

Subject: Rules and Regulations Governing
the Conduct of Elections of the
Officers of the MAR Credit
Cooperative, Inc.

Pursuant to Section 3 (b) of Presidential Decree No. 175, providing for the democratic control of cooperatives, the following rules and regulations are hereby prescribed in the conduct of election of the MAR Credit Cooperatives, Inc.:

SEC. 1. Who are qualified to vote. MAR employees holding plantilla positions who are bona-fide¹ members of the MAR Credit Cooperatives, Inc., are