

1 COOPERATIVE INSURANCE SYSTEM OF THE PHILIPPINES LIFE AND GENERAL INSURANCE (1CISP)
1CISP Building, No. 80 Malakas Street, Barangay Pinyahan, Central District, Diliman, Quezon City 1100

ELECTION GUIDELINES FOR THE 46th GENERAL ASSEMBLY
04 April 2020, Novotel, Araneta Center, Cubao, Quezon City

OBJECTIVE: To conduct an honest, orderly and peaceful election process.

- I. Declaration of Vacancies The following positions are hereby declared vacant and interested individuals may file their Certificate of Candidacy on or before the scheduled deadline stipulated herein:
- 4 Regular Members of the Board of Directors (BOD)
 - 2 Members of the Audit and Supervisory Committee
 - 2 Members of the Election Committee
- II. Qualifications of Candidates

The member-shareholder must:

- Be a member of the cooperative, federations/unions, trade union, labor federation, or other organizations with cooperative orientation which has an economic activity/operation for at least two (2) years;
- Has patronized at least two (2) business services of 1 Cooperative Insurance System of the Philippines Life and General Insurance (1CISP), either new businesses or renewal of existing businesses, with corresponding premiums fully paid as of renewal date;
- Able to accomplish the required trainings for cooperative officers during his/her term under Section 3 of Memorandum Circular 2015-09 of the Cooperative Development Authority (CDA); and
- Has paid the required paid-in capital as of **31 December 2019**. The qualifications of candidates, being the duly authorized representative must:
 - Be a member in good standing or an officer of a cooperative or its federations or unions, trade union, labor federation, or other organizations with cooperative orientation, that is a shareholder and an active member of 1CISP
 - Must be physically present during Election Day;
 - Be clothed with the BOD resolution of his/her cooperative, federations or unions, trade union, labor federation, or other organizations with cooperative orientation designating him/her as the duly authorized representative of his/her cooperative or its federations or unions, trade union, labor federation, or other organizations with cooperative orientation and has the authority to vote and be voted upon to any elective position;
 - Be of legal age;
 - Has obtained at least two (2) years of college education and must have at least five (5) years relevant experience in leadership and has undergone the required cooperative leadership trainings and seminars;

- Be committed to attend board meetings regularly and any related trainings inherent to his/her duties and responsibilities as called for by 1CISP;
- Be of good moral character and has neither been convicted of any crime involving moral turpitude or has any pending criminal/administrative charges filed against him/her by his/her cooperative or by any other cooperative; and
- Be committed to comply with the requirements stated above during his/her term and non-compliance would be a ground for disqualification for future election or appointment in any position in 1CISP.

Additional qualifications of the candidates for the elective positions:

- For **REGULAR MEMBERS OF THE BOD** – The member represented by one running for the position of BOD member must have a paid-in capital of at least five thousand (5,000) common shares;
- For **INDEPENDENT MEMBER OF THE BOD** – The member represented by one running for the position of Independent Member of the BOD must have a minimum paid-up capital of one thousand five hundred (1,500) but not more than three thousand (3,000) common shares.
- For **COMMITTEE MEMBERS** – The member represented by the one running for the position of Committee Members must have paid-in capital of at least three thousand (3,000) common shares;
- FOR **MEMBERS OF THE AUDIT COMMITTEE** – must be accounting graduates or have background in accounting/finance work as per requirements by the Insurance Commission;
- The Election and Term of Directors as contained in **Article IV Sections 3 and 3-A** of the amended By-Laws of the 1CISP shall be strictly followed.

"Section 3. Election and Term of Directors. In the General Assembly of the members of the System following approval of these amendments, the directors shall be elected in the manner heretofore provided:

Directors elected under the By-laws shall serve for two (2) years, unless earlier removed from office by reason of death, incapacity, resignation, or other causes, until their successors shall have been elected, qualified, and assumed office. No director shall serve for more than three (3) successive terms.

A Director who has served for three (3) consecutive terms shall be ineligible for re-election unless he/she has undergone a cooling-off period of two (2) years; provided, that said director has not engaged in any activity that under 1CISP rules disqualifies a person from being elected as such.

A Director who has been re-elected after the cooling off period can serve for another three (3) consecutive terms.

In case of death, resignation and/or incapacity resulting in vacancy in the Board of Directors, the remaining members of the Board constituting a quorum, may appoint a successor who may come from the member cooperative or trade union."

