



Coast Guard Credit Cooperative

National Headquarters, Philippine Coast Guard
139 25th Street, Port Area, Manila 1018

MEMORANDUM CIRCULAR NO. 2024 - _____
Series of 2024

SUBJECT : RULES AND GUIDELINES IN THE CONDUCT OF ELECTION/S
FOR THE BOARD OF DIRECTORS (BODs) AND OTHER
ELECTIVE OFFICERS

DATE : February 29,2024

ARTICLE 1. GENERAL PROVISIONS

Section 1. Legal Basis

No. 2 of Article 33 of Republic Act No. 9520, otherwise known as the *Philippine Cooperative Code of 2008*

Section 2. Applicability

These guidelines shall govern the Election of the Board of Directors and members of the Audit Committee and Election Committee of the Coast Guard Credit Cooperative.

Section 3. Definition of Terms

Unless a different meaning appears in the context, the following terms shall be defined to govern and have a uniform interpretation as mentioned in these guidelines.

- a. **Associate Member** – refers to the dependent of the retired and active members of the Philippine Coast Guard (PCG) up to the first degree of consanguinity or affinity; civilian employee of the cooperative and of the PCG; and former PCG Officers/Enlisted personnel who retired outside of the PCG but subject to invitation by any member of the Cooperative and approved by the Board of Directors. Associate members are not entitled to vote and be voted upon. However, it shall be entitled to the preferential rights and privileges as indicated in the by-laws and the Code.



- b. **Audit Committee** – refers to a committee elected by the general assembly tasked to audit the performance and monitor the adequacy and effectiveness of the Cooperative's management and control system. It shall comprise three (3) members, hold office for one (1) year, and be directly accountable and responsible to the general assembly.
- c. **Board of Directors** - shall mean that body entrusted with managing the cooperative's affairs under its articles of cooperation and by-laws. It shall be composed of seven (7) members to promulgate policies, rules, and regulations necessary for the operation of the Cooperative.
- d. **Election** - refers to choosing the members of the Board of Directors and Other Elective Officers through secret ballot, either e-vote or manual voting by the General Assembly as prescribed in the Cooperative By-Laws.
- e. **Election Committee or "ELECOM"** - refers to a committee composed of three (3) members selected by the General Membership and/or appointed by the Board of Directors as prescribed in the Cooperative By-laws and responsible for the preparation, conduct, supervision, and control during the Election. The ELECOM shall hold office for one (1) year or until their successors have been elected and qualified.
- f. **Electronic Ballot using Google Forms** - An electronic ballot generated through Google Forms refers to a digital voting document created using the Google Forms platform to conduct online elections. This electronic ballot allows members to cast their votes through an online form rather than using traditional paper-based methods. The ballot is presented in a digital format, accessible through a web link, or embedded on a website from any device with an internet connection. (**subject to the approval of the Board if we could use an online voting platform*)
- g. **E-vote - an electronic way** of casting votes using only designated technical peripherals approved by the Cooperative.
- h. **General Assembly** - shall mean the total membership of the Cooperative duly assembled to exercise all the rights and perform all the obligations of cooperatives, as provided in RA No. 9520, its articles of cooperation, and by-laws.
- i. **Master List of Voters** - refers to a roster of bonafide regular members qualified to vote. It shall indicate the home address, the date the said membership was approved, the verified electronic mail address, and the member's passbook number.
- j. **Members in Good Standing** – regular members who faithfully and promptly discharge their loan obligations.



- k. **Regular Member** - refers to the Philippine Coast Guard's active, retirees, and pensioners. Regular members have the right to vote and be voted upon and are entitled to all the rights and privileges of membership under the Code.
- l. **Screening Committee** - refers to a small unit created and supervised by the ELECOM, which shall conduct final screening on candidates' qualifications and disqualification requirements.
- m. **Voter / Member Entitled to Vote** - refers to a bonafide regular member of the Cooperative who possesses all the qualifications and none of the disqualifications and is entitled to vote under the by-laws.
- n. **Voting Center** – the designated place where the Election shall be conducted.

Section 4. Date of Election

It shall be the responsibility of the Board of Directors to call, schedule, and provide appropriation by an appropriate board resolution. Such resolution shall be passed in at least 90 days nor more than 120 days before the AGAM of the Cooperative.

