

CENTRAL MINDANAO UNIVERSITY
SUPREME STUDENT COUNCIL
ELECTION CODE

February 2026

ARTICLE I

GENERAL PROVISIONS

Section 1. Title. This Act shall be known and cited as the SSC ELECTION CODE.

Section 2. Applicability. This Code shall govern all elections of SSC officers and, to the extent appropriate, referenda and plebiscites.

Section 3. Election and Campaign Periods. Unless otherwise fixed in special cases by the Committee on Elections, which hereinafter shall be referred to as the Committee, the election and campaign period shall commence in the months of April–May.

Section 4. Right to Vote. It shall be the right of every qualified undergraduate student to vote and cast his/her vote.

Section 5. Postponement of Election. When for any serious cause such as violence, terrorism, loss or destruction of election paraphernalia or records, force majeure, and other analogous causes of such a nature that the holding of a free, orderly, and honest election should become impossible in any political subdivision, the Committee, motu proprio or upon a verified petition by any interested party, and after due notice and hearing whereby all interested parties are afforded equal opportunity to be heard, shall postpone the election therein to a date which should be reasonably close to the date of the election not held, suspended, or which resulted in a failure to elect but no later than five (5) days after the cessation of the cause for such postponement or suspension of the election or failure to elect.

Section 6. Failure of Election. If, on account of force majeure, violence, terrorism, fraud, or other analogous causes, the election in any polling place has not been held on the date fixed, or had been suspended before the hour fixed by law for the closing of the voting, or after the voting and during the preparation and transmission of the election returns or in the custody or canvass thereof, such election results in a failure to elect, and in any of such cases the failure or suspension of election would affect the result of the election, the COMELEC shall, on the basis of a verified petition by any interested party and after due notice and hearing, call for the holding or continuation of the election not held, suspended, or which resulted in a failure to elect but not later than **five (5) days** after the cessation of the cause of such postponement or suspension.

Section 7. Call for Special Election. In case a vacancy arises in the SSC office three (3) months or more after the regular election, the SSC ELECOM shall hold a special election within ten (10) days after the vacancy occurs to elect officers to serve the unexpired term.

The SSC ELECOM shall file a resolution for holding of the election and shall post copies thereof in at least three (3) conspicuous places.

Section 8. Election Code to be Available in Polling Places. A printed copy of this Code shall be provided and made available by the Committee in every polling place so it may be readily consulted by any person in need thereof on election days.

Section 9. Failure to Assume Office. The office of any official elected who fails or refuses to take his/her oath of office within one (1) month from proclamation shall be considered vacant, unless said failure is for causes beyond his/her control.

Section 10. Disqualifications. Any person who has been declared by competent authority, or has been sentenced by final judgment for subversion, insurrection, rebellion, or for a crime involving moral turpitude, shall be disqualified to be a candidate and to hold any office, unless granted plenary pardon or amnesty.

ARTICLE II

ELECTION OF SSC OFFICIALS

Section 1. Regular Election of SSC Officials. The regular election of SSC officials shall be held in April-May every year. The elected officials shall assume office after taking their oath and shall serve until the same date the following year.

Section 2. Conduct of Elections. The SSC election shall be partisan and conducted in an expeditious and inexpensive manner.

Section 3. Composition of SSC Officials. SSC officers shall be composed of the President, Vice-President, General Secretary, Associate Secretary, General Treasurer, Associate Treasurer, Auditor, Ten (10) College Councilors.

Section 4. Voting System. The election of SSC officers shall be conducted through the First-Past-the-Post voting system, wherein the candidate who obtains the highest number of valid votes cast for a position shall be declared the winner. A plurality of votes shall be sufficient for election, and no absolute majority shall be required unless otherwise expressly provided in this Code.

Section 5. Certificate of Candidacy. No person shall be elected as SSC Officials unless he/she files a sworn certificate of candidacy in triplicate on any from the commencement of the election period but not later than the day before the beginning of the campaign period in a form to be prescribed by the SSC ELECOM.

The certificate of candidacy shall be filed with the SSC Electoral Committee Commissioners who shall have the ministerial duty to receive the said certificate of candidacy and to immediately acknowledge receipt thereof.

The SSC Electoral Committee Commissioners, as the case may be, shall prepare a consolidated list of all the candidates and shall post it at least five days before the election period.

Section 6. List of Voters. Prepared not later than seven (7) days before election, the board of inspectors shall prepare the list of voters. The final lists of voters shall be made available in the polling places at the day of election day.

Section 7. Polling Places. The Chief Commissioner shall designate an appropriate area within the college to be used as polling place. The polling place shall be centrally located, always taking into consideration the convenience and safety of the voters.

