



**UNIVERSITY OF SOUTHERN MINDANAO
UNIVERSITY STUDENT COMMISSION ON ELECTIONS (COMELEC)**



ELECTION RULES AND GUIDELINES

(Effective for the Current Academic Year Student Elections)

1. General Provisions

1.1. These rules shall govern the conduct of student elections organized by the University Student COMELEC.

1.2. The goal is to ensure a fair, honest, and orderly electoral process.

2. Voter Eligibility

2.1. Only officially enrolled students of the university are allowed to vote.

2.2. Each voter must possess a valid student ID and university-issued email.

3. Voter Authentication and Security

3.1. A one-time passcode (OTP) will be sent to the registered university email prior to logging into the voting portal.

3.2. The OTP must be used within its validity period; expired codes will be invalid.

3.3. Once authenticated, students may proceed to vote on the official platform.

4. Voting Process

4.1. Each student is entitled to vote only once.

4.2. Once votes are submitted, they are final and cannot be changed or recalled.

4.3. The voting system is secured and monitored by the COMELEC IT team.

5. Campaign Guidelines

- 5.1. Campaigning must follow the official timeline set by the COMELEC.*
- 5.2. Use of defamatory, discriminatory, or malicious content during campaigns is strictly prohibited.*
- 5.3. Physical and digital campaign materials must adhere to university rules.*

6. Prohibited Acts

- 6.1. Vote-buying, coercion, and bribery are grounds for disqualification.*
- 6.2. Voting using another student's identity is considered fraud and will be penalized.*
- 6.3. Any tampering or attempt to manipulate the election system will lead to disciplinary action.*

7. Resolution of Disputes

- 7.1. Complaints and protests must be filed in writing within 24 hours after the election.*
- 7.2. The University COMELEC will form an investigation panel to address complaints and render a decision.*

8. Declaration of Winners

- 8.1. Winners will be declared based on the highest number of votes received.*
- 8.2. Official results will be announced within 48 hours after the close of voting.*

9. Penalties and Sanctions

- 9.1. Any student found violating the election rules shall be subject to disciplinary actions based on the Student Handbook.*
- 9.2. Candidates proven to have committed violations may be disqualified from running or holding office.*
- 9.3. Acts of misconduct, fraud, or harassment during the election period may also be elevated to the Office of Student Affairs for further action.*

10. Effectivity and Amendments

10.1. These guidelines shall take effect upon approval by the University COMELEC.

10.2. Amendments may be proposed by any COMELEC officer and shall be adopted upon majority vote of the commissioners, subject to the approval of the Office of Student Affairs.

11. Legal Basis and Applicable Laws

These Election Rules and Guidelines are issued in compliance with the following laws and regulations:

- **1987 Philippine Constitution**

Article V, Section 1: Guarantees the right of citizens to vote and be elected in public office, used as a moral guide for student representation.

- **Republic Act No. 8292 – Higher Education Modernization Act of 1997**

Provides autonomy for state universities and colleges in managing student organizations and implementing policies.

- **CHED Memorandum Order No. 09, s. 2013**

Guidelines for Student Governments in Higher Education Institutions, emphasizing democratic participation and leadership training.

- **University of Southern Mindanao Student Handbook**

Governs all student behavior and outlines rules on conduct, election processes, and disciplinary measures.

- **COMELEC Internal Rules**

Includes specific provisions formulated by the University Student COMELEC for regulating the election, campaigning, and grievance process

12. Final Provisions

12.1. The University Student COMELEC reserves the right to interpret and enforce these guidelines.

12.2. Matters not covered herein shall be resolved by the COMELEC in coordination with the Office of Student Affairs.

12.3. All students are encouraged to exercise their right to vote responsibly and with integrity.

Prepared and Issued by:

University Student COMELEC

University of Southern Mindanao

Approved by:

Office of Student Affairs

May 15, 2025