A special election shall be called by the Board, by an appropriate Board Resolution, to fill any vacancy due to death, incapacity, resignation, disqualification, and other similar causes if the unexpired term shall be two years.

The Board shall pass the Resolution calling the Special Election not later than five (5) days after the vacancy occurs, to be held in not less than 25 days but not more than 35 days after the vacancy. The same master list of regular members will be used in the immediately preceding regular Election.

Section 5. Notice of Regular Election

A written notice on the conduct of the regular Election shall be sent to all the members stating the purpose/s, place/s, date/s, and specific time/s of the conduct of the Election.

Such notice shall also be posted in strategic places at least two (2) weeks before the election date.

The written notice shall be delivered either personally, by mail, or by electronic mail to each cooperative member; in addition, print and broadcast media or social media platforms may also be availed of, if necessary.



Section 6. Postponement of Election

When for any serious cause such as violence, terrorism, loss or destruction of election paraphernalia or records, and force majeure, holding a free, honest, and orderly Election shall become impossible, the ELECOM shall, at its discretion, postpone the Election.

ARTICLE II. ELIGIBILITY TO RUN AND FILE FOR CERTIFICATE OF CANDIDACY

Section 1. Qualifications for Board of Directors, Audit Committee and ELECOM

The following shall be the minimum qualifications provided under **Section 3, Article IV of CGCC By-laws.**

No member shall be elected or to continue as such member of the Board of Directors unless he is a member entitled to vote and has the following qualifications:

- a. Has paid the minimum capital requirement.
- b. Has no delinquent account with the Cooperative;
- c. Have continuously patronized cooperative services.
- d. A member in good standing for the last two years.
- e. Completed or willing to complete within the prescribed period the required education and training, whichever is applicable; and
- f. Other qualifications are prescribed in the rules and regulations of the Authority.

Section 2. Disqualifications of a Board of Directors and Committee Members

Any member who is under any of the following circumstances shall be disqualified to be elected as a member of the Board of Directors, or to continue as such:

- a. Members holding any other position directly involved in the day-to-day operation and management of the Cooperative;
- b. Having been convicted by final judgment in administrative proceedings or civil/criminal suits involving financial and property accountability and
- c. Having been disqualified by law.

Section 3. One Member One Vote Policy

A member is entitled to one vote only, regardless of the number of shares they own.



Section 4. Certificate of Candidacy

No qualified member of the Cooperative shall be elected as a member of the Board of Directors, member of the Audit and Inventory Committee, member of the Election Committee, or in other elective positions unless he/she has filed a sworn Certificate of Candidacy.

Section 5. Filing of Certificate of Candidacy (COC)

Qualified members shall secure from the ELECOM/Screening Committee members an official form of the Certificate of Candidacy. After it is duly accomplished, the same and the other required documents shall be filed at the designated ELECOM/Screening Committee office during office hours at least thirty (30) days before the election date.

Section 6. Requirements needed upon filing of Certificate of Candidacy

All candidates shall submit the following criteria together with the certificate of candidacy:

- a. Bio- Data;
- b. 2x2 Photo
- c. Certification that he/she is a member in good standing.

Section 7. Screening Procedures

The application by and screening of candidates shall involve the following procedure:

a. Application

Prospective applicant/candidate shall secure a form or Certificate of Candidacy (CoC) from the duly authorized ELECOM/Screening Committee member and shall acknowledge receipt thereof. Applicant/candidate shall submit the same to the ELECOM/Screening Committee his/her duly Sworn Certificate of Candidacy with necessary attachment as specified in Article II Section XII, which shall be accomplished in three (3) copies. ELECOM/Screening Committee assigned shall acknowledge receipt thereof, certifying the completeness of attachments and the date and time of receipt to be recorded.

b. Screening Committee

The Screening Committee shall be composed of representatives from the different departments of the Management Office. The members shall elect from among themselves the Chairman, Vice-Chairman and Secretary.

The Screening Committee, in addition to the qualifications/disqualifications of the applicants as prescribed in the by-laws, shall consider the following pre-qualification requirements:



- i. Membership Records Status - indicating the date of approval of membership.
- ii. Outstanding accountabilities/delinquency with the cooperative- indicating the amounts and dates incurred. The Screening Committee shall set standards to comply with the above pre-qualification requirements.
- iii. To submit the list of screened and qualified candidates to the ELECOM for approval.

c. Posting of List of Qualified Candidates

It shall be the responsibility of the ELECOM to post the list of qualified candidates in at least five (5) conspicuous places in every district five (5) days before the Election.

