consider the following factors to determine the capacity of the trustee to perform his duties diligently: (Ref: IC Circular Letter 31-2005 dated September 26, 2005)
 - 7.1 The nature of the business of the corporation where he is a director
 - 7.2 Age of the trustee;
 - 7.3 Number of trusteeships/active memberships and officerships in other corporations or organizations
 - 7.4 Possible conflicts of interest.
8. Having been disqualified pursuant to disqualifications prescribed by law.

Article V
FILING OF CERTIFICATES OF CANDIDACY

Prepared, Reviewed and Endorsed by:  EVELIA BARDOS-TIZON Nomination Committee Chairperson Date: 02/13/2021	Approved by:  ELLEN R. PASTORES BOT Chairperson Date: 02/13/2021
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Section 1. Members who wish to seek office in NMBAI must file their certificates of candidacy with the NOMCOM not later than the date set forth in the Notice of Annual Election

Section 2. Incumbent members of the Board of Trustees seeking re-election need not resign from their position to allow performance of duties until a qualified successor is elected.

Section 3. Only the names of those candidates who completed all the requirements must be listed in the Master List of Candidates.

Section 4. The NOMCOM must validate and certify as to the correctness and integrity of all election materials.

**Article VI
CAMPAIGN**

Section 1. The NOMCOM will publish the official List of Candidates at the polling place.



Section 2. Campaigns will be conducted professionally and will be limited to the presentation of programs and platforms and the candidates' qualifications and achievements.


Section 3. No candidate will be allowed to distribute campaign materials and to campaign through social media before and during the AM. NATCCO MBAI will provide common campaign materials for all the candidates during the AM.

**Article VII
CONDUCT OF ELECTIONS**

Section 1. The NOMCOM, in quorum, must conduct the elections through secret balloting.

Section 2. Prior to the AM, the Board of Trustees must appoint principal and alternate NOMCOM members from the Board, who are not re-electionists to ensure quorum.

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Section 3. The NOMCOM must declare the number of authorized representatives present during the elections.

Section 4. The venue where the Annual Meeting is being held must be designated as the polling place.

Section 5. The NOMCOM must present the candidates to the assembly before the casting of votes.

Section 6. Floor nominations must not be allowed to fill-up positions. Such vacancy/vacancies must be filled-up by the majority members of the Board of Trustees, through appointment, during its organizational meeting.

Section 7. Official ballots must be prepared by the NOMCOM describe as follows:

- 8.1 Each official ballot must bear the NATCCO MBAI logo and must be in shape of a strip with stub and detachable coupon containing the voter's number and signature.
- 8.2 The following notice must also be printed at the bottom of the ballot: **FILL OUT ALL THE ELECTION SEATS FOR BOARD OF TRUSTEES, OTHERWISE, IT WILL NOT BE COUNTED.**

Article VIII
CANVASS OF VOTES AND PROCLAMATION

Section 1. The NOMCOM must declare the opening and closing of the polls before canvassing



Section 2. Before canvassing of votes, the NOMCOM must announce the following:


- 2.1. Number of voting delegates
- 2.2. Number of cast ballots
- 2.3. Number of nullified ballots

Section 3. The NOMCOM must canvass the votes, in full view of the members of NMBAI.

Section 4. Appreciation of ballots

- 4.1. Ballots with any of the following markings must be nullified.
 - 4.1.1. Symbols/drawings

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- 4.1.2. Torn Ballots
- 4.1.3. Color of ink other than the official one
- 4.1.4. Unknown names
- 4.1.5. Name of a candidate written more than once.

4.2. Erasures may be allowed when a line is drawn across the name, followed by the corrected one.

4.3. Votes must be counted in favor of any candidate based on the official list of names/aliases provided by the NOMCOM.

Section 5. In case of a tie and no one withdraws, the winner must be determined through toss coin. For multiple tie, draw lots will apply.

Section 6. The NOMCOM must proclaim the winning candidates only after canvassing of votes is completed.

Section 7. The NOMCOM must submit the official result of the elections to the assembly, through the Chairperson of the Board of Trustees.

Article IX ELECTION PROTEST

Section 1. Election protests must be filed with the NOMCOM.



Section 2. Grounds. Any violation of the provisions of this Code must be a ground for an election protest.


Section 3. Protests against any candidate must be filed at least five (5) working days before the Election day, in writing, duly signed and accompanied by proof of the act under complaint.

Section 4. Any alleged violation during the campaign period must be filed before the day of the election. The NOMCOM will decide on all protests where judgment will be final and immediately executory.

Section 5. Any error made by the NOMCOM in the appreciation and counting of votes must be brought up immediately to the Board of Trustees for resolution.

Article X

<p style="text-align: center;">Prepared, Reviewed and Endorsed by:</p> <div style="text-align: center;">  </div> <p style="text-align: center;">EVELIA BARDOS-TIZON Nomination Committee Chairperson Date: 02/13/2021</p>	<p style="text-align: center;">Approved by:</p> <div style="text-align: center;">  </div> <p style="text-align: center;">ELLEN R. PASTORES BOT Chairperson Date: 02/13/2021</p>
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AMENDMENTS



Amendments to this Election Code may be adopted by two-thirds (2/3) vote of the members of the Board of Trustees present at any regular or special Board Meeting.