Section 8. Official SSC Ballots. The official SSC ballots shall be provided by the SSC Electoral Committee. Such official ballots shall, before they are handed to the voter at the polling places, be authenticated in the presence of the voter, by the authorized representatives of the candidates, and chief commissioner and members of the electoral committee who shall affix their signatures at the back thereof. Any ballot that is not authenticated shall be deemed inauthentic.

Section 9. Ballot Boxes. The SSC ELECOM shall provide the ballot boxes for each college polling place.

Section 10. Postponement or Failure of Election. When for any serious cause such as violence, terrorism, loss or destruction of election paraphernalia or records, force majeure, and other analogous causes such as nature that the holding of free, orderly, and honest election should become impossible in any College, the SSC ELECOM, upon a verified petition of an interested party and after due notice and hearing at which the interested parties are given equal opportunity to be heard, shall postpone the election therein for such time as it may deem necessary.

If, on account of force majeure, violence, terrorism, fraud or other analogous causes, the election in any College has not been held on the date herein fixed or has been suspended before the hour fixed by the law for the closing of the voting therein and such failure or suspension of election would affect the result of the election, the SSC ELECOM, on the basis of a verified petition of an interested party, and after due notice and hearing, at which the interested parties are given equal opportunity to be heard shall call for the holding or continuation of the election within three (3) days after it shall have verified and found that the cause and causes for which the election has been postponed or suspended

have ceased to exist or upon petition of at least thirty percent (30%) of the registered voters in the college concerned.

Section 11. Activities During Campaign Period. During the campaign period, the SSC ELECOM Chief Commissioner, shall convene a university assembly at least once for the purpose of allowing the candidates to appear as a joint meeting duly called, upon proper and with at least two (2) days notice, to explain to the students of their respective program of administration, their qualifications and other information that may help enlighten voters in casting their votes.

Section 13. Watchers. Candidates may appoint a watcher each in every polling place within the college, who shall be furnished with a signed copy of the results of the election, in such form as SSC ELECOM may prescribe, immediately after the competition of the canvass.

Section 15. Penalties. Violations of any provisions of this Article shall constitute prohibited acts and shall be prosecuted and penalized with the provisions of this Code.

ARTICLE III

THE COMMITTEE ON ELECTIONS

Section 1. The Electoral Committee shall be composed of the following Commissioners:

- A. Chief Commissioner
- B. Vice Chairman
- C. General Secretary
- D. Associate Secretary
- E. Head of Canvassing and Verification Committee
- F. Head of the Ocular Committee Against Misconduct
- G. Head of Transparency and Accountability
- H. Collegiate Commissioner

Section 2. The SSC ELECOM shall have the following powers and functions:

- A. Govern all the election proceedings in the Supreme Student Council and College Councils;
- B. Formulate the set of rules and regulations for the campaign and election periods along with other matters deemed necessary to ensure free, honest, and orderly elections;
- C. Enforce and administer all laws and regulations relative to the conduct of elections;
- D. Prepare and disseminate the necessary election paraphernalia, certificate of candidacy and other related documents; before, during, and after the election period;
- E. Approve and register the eligible candidates in accordance with the qualifications presented hereof;
- F. Register and accredit the official political parties;
- G. Determine the number and location of official polling places;
- H. Suspend the election, as may be deemed necessary;
- I. Disqualify candidates for lack of qualifications or violation of any guidelines, which have been promulgated;
- J. Announce failure of the election, as may be required by circumstances;
- K. Proclaim the winning candidates of the election on or before the fourth day after the election;
- L. Receive and respond promptly on any complaint and/or motion for recounting which must be filed within twenty-four (24) hours after the elections result are announced; and
- M. Validate electoral proceedings and verify the results.

A. Chief Commissioner

- a. Serves as head of the SSC ELECOM and chief administrator of all election proceedings
- b. Presides over meetings, hearings, and official deliberations
- c. Issues official orders, rulings, and directives
- d. Supervises all committees and commissioners
- e. Proclaims winning candidates after canvassing
- f. Represents the SSC ELECOM in official functions

B. Vice Chairman

- a. Assists the Chief Commissioner in all duties

- b. Assumes powers of the Chief Commissioner in case of absence, incapacity, or vacancy
- c. Oversees internal coordination among committees
- d. Monitors compliance with election timelines and procedures

C. General Secretary

- a. Maintains official records, minutes, resolutions, and election documents
- b. Receives and logs all election filings, complaints, and petitions
- c. Issues official notices, summons, and communications
- d. Safekeeps confidential election records
- e. Certifies authenticity of official ELECOM documents