Section 8. Withdrawal or Cancellation of Certificate of Candidacy (CoC)

Each Certificate of Candidacy duly filed shall be considered withdrawn or canceled unless the candidate files a sworn statement of withdrawal or cancellation with the Election Committee at least one (1) day before the Election.

ARTICLE III. TERM OF OFFICE

Section 1. Term of Office

The elected officials of CGCC, such as the Board of Directors, will have a term of two (2) years, and the other committees will have a term of one (1) year, as prescribed in the bylaws of the Cooperative.

ARTICLE IV. PROHIBITED ACTS OF CANDIDATES

Section 1. Prohibited Acts of Candidates

The following shall be considered prohibited acts of the candidates:

- a. Paying for membership fees of prospective members of the cooperative.
- b. Vote-buying;

ARTICLE V. VOTERS

Section 1. The cut-off date for Qualified New Voters

Only regular members of the Cooperative whose application for membership has been approved by the Board within ninety (90) days



before the Election shall be included in the master list of voters and shall have the right to vote

Section 2. Master list of Voters

It shall be the responsibility of the BOD Secretary to prepare, in no less than thirty (30) days before the Election, at least three (3) copies of the master list of regular members. The master list of the regular members shall contain the names of all qualified members in alphabetical order, together with their home addresses, date of membership, verified electronic email addresses (email), and passbook numbers. The final master list shall be posted not less than ten (10) days before the Election.

The Master List of Voters shall be verified by the Admin/Membership Manager and certified by the Board Secretary. Any disagreement with the list shall be filed in writing with the ELECOM for evaluation based on submitted documents. Said disagreement shall be resolved five (5) days before the Election.

Those not included in the Master List of Voters shall not be allowed to vote.

ARTICLE VI. VOTING/MONITORING CENTERS

Section 1. Voting/Monitoring Centers

The Voting/Monitoring Center will be the building or place where the Board of Election conducts its proceedings and where voters shall cast their votes (or, in case of online voting- where the ELECOM and technical support team monitor the real-time online voting response). The venue will be the place where the AGAM is being held.

The ELECOM shall determine and announce the date and duration of the voting period.

Section 2. Ballot Boxes

There shall be one ballot box under the custody and disposal of the ELECOM.

Section 3. Tally Board

At the beginning of the counting, there shall be placed within plain view of the committee, the watchers, and the public, a tally board where the names of all the candidates are written, and corresponding votes shall be recorded.



Screen Monitoring

At the beginning of the voting process, there shall be placed within plain view of the committee, the watchers, and the public at least two (2) screen monitors where one (1) monitor displays the names of all the qualified regular members casting their votes in real-time and one (1) monitor displays the real-time result of the voting process.

Section 4. Furnishing of Ballot Boxes, Forms, and other materials for the Election

The Cooperative shall provide the necessary number of computers, monitors, printers, and other electronic gadgets required, as may be deemed required by the ELECOM for the electoral process.

In case of any system error that will hinder the election's success, manual voting shall be immediately implemented.

The Cooperative shall provide Ballot Boxes, Ballot Forms, and Other Election materials as a backup plan for manual voting.

Section 5. Tally of Vote

For the e-vote, the results will be system-generated. ELECOM is the only group authorized to generate the results of the election.

In the case of manual voting, a tally board shall be prepared and placed within plain view of watchers, and the assembly before the counting votes shall begin. It shall be presented with the names of candidates and the corresponding votes as tallied.

ARTICLE VII. ELECTION COMMITTEE (ELECOM)

Section 1. Composition of Election Committee

The ELECOM shall comprise three (3) members, the Chairman, and two (2) members to be elected during the General Assembly or appointed by the Board of Members. The ELECOM shall hold office for one (1) year or until their successors have been elected and qualified.

Section 2. Duties and Functions of ELECOM

- a. Formulate election rules and guidelines and recommend them to the General/Representative Assembly for approval.
- b. Recommend necessary amendments to the election rules and procedures, in coordination with the Board of Directors, for the General/Representatives Assembly's approval.
- c. Implement election rules and guidelines duly approved by the General/Representative Assembly:
- d. Supervise the conduct, manner, and procedure of Election and other election-related activities and act on the changes to it



- e. Canvass and certify the results of the Election.
- f. Proclaim the winning candidates.
- g. Decide Election and other election-related cases except those involving the Election Committee or its members; and
- h. Perform other functions as prescribed in the By-laws or authorized by the General/Representative Assembly.