**Article XI
SEPARABILITY CLAUSE**

Should any part of this Code be declared unconstitutional, the rest of the provisions will remain valid.

**Article XII
VALIDITY CLAUSE**

This Election Code will take effect upon approval of the Board of Trustees. Adopted this _____ day of _____ in the year of our Lord, Two Thousand _____ in Quezon City.

Prepared, Reviewed and Endorsed by:  EVELIA BARDOS-TIZON Nomination Committee Chairperson Date: 02/13/2021	Approved by:  ELLEN R. PASTORES BOT Chairperson Date: 02/13/2021
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ANNEX A – VIRTUAL ELECTION

NATCCO MBAI VIRTUAL ELECTION GUIDELINES

In any event that the NMBAI Annual Election cannot be made in person, NMBAI will shift to a virtual election setup as follows:

1. PREPARATION FOR VIRTUAL ELECTION



All members and representatives of partner-cooperatives must submit official Gmail e-mail address, messenger account and cellphone number to NOMCOM, at least fifteen (15) days before the election day. NMBAI assures protection of the personal information as per Data Privacy Act.


The official email address of NMBAI for the purpose of virtual election will be: natccombai@natcco.coop

2. The guidelines for the Filing of Candidacy during election in person will apply to virtual setup.

3. Campaign

- 3.1. Two (2) weeks before election, the NOMCOM will email the official List of Candidates, which will include their qualifications and achievements, to the official Gmail address of the members and representatives of partner-cooperatives. This serves as the campaign material for all the candidates. The same will also be posted at the NMBAI website and Facebook page.
- 3.2. No candidate will be allowed to distribute campaign materials and to campaign through different digital channels before and during the AM.

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3.3. During the virtual presentation of candidates, campaigns will be conducted professionally and will be limited to the presentation of the candidates' programs and platforms. This will be done through NMBAI's designated digital channel.

4. Release of Election Link

To ensure proper and orderly conduct of virtual election, the election link and the e-ballot number will be emailed, a day before the Annual Meeting, to the official Gmail address of the voters. But this link can only be accessed once the opening of the election has been declared. The email will also include the official NMBAI cellphone number and Messenger account to address possible connectivity problems.

5. Conduct of Virtual Election

- 5.1. The election will start and end upon announcement of the NOMCOM Chair.
- 5.2. Voters will log-in to their registered Gmail account where the election link was sent. The voter clicks the link and casts his/her vote.
- 5.3. In case of power failure or poor internet connection, the voter must inform NOMCOM thru NMBAI's official cellphone number or Messenger account. After validation, the NOMCOM will then advise the voter on the alternative method of casting votes.



5.3.1. Authorized staff, with the presence of the NOMCOM, will encode in the e-ballot tally sheet, the votes received thru messenger and SMS upon validation.


5.3.2. Proper documentation on votes received thru messenger and SMS will be undertaken.

6. Appreciation of E-ballots and Proclamation of Winners

6.1. The Nomination Committee will validate the votes based on the following unique identifications:

- 6.1.1. assigned ballot number
- 6.1.2. registered gmail account

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- 6.2. The assigned ballot number and the registered Gmail address must match. If not, it will be declared void.
- 6.3. Only votes of those confirmed in attendance will be counted. Votes casted by those not in attendance will be considered void.
- 6.4. To ensure the integrity of the election results, the Nomination Committee will appoint an Election Assistant tasked to access the final results thru google form.
- 6.5. In case of tie and no one withdraws, the winner must be determined through toss coin. For multiple tie, the digital wheel will be used to determine the winner.
- 6.6. NOMCOM presents the result of the virtual election in the shared screen of the designated digital channel and declares the winners accordingly.

Prepared, Reviewed and Endorsed by:




EVELIA BARDOS-TIZON
Nomination Committee Chairperson
Date: 02/13/2021

Approved by:



ELLEN R. PASTORES
BOT Chairperson
Date: 02/13/2021

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7. Virtual Election Forms




**[OFFICIAL E-BALLOT] NATCCO MBAI
2021 ANNUAL MEETING ELECTION**

PLEASE FILL OUT ALL THE ELECTION SEATS FOR BOARD OF TRUSTEES, OTHERWISE, IT WILL NOT BE COUNTED.

* Required

Email address *

Your email

WHAT IS YOUR E-BALLOT NUMBER: *

Your answer

REGULAR BOARD OF TRUSTEES 1: *

Choose:

REGULAR BOARD OF TRUSTEES 2: *

(This must be different from number 1)

Choose:

Next



Untitled Section

INDEPENDENT TRUSTEES 1: *

Choose:

A copy of your responses will be emailed to the address you provided.

Never submit passwords through Google Forms

<p>Prepared, Reviewed and Endorsed by:</p>  <p>EVELIA BARDOS-TIZON Nomination Committee Chairperson Date: 02/13/2021</p>	<p>Approved by:</p>  <p>ELLEN R. PASTORES BOT Chairperson Date: 02/13/2021</p>
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