D. Associate Secretary

- a. Assists the General Secretary in documentation and records management
- b. Handles filing systems, archiving, and document verification
- c. Prepares drafts of notices, memoranda, and resolutions
- d. Assumes duties of the General Secretary when necessary

E. Head of Canvassing and Verification Committee

- a. Supervises counting and tabulation of votes
- b. Ensures accuracy, legality, and integrity of election returns
- c. Verifies authenticity of ballots and election documents
- d. Consolidates results from all polling places
- e. Submits certified canvass report to the Commission

F. Head of the Ocular Committee Against Misconduct

- a. Conducts monitoring of campaign activities and polling places
- b. Investigates election violations and misconduct
- c. Documents incidents through reports and evidence
- d. Recommends sanctions or actions to the Commission
- e. Ensures compliance with election rules in real time

G. Head of Transparency and Accountability

- a. Ensures transparency of election processes and decisions

- b. Publishes official announcements, results, and resolutions
- c. Oversees public disclosure of election guidelines
- d. Handles voter education and information dissemination
- e. Maintains integrity and public trust in the electoral process

H. Collegiate Commissioner

- a. Supervises elections within assigned colleges
- b. Coordinates with polling officers and student bodies
- c. Ensures proper conduct of voting in college precincts
- d. Reports incidents and results to the Commission
- e. Assists in voter list verification and polling management

ARTICLE IV

ELIGIBILITY OF CANDIDATES AND CERTIFICATE OF CANDIDACY

Section 1. The Supreme Student Council shall be composed of the following:

- A. President
- B. Vice-President
- C. General Secretary
- D. Associate Secretary
- E. General Treasurer
- F. Associate Treasurer
- G. Auditor
- H. Ten (10) College Councilors

Section 2. Election of Officers:

- A. The election of SSC Officers of the Supreme Student Council shall be done through simultaneous schedule;
- B. The election of SSC Officers shall be held on April-May;

- C. There shall be a maximum of twenty (20) calendar days campaign period before the scheduled election of the Supreme Student Council and College Council shall be held.

Section 3. The Elected Officers:

- A. President
- B. Vice-President
- C. General Secretary
- D. Associate Secretary
- E. General Treasurer
- F. Associate Treasurer
- G. Auditor
- H. Ten (10) College Councilor

Section 4. Qualifications for SSC Officer. Any bona fide undergraduate students of Central Mindanao University may run for SSC office provided he/she meets the following qualifications:

- A. No record against the University Code and the Republic;
- B. Grades must be within the Department retention standard;
- C. Students under probation are ineligible to run for a position;
- D. Subject load must be regular in accordance with its department. In special cases, students with an irregular subject load are still eligible to run provided that they have a maximum of three (3) units under load or overload, and must have no failing grades;
- E. Must have a good moral character;
- F. Should have at least 1 (one) year experience as leader whether within or outside academe;
- G. Must be at least 1 (one) year student at the University;
- H. Must be physically and mentally fit, and able to perform activities required by the council;
- I. President, General Secretary, and General Treasurer must ensure that they do not have an On-the-Job Training (OJT) during the second semester;
- J. Must not have any incomplete (INC) grades, ensuring a consistent academic record and commitment to completing coursework in a timely manner;

- K. Must not be associated with any forms of illegal conduct, either to oneself or others, ensuring a commitment to legal and ethical behavior both within and outside the university community.
- A. President
- Should have at least 2-3 years experience as a leader whether within or outside academe
 - Have represented his/her organization at least once in a city-wide program
 - Have accumulated a minimum General Weighted Average of 1.75
 - Have the ability to work collaboratively with other elected officials, members, and university staff
 - Have effective oral and written communication skills within the organization in a constructive and fair manner
 - Have the ability to handle conflicts and disputes within the organization in a constructive and fair manner
 - Must represent the Council in his/her official capacity as President in occasions and events where the organization needs representation
- B. Vice-President
- Should have at least 2-3 years experience as a leader whether within or outside academe
 - Have represented his/her organization at least once in a city-wide program
 - Have accumulated a minimum General Weighted Average of 1.75
 - Take over the functions of the President whenever his/her office is vacant by reason of death, resignation, removal, suspension, illness, absence, physical or mental incapacity or failure to qualify for office
- C. General Secretary
- Should have at least 1 year experience as a leader whether within or outside academe
 - Have a minimum General Weighted Average of 2.0
 - Must be well-versed with basic technicalities in line with the position; must have experience with file-sorting; must be able to create communication letters, resolutions, memorandums, and minutes of the meeting