ARTICLE VIII. OFFICIAL BALLOT

Section 1. Official Ballot (for manual voting)

The Official Ballots shall be uniform in size and color. It shall be printed at the Cooperative's expense under the BOD Secretary's supervision. It shall be in the shape of a strip with a detachable stub bearing consecutive serial numbers, and at the top portion of the ballot, the name "OFFICIAL BALLOT" shall be printed. It shall also contain the name of the office to be voted for, allowing sufficient space below with a horizontal line where the voter shall write the name of the candidate voted by him/her.

Electronic Official Ballot using Google Forms (for the online voting platform)

The Electronic Official Ballot (e-Ballot) using Google Form shall include fields for the voter's details such as name, email address, passbook number, and other information deemed necessary by the ELECOM. The form will only collect one (1) response per voter.

Each candidate's name, 2x2 photo, and passbook number shall be indicated in the positions they are vying for.

A unique voter link will be provided by ELECOM only to eligible voters. A confirmation page will be emailed back to the voter, reflecting their responses to the election process. The e-Ballot will automatically close at the end of the voting period.

Section 2. Prevention of Fraud

To prevent fraud and tampering of ballots, the ELECOM shall devise measures to ensure the safekeeping and authentication of the Official Ballots. Distribution to the PECOM shall be done on the day of the elections. Unused Ballots shall be returned to the Election Committee.

To prevent fraud in e-Vote, only the administrative user designated by ELECOM is authorized to extract data from the system.



ARTICLE X. CASTING OF VOTES

Section 1. Voting Hours

The registration and casting of votes shall start at 8:00 a.m. and end at 3:00 p.m. or at a time designated during the Annual General Assembly meeting, except when members are present within 30 30-30-meter radii from the polling place at closing time who have not yet registered and cast their votes. In said case, the voting shall continue but only to allow said members to be able to register and vote.

Section 2. Manner of Voting

The manner of voting shall be through:

- a. Electronic Voting (e-Vote)
- b. Manual voting will be immediately implemented in case of system failure/error. Voters/Members shall affix their signatures opposite their name in the master list before and after casting their votes.

Section 3. Procedures of Voting

The Board of Directors, through the Election Committee, shall devise the mechanics in the conduct of the voting, such as:

- a. Preliminaries of Voting
- b. Order of Voting
- c. Preparation of Ballots
- d. Casting of Ballots
- e. Canvassing of Ballots, Determination, and Declaration of Spoiled Ballots

Section 4. Minutes of Voting

The Election Committee (ELECOM) shall prepare and sign a statement in four (4) copies setting forth the following:

- a. The exact time the voting commenced and ended.
- b. The number of official ballots received, stating the control numbers.
- c. The number of official ballots used, saying the control number.
- d. The number of unused official ballots, stating the control numbers.
- e. The number of voters who cast their votes.
- f. The number of voters challenged during the voting.
- g. The time the counting of votes commenced and ended.
- h. The number of official ballots found inside the ballot compartment for valid ballots.
- i. The number of unused ballots compared to the voters' register.
- j. The number of valid votes, if any, retrieved from the stub compartment.
- k. The number of ballots read and counted; and
- l. The record of protest, if any, and action taken.



Section 5. Election Returns

The Election Committee (ELECOM) shall prepare the election returns simultaneously with counting the votes. The returns shall be prepared in two (2) copies, and all members of the ELECOM shall duly sign the prescribed form.

Section 6. Submission of Election Returns and other Election Paraphernalia's

The election returns, minutes of voting, and other relevant documents shall be placed in two (2) separate envelopes, sealed and signed by the ELECOM for final canvassing.

Section 7. Final Canvass and Proclamation of Candidates Elect

The ELECOM shall convene right after the closing of the voting time to act as an official canvasser at the designated venue.

The ELECOM shall provide an official tally board in a conspicuous place where the consolidated authorized election returns are posted. After that, the ELECOM shall prepare a complete certified summary of votes received by all candidates.

For e-Vote, there must be a print-out copy of the results attached to the minutes of voting.

