



## **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. 04 – 2023**

#### **CONDUCT OF 2023 SPECIAL ELECTIONS FOR THE POSITION OF 2<sup>ND</sup> LEVEL REPRESENTATIVE**

**WHEREAS**, Section 4, Article VIII and 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;

**WHEREAS** SECTION 6 of the of the ILS-EA Constitution and By-Laws mandates the conduct of a special election to fill-up a vacancy in the Executive Board within fifteen (15) working days;

**WHEREAS** Ms. Joanne Camille P. Bejarin was duly elected as 2<sup>nd</sup> level Union Representative of the ILS Employees Association (hereinafter Association) last 16 March 2023;

**WHEREAS**, Ms. Bejarin has entered a Department of Labor and Employment Education Support Program (DESP) contract effective 01 April 2023 until 29 September 2023 for the upcoming 2023 Bar Examinations;

**WHEREAS** the position of 2<sup>nd</sup> level Union Representative of the Association has been vacant since 01 April 2023;

**WHEREAS**, the Association's Executive Board has formally requested this Committee, via electronic mail dated 31 May 2023, to conduct a special election for Ms. Bajarin's alternative representative;

**NOW, THEREFORE, IT HEREBY RESOLVED**, 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 Special Elections:

**SECTION 1. COMPOSITION OF THE ELECTION COMMITTEE.** The 2023 ILS-EA Special Elections shall be supervised by this Committee, with Chelsea Nicole Pineda acting as the Chairperson and Arvin Jae Sanchez and Marjoe Velasco as members.

**SECTION 2. ELIGIBLE VOTERS.** All members of good standing as of 31 May 2023, as certified by the master list provided by the incumbent ILS-EA Secretary, are eligible to exercise their right to suffrage.

**SECTION 3. RULES ON THE CONDUCT OF AUTOMATED ELECTIONS.** The automated elections through TALMS shall commence on **06 June 2023 from 9:00 AM to 3:00 PM** only.



- a. Casting of votes shall only be allowed **within office premises**.
- b. Members on **leave or compensatory time off during the election day are required to inform the Committee** to allow temporary access on the election ballot.
- c. The Special Elections may be extended by the Committee if and only if the turnout is below 75% of the current general membership.
- d. Deactivation of the election system will follow a day after the elections. Only election data will be **downloaded by the Committee** from the TALMS server.

**SECTION 4. QUALIFICATIONS.** The following qualifications shall be strictly observed for the conduct of Special Elections:

- a. Minimum qualifications:
  1. Must have been a union member for at least one year.
  2. In good standing for the last six months.
  3. No pending administrative or criminal case.
- b. Members on study leave are not eligible for nomination.
- c. No incumbent officer can be elected for more than two (2) consecutive terms in the same position.<sup>1</sup>
- d. Full-pledged, Acting Division Chiefs members of the HRM Unit are not eligible for nomination as ILS-EA Representatives to HR Committees to avoid double representation.
- e. To maintain impartiality and neutrality, names of the incumbent members of the Committee are excluded in the ballot list and shall not be eligible for nomination.

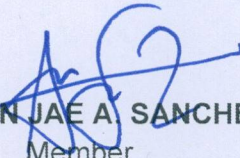
**SECTION 5. TERM.** The alternative 2<sup>nd</sup> level representative shall perform the duties and responsibilities as stipulated in Article IX, Section 09 of the ILS-EA Constitution and By-Laws until the return of Ms. Bejarin. Further, the alternate representative shall only assume the permanent position in case the incapacity or resignation of Ms. Bejarin.

**SECTION 6. 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 **06 June 2023 at 4:00 PM**. Results will also be disseminated through the official ILS email.

**SECTION 7. EFFECTIVITY.** These rules shall take effect immediately upon dissemination in the official ILS email.

**DONE** in the City of Manila, this 05<sup>th</sup> day of June 2023, in the year of our Lord, Two Thousand and Twenty-Three.

  
**CHELSEA NICOLE P. PINEDA**  
 Chairperson

  
**ARVIN JAE A. SANCHEZ**  
 Member

  
**MARJOE VELASCO**  
 Member

<sup>1</sup> Section 4, Article VIII