- The terms of office of the members of the **Audit and Supervisory Committee** and the **Election Committee** shall be as follows in accordance with the amended By-Laws, to wit:

"...SHALL HOLD OFFICE FOR A PERIOD OF TWO (2) YEARS. FOR THE NEWLY ELECTED THREE (3) MEMBERS OF THE COMMITTEE, THE FIRST TWO (2) WHO GARNERED THE HIGHEST NUMBER OF VOTES SHALL SERVE FOR TWO (2) YEARS AND THE REMAINING MEMBER FOR A PERIOD OF ONE (1) YEAR. NO COMMITTEE MEMBER SHALL SERVE FOR MORE THAN THREE (3) SUCCESSIVE TERMS.

A MEMBER WHO HAS SERVED FOR THREE (3) CONSECUTIVE TERMS SHALL BE INELIGIBLE FOR RE-ELECTION UNLESS HE/SHE HAS UNDERGONE A COOLING-OFF PERIOD OF TWO (2) YEARS; PROVIDED, THAT SAID COMMITTEE MEMBER HAD NOT ENGAGED IN ANY ACTIVITY THAT UNDER 1CISP RULES DISQUALIFIES A PERSON FROM BEING ELECTED AS SUCH.

A COMMITTEE MEMBER WHO IS RE-ELECTED AFTER THE COOLING-OFF PERIOD CAN SERVE FOR ANOTHER THREE (3) CONSECUTIVE TERMS."

- For **CURRENT MEMBER/S OF ELECTION COMMITTEE** -The incumbent who files his/her candidacy for the election shall have to leave his/her position to the committee temporarily from the beginning of the screening of the candidates until the proclamation of the winners.

III. Filing of the Certificate of Candidacy (COC) and Screening of Candidates

- a. Interested member-shareholders must strictly observe the timetable set forth by the Election Committee in these guidelines.
- b. Any interested member-shareholder through the duly appointed representative who seeks any elective position is advised to file his/her certificate of candidacy (COC) directly with the President or Election Secretariat of 1CISP in Quezon City on or before the closing of office hours on **06 March 2020** to give enough time to the Election Committee to screen the candidates.
- c. The ELECOM, through the staff of 1CISP, will notify all aspirants of the results of the screening process within seven (7) days after the deadline for filing of the COC. The candidates will be informed through all possible means of communication (i.e. text, call, email, courier and/or snail mail) to inform them of the results of the screening.
- d. Qualified candidates must be physically present during the election.
- e. The qualified candidates for the elective positions shall be given two (2) minutes to introduce himself/herself and his/her platforms before the start of the election proper.
- f. Floor nominations will not be permitted.

IV. Election TIMETABLE OF ACTIVITIES/CALENDAR OF ACTIVITIES

Activity	Start Date	End Date
Period to send notices to the members/shareholders	January 17, 2020	February 24, 2020
Deadline for filing of COC	March 06, 2020	
Screening and Approval of Candidates	March 07, 2020	March 13, 2020
Period to send of final notice of the results of the screening process	March 16, 2020	March 27, 2020
Election Day	April 04, 2020	

V. Manner of Elections

- As part of good governance, three official representatives present shall be chosen by the General Assembly to independently observe and oversee the election process.
- Voting booths shall be set up at the venue of the election in order to ensure secrecy and sanctity of the ballot.
- A special voting booth for the senior citizens, pregnant women and the disabled shall be installed in the voting site.
- Votes shall be cast electronically.
- Only the registered voter shall be allowed to stay in the voting booth except when a voter needs assistance from his own cooperative or any of the representatives of the ELECOM.
- The official list of candidates shall be posted conspicuously around the venue and at the voting booth.
- All voters are encouraged to fill out their ballots completely.
- A voter may opt to use all his/her assigned number of votes on any one candidate or distribute his/her assigned number of votes to as many candidates as he/she wishes to vote.

VI. Proclamation of Winners

- The winners will be proclaimed immediately after the votes have been canvassed.
- For the newly elected 4 regular members of the board of directors, they shall serve for a period of two (2) years.
- The two (2) newly elected members of the Election Committee and the Audit and Supervisory Committee shall serve for a period of two (2) years.


FREDERICO A. BLANCO
Secretary


DANILO M. CAPILI
Chair


ALFRED T. ALLAGA
Member