ARTICLE XI – ELECTION PROTEST

Section 1. Jurisdiction

The ELECOM shall have jurisdiction over all post-election protests relating to the election of the Board of Directors, members of the Audit Committee, and Election Committee. Post-election protests that cover the irregularities in the conduct of the election shall be filed within forty-eight (48) hours after the proclamation of the election results.

Section 2. Resolution on Protest

The members of the ELECOM shall decide all post-election protests brought before it within fifteen (15) days from the date the protest is submitted for resolution after notice and hearing. The resolution of the ELECOM may be appealed by the provisions of the cooperative's by-laws. Such appeal shall be resolved with finality within thirty (30) days.

Section 3. Notice of Resolution

The ELECOM shall furnish copies of the resolution to the parties concerned.



Section 4. In cases of Election Ties

In cases where two or more candidates have received an equal and highest number of votes vying for the same position, or two or more candidates received the same number of votes for the last place in the number of members to be elected, the ELECOM shall proceed to the tossing of coins of the candidates who have tied and shall proclaim as elected the candidates who will be favored by luck. In short, if the elections result in a tie, the future leaders will be determined by tossing a coin, and the head side will be declared the winner.

ANNEXES

ANNEX I.- NOTICE OF ELECTION

ANNEX II- COMMITMENT FOR FAIR ELECTIONS

ANNEX III- CERTIFICATE OF CANDIDACY

ANNEX IV - CERTIFICATE OF MANAGEMENT CLEARANCE





Coast Guard Credit Cooperative

National Headquarters, Philippine Coast Guard
139 25th Street, Port Area, Manila 1018

NOTICE OF ELECTION

TO ALL MEMBERS :

WHAT: _____

WHEN: _____

TIME OF ELECTION: _____

IMPORTANT REMINDERS:





Coast Guard Credit Cooperative

National Headquarters, Philippine Coast Guard
139 25th Street, Port Area, Manila 1018

COMMITMENT FOR FAIR ELECTIONS

I, _____, of legal age, married /
(Name)

single, residing at _____, and
a candidate for _____ with the CGCC, and agree to the
following restrictions on the Election day, as set forth by the Election Committee, to
wit:

1. During Election Day, no printed handbills shall be distributed or posted within the assembly area.
2. T-shirts, personalized calendars, fans, bookmarks, hats, and similar devices used as campaign materials/gimmicks shall likewise be prohibited.
3. The Election Committee and its deputies shall have the power to confiscate handbills or any election materials/paraphernalia in violation of the preceding election.
4. Violating any of the preceding restrictions shall be grounds for disqualification and removal from the official list of candidates of the said candidate.

I hereby affix my signature as a gesture of submission to the foregoing. It is further manifested that this is entered voluntarily and is done in good faith and with complete understanding and knowledge of its consequences.

Done in _____, this _____, 20__.

Signature of Candidate Over Printed Name

Date Signed





Coast Guard Credit Cooperative

National Headquarters, Philippine Coast Guard
139 25th Street, Port Area, Manila 1018

CERTIFICATE OF CANDIDACY

I, _____, hereby file this Certificate of Candidacy for the office of _____ of the CGCC, Manila City, during its _____ General Assembly that will be conducted on _____, at _____.

That I am eligible for the said office and further states the following:

1. Name of Candidate _____
(Surname) (First Name) (Maiden Name)
2. Date of Birth _____ Place of Birth _____
3. Civil Status _____ Name of Spouse _____
4. Place of Assignment _____ Position _____
5. Capital Share _____

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____, Philippines.

Signature of Applicant

REPUBLIC OF THE PHILIPPINES)
MANILA CITY)S.S.

X ----- X

SUBSCRIBED AND SWORN TO before me at _____, this _____ day of _____, 20____, affiant showing to me TIN _____ issued on _____ at _____.

NOTARY
PUBLIC





Coast Guard Credit Cooperative

National Headquarters, Philippine Coast Guard
139 25th Street, Port Area, Manila 1018

CERTIFICATE OF MANAGEMENT CLEARANCE

Name of Candidate _____

Position Applied _____

Date of Membership _____

Share Capital _____

Current Loan Availed _____

Loan Balance as of Date of Application _____

Status of Loan Application // Updated // Delayed

REMARKS:

Status of Membership // MIGS (Member in Good Standing)
 // MNIGS (Member Not in Good Standing)

PREPARED BY:

ATTESTED BY:

CREDIT COMMITTEE



Approved by:

BOARD OF DIRECTORS

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

