

ELECTION GUIDELINES
For the Election of New Set of Officers
CY 2018-2020

**Annual General Assembly of the UPAA-SURP Chapter on October 22, 2018 at
the UP School of Urban and Regional Planning, UP Diliman, Quezon City**

A. VACANT ELECTIVE POSITIONS

Pursuant to the amended Articles of Incorporation and By-Laws of the UP Alumni Association-SURP Chapter (UPAA-SURP), as approved by the General Assembly, the following positions are declared vacant and to be filled up by the Election of a New Set of Officers for the CY 2018-2020 during the Annual General Assembly to be held during the 53rd Founding Anniversary of the UP School of Urban and Regional Planning on October 22, 2018 at the SURP Premises.

1) **Board of Directors** – The Board of Directors shall be composed of eleven members who will be elected by qualified voting members in attendance at the Assembly.

2) The newly elected Board of Directors will then elect among themselves the positions of **President**; **Vice President** each for Internal and External Affairs, **Secretary**, **Treasurer** and **Public Relations Officers**. All others will be designated as Trustees or Directors. Committee positions can be designated at a later time in the first Board Meeting after the election.

If the incumbent President is reelected as a Director in the new set of officers, he or she, if no objection from the majority of the elected officers, will be given the right of first refusal to continue his or her leadership as President. Otherwise, an election will be undertaken for the position and other positions as enumerated above, among the elected Directors.

B. QUALIFICATION AND DISQUALIFICATIONS

1) As stipulated in Article 1 Section 2 of the UPAA-SURP By-Laws, no member shall be eligible election to the Board of Trustees unless he or she is a member of good standing and is updated in his or her organization dues as certified by the Secretary.

C. ELECTION GUIDELINES AND PROCEDURES

Pursuant to the amended Articles of Incorporation and By-Laws of the UP Alumni Association-SURP Chapter (UPAA-SURP), as approved by the General Assembly, the following positions are declared vacant and to be filled up by the Election of a New Set of Officers for the CY 2018-2020 during the Annual General Assembly to be held during the 53rd Founding Anniversary of the UP School of Urban and Regional Planning on October 22, 2018 at the SURP Premises.

1) The Election Committee will be activated by the Board for the purpose of electing a new set of officers for a new two (2) year term. The ElecCom will oversee the

nomination of the candidates and their election in the Annual General Assembly. The Committee will be composed of at least two (2) members in good standing that have volunteered or have been designated to facilitate the election. They will be ineligible for nomination.

2) Notices for call for nominations will be released by the ElecCom at least three (3) weeks before the election date of October 22. Nominations should be received by the ElecCom by e-mail not later than October 19, 11:59 pm. The final list of nominees will be posted in the SURP website and/or UPAA SURP FB Page by 1:00 pm of October 20. The election proceeding shall be done through secret balloting of attending members in good standing or by acclamation depending on the number of candidates and attending members.

3) Election Day shall held during the Annual General Assembly on October 22, 2018 at the SURP Premises.

4) The authority of the Election Committee shall be based on the pertinent and applicable sections of the UPAA-SURP Articles of Incorporation and By-Laws be it direct or implicit.

5) Nomination forms will finalized by ElecCom accordingly in time for the call. The list of qualified voting members will be also finalized after a call for the updating of dues is disseminated.

6) Canvassing of votes will be undertaken after the election period has ended at a designated time during the General Assembly. The new set of elected officers will be announced at the end of the Assembly. They will then immediately choose among themselves the five key positions as mentioned above and announced immediately. This can also be done at the earlier part of the Assembly Program in consultation with the nominees. This is to have more time for them to choose the needed positions among them.