



INSTITUTE FOR LABOR STUDIES - EMPLOYEES ASSOCIATION (ILS-EA)

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Andres Soriano Avenue cor. Solana Street, Intramuros, Manila

COMMITTEE ON ELECTIONS

Resolution No.2 – 2023

RULES ON THE CONDUCT OF 2023 GENERAL ELECTIONS

WHEREAS, Section 5, Article X of the ILS-EA Constitution and By-Laws mandate the duly constituted Committee on Elections (hereinafter Committee) to supervise and conduct all ILS-EA election-related activities and authorize the Committee to create and revise election processes, rules, and regulations if necessary;

WHEREAS, the Committee published Resolution No.1-2023, which moved the conduct of the General Elections from February to 01 March due to the ongoing development of the automated election system and conflicts in schedule;

WHEREAS, the Committee has announced the conduct of an automated election through the ILS Timekeeping, Attendance, and Leave Monitoring System (TALMS) as approved by the Executive Director through electronic email on 01 February 2023;

WHEREAS, the Committee presented innovations for the conduct of the upcoming General Elections to the ILS-EA General Assembly on 31 January 2023 and received no dissent;

NOW, THEREFORE, WE, THE MEMBERS OF THE COMMITTEE ON ELECTIONS, by virtue of the authority vested in us by the ILS-EA Constitution and By-Laws, do hereby adopt the following rules for the orderly conduct of 2023 ILS-EA General Elections:

Section 1. Composition of the Election Committee. The 2023 ILS-EA General Elections shall be supervised by the Committee, with Chelsea Nicole P. Pineda as the lead canvasser and Marjoe Velasco and Arvin Jae A. Sanchez as co-lead canvassers.

Section 2. Eligible voters. All members of good standing as of 01 February 2023, as certified by the master list provided by the incumbent ILS-EA Secretary, are eligible to exercise their right to suffrage in the General Elections. However, ILS-EA members on study leave are not eligible to be nominated but can exercise their right to suffrage.

Section 3. Rules on the conduct of Automated Elections. The automated elections through TALMS shall commence on **01 March 2023 from 9:00 AM to 3:00 PM** only.

- a. The Committee and incumbent officers shall meet for a pre-testing of the automated elections *not later than 20 February 2023*.
- b. ILS-EA Members are only allowed to cast their votes **within office premises**.
- c. ILS-EA Members who are on sick leave or compensatory time off on election day are required to inform the Committee regarding their votes. Failure to do so waives their right to vote in the General Elections.
- d. Members who have trouble accessing the election system may request assistance from any members of the Committee for assistance.
- e. Elections may be extended by the Committee if and only if the turnout is below 75% of the current general membership.
- f. In the event of a tie between two candidates on the same position, the decision will be made through a toss coin.
- g. In the case where a nominee has garnered the highest votes for two or more positions, the nominee will assume the highest position.
- h. Deactivation of the election system will follow a day after the elections. The Committee will **only download** election data from the TALMS server. Records of ILS-EA members will not be downloaded or tampered with during the election period.

Section 4. Vacancies in the Executive Board. The following positions in the Executive Board¹ are declared vacant:

- 1) President;
- 2) Vice President;
- 3) Secretary;
- 4) Treasurer;
- 5) Bookkeeper;
- 6) Auditor;
- 7) Public Relations Officer;
- 8) ILS-EA First-Level Representative (SG-9 and below) to HRMPSB, PDC, PMT, and other such HR Committees to be duly constituted;
- 9) ILS-EA Second-Level Representative (SG-11 to SG-24) to HRMPSB, PDC, PMT, and other such HR Committees to be duly constituted

Section 5. Qualifications. The following qualifications shall be strictly observed for the conduct of General Elections:

- a. Minimum qualifications to be elected in the Executive Board:
 1. Must have been a union member for at least one year;
 2. No pending administrative or criminal case;
 3. Passionate about employee welfare and rights
- b. No incumbent officer can be elected for more than two (2) consecutive terms in the same position.²

¹ Section 3, Article VIII

² Section 4, Article VIII

- c. Full-pledged and Acting Division Chiefs and members of the HRM Unit are not eligible for nomination as ILS-EA Representatives to HR Committees to avoid double representation.
- d. To maintain impartiality and neutrality, members of the Committee on Elections shall not be eligible for nomination in the Executive Board
- e. Government cashiers are prohibited in holding positions as cashiers or treasurers of savings and loan associations or any other association or organization³.

Section 6. Campaign Period. The campaign period will start from 08 February to 28 February 2023. All members can conduct campaigns inside the ILS office and through any formal communication channels, provided that office operations are not disrupted. Any derogatory or insulting remarks will not be tolerated.

Section 7. Election Offenses. The following activities shall be prohibited during the campaign period and election proper:

- Vote buying and vote selling;
- Electioneering;
- Coercion and/or blackmailing of colleagues;
- Campaigning beyond the prescribed 20-day campaign period;
- Campaigning during the election day

Section 8. Process on reporting Election-related complaints. Formal election complaints must include the following elements:

- a. Election offense committed;
- b. Person/s involved;
- c. Date and Time;
- d. Supporting Evidence

Election complaints must be sent to Committee (cnppineda@ils.dole.gov.ph, mvelasco@ils.dole.gov.ph, ajasanchez@ils.dole.gov.ph) via electronic mail.

Section 9. Election Penalties. Any ILS-EA member found guilty who are found of committing an election offense/s **cannot exercise their right to suffrage**. If the ILS-EA member is nominated to the Executive Board, the Committee and incumbent officers shall convene to deliberate on the penalty of the ILS-EA member.

Section 10. Announcement of Winners. Counting of votes shall be open to all ILS-EA members. Names of winners shall be formally announced in a General Assembly on **01 March 2023, 4:00 PM**. Results will also be disseminated through the official ILS email.

³ [Section 67, Chapter III, Government Accounting and Auditing Manual, Vol 1](#)

Section 11. Transitory Audit Period. The outgoing and incoming officers, along with chairpersons of the ILS-EA standing & special committees, shall participate in a two-week transition audit period to discuss vital issues and turnover of duties.⁴

Section 12. Oathtaking. The oathtaking of new ILS-EA officers will be announced at a later date.


Section 13. Effectivity Clause. These rules shall take effect immediately upon dissemination in official channels of communication.

DONE in the City of Manila, this 8th day of February, in the year of our Lord, Two Thousand and Twenty-Three.

ILS-EA Committee on Elections



CHELSEA NICOLE P. PINEDA
Chairperson



ARVIN JAE A. SANCHEZ
Member



MARJOE VELASCO
Member

⁴ Section 9, Article VIII