D. Associate Secretary

- a. Should have at least 1 year experience as a leader whether within or outside academe
- b. Have a minimum General Weighted Average of 2.0
- c. Must be well-versed with basic technicalities in line with the position; must have experience with file-sorting; must be able to create communication letters, resolutions, memorandums, and minutes of the meeting

E. General Treasurer

- a. Should have at least 1 year experience as a leader whether within or outside academe
- b. Have a minimum General Weighted Average of 2.0
- c. Must be well-versed with basic technicalities in line with the position; must have experience with financial management
- d. Must know how to act as a custodian or bookkeeper and deposit in the bank the funds of the Council
- e. Must know how to disburse funds in accordance with an appropriation of the Council
- f. Must know how to submit a financial statement/report at the end of each semester to the Council which shall be published in the University official publication

F. Auditor

- a. Should have at least 1 year experience as a leader whether within or outside academe
- b. Have a minimum General Weighted Average of 2.0
- c. Must be well-versed with basic technicalities in line with the position; must have experience with bookkeeping, auditing, assisting financial management, and liquidating transactions

G. Ten (10) College Councilors

- a. Must be at least 1 year resident of their respective colleges
- b. Able to formulate and spearhead programs and activities
- c. Able to formulate resolutions
- d. Must have good communication skills

Section 5. Requirements for Candidacy. Interested candidates must have the following qualifications aforementioned and must duly submit the following requirements:

- A. Must submit a fulfilled Certificate of Candidacy with 2x2 ID photo;
- B. Must submit Certificate of Good Moral;
- C. Grade Slip of the previous semester;
- D. Certificate of Registration for the current semester;
- E. Must provide endorsement letters from the Dean and Department Head. In any case wherein the College has no Department Head, candidates must affix the signature of their respective Dean;
- F. Must submit recent Curriculum Vitae;
- G. Must submit a comprehensive General Plan of Action regardless if independent or member of any party;
- H. Parties should submit as a group, failure to include members shall render them independent automatically; and
- I. These sets of requirements shall be placed within a clear plastic envelope. In the case of parties, they should have it arranged by position.

ARTICLE V

ELECTION RULES AND REGULATIONS

Section 1. Governing Authority. The SSC ELECOM shall be the sole body authorized to administer, implement, interpret, and enforce all rules and regulations governing the conduct of elections. It shall ensure that all electoral processes are conducted in a free, orderly, honest, peaceful, credible, and fair manner. All candidates, parties, supporters, and voters shall comply with the lawful directives, resolutions, and guidelines issued by the ELECOM.

Section 2. Aspiring candidates must submit their requirements on or before the suggested date of the SSC ELECOM.

Section 3. Any form of Campaign Materials of the Candidates must be submitted first to the SSC ELECOM prior to dissemination. Party Campaign Materials must not exceed 2 x 6 feet whether portrait or landscape orientation. Independent/Individual Campaign Materials must not exceed 2 x 3

feet whether portrait or landscape orientation. Candidates must fix their own materials before the election date.

Section 4. Only SSC ELECOM approved locations can be utilized for posting campaign materials, assuring that the candidates must clear them before the election.

Section 5. Election Rallies must not cause disruption of classes and activities held within the University. Additionally, they must procure approval from the Commissioners through a formal request.

Section 6. Campaigns must be held only within the Academic Center of the University.

Section 7. Any form of bullying is strictly prohibited and may pose corresponding sanction, including the disqualification of the candidate/s involved.

Section 7.1. Actions considered bullying include, but may not be limited to the following:

- A. Physical Bullying. Using physical actions such as kicking, hitting, punching, slapping, shoving, and other physical attacks to harm others.
- B. Verbal Bullying. Using words of insult, name-calling, and other similar statements deemed to belittle and hurt others.
- C. Cyber Bullying. Using technology to harass, threaten, or target another person including, but not limited to posting hurtful images, making online threats, and sending hurtful messages.
- D. Sexual Bullying. Using repeated, harmful, and humiliating actions such as sexual name-calling, crude comments, vulgar gestures, uninvited touching, sexual propositioning and other pornography materials.
- E. Psychological Bullying. Acts that intentionally cause emotional distress, intimidation, humiliation, or mental harm, including persistent harassment, manipulation, exclusion, or threats.

- F. Discriminatory Bullying. Any bullying motivated by race, ethnicity, religion, gender, sexual orientation, disability, political affiliation, socio-economic status, or any protected personal characteristic.
- G. Proxy or Indirect Bullying. Instructing, encouraging, or allowing supporters, affiliates, or third parties to commit bullying acts on behalf of a candidate.

Section 8. Failure to appear during meetings shall be sanctioned accordingly. Announcements regarding meetings shall be disseminated not less than three (3) days prior to its approved schedule.

Section 9. Candidates must strictly follow the set of rules, regulations, guidelines, and schedule set by the SSC ELECOM. Failure to do so subjects the candidate for corresponding sanctions and/or disqualification.

ARTICLE VI

SANCTIONS

Section 1. General Rule. Any candidate, party, supporter, or person acting on behalf of a candidate who violates any provision of this Election Code, or any rule or directive issued by the ELECOM, shall be subject to sanctions in accordance with this Article.

Section 2. Classification of Offenses. Violations shall be classified according to gravity and nature of conduct:

- A. Minor Offenses — include but not limited to:
 - 1. Posting campaign materials in unauthorized areas
 - 2. Failure to remove campaign materials on time
 - 3. Minor procedural violations of campaign guidelines
 - 4. Failure to attend required meetings without valid excuse
 - 5. Wearing campaign paraphernalia outside authorized period
- B. Major Offenses — include but not limited to:
 - 1. Campaigning outside the designated campaign period

2. Campaigning in prohibited places
 3. Use of unapproved campaign materials
 4. Disruption of classes or university activities during campaign
 5. Unauthorized rallies or assemblies
 6. Misrepresentation of credentials or qualifications
- C. Grave Offenses — include but not limited to:
1. Any form of bullying under Article V
 2. Vote buying or offering incentives
 3. Threats, coercion, or intimidation of voters or candidates
 4. Tampering with ballots or election paraphernalia
 5. Spreading false information intended to damage a candidate
 6. Interference with election proceedings
 7. Acts undermining election integrity

Section 3. Three-Offense Rule. All violations shall follow a three-offense progressive penalty system, except grave offenses which may warrant immediate disqualification.

Section 4. Penalties for Minor Offenses.

First Offense: Written warning and official record entry.

Second Offense: Suspension from campaigning for two (2) days.

Third Offense: Disqualification from the election.

Section 5. Penalties for Major Offenses.

First Offense: Formal reprimand and mandatory compliance order.

Second Offense: Suspension from campaigning for three (3) days.

Third Offense: Disqualification from the election.

Section 6. Penalties for Grave Offenses. For grave offenses, the SSC ELECOM may impose immediate suspension from campaign pending investigation. If the violation clearly affects election integrity, the ELECOM may impose immediate disqualification after due process.

Section 7. Due Process Requirement. No penalty shall be imposed unless the respondent has been:

- A. Given written notice of complaint
- B. Allowed to submit explanation
- C. Granted opportunity to be heard

Failure to respond within the prescribed period shall be deemed waiver of the right to be heard.

Section 8. Finality of Decisions. Decisions of the SSC ELECOM shall become final and executory after the lapse of the appeal period provided under this Code.

ARTICLE VII

TRANSITORY PROVISIONS

Section 1. Continuity of Authority. All existing rules, resolutions, decisions, and official acts previously issued by the electoral body prior to the adoption of this Code shall remain valid and effective insofar as they are not inconsistent with the provisions herein.

Section 2. Pending Cases. All pending election-related complaints, petitions, and proceedings at the time of the effectiveness of this Code shall continue to be heard and resolved under this Code without need of refiling.

Section 3. Transitional Authority of the SSC ELECOM. For the first election cycle following the approval of this Code, the SSC ELECOM is authorized to issue supplemental guidelines, clarificatory rules, and procedural issues necessary to ensure its proper implementation.

Section 4. Construction Clause. Any doubt or ambiguity arising from the implementation of this Code during the transition period shall be resolved in favor of promoting free, orderly, honest, and credible elections.

Section 5. Repealing Clause. All previous election codes, rules, regulations, and issuances inconsistent with this Code are hereby repealed or modified accordingly.

Section 6. Effectivity. This Election Code shall take effect immediately upon its approval and ratification.

WE CERTIFY the foregoing SSC Election Code was reviewed, deliberated upon, and approved by the
SSC ELECOM.

HEAVEN ANGELIQUE SOBERANO

Chief Commissioner

MILKY WEE I. SEGOVIA

Vice Commissioner

NICOLLE P. PEDROSA

General Secretary

CHENELLE ANNE M. AGUINALDO

Associate Secretary

REY ANGELO B. ARSENAL

Head, Canvassing and Verification Committee

RAMA ACE C. DACERA

Head, Ocular Committee Against Misconduct

CARLOS FIDEL G. CASTRO

Head, Transparency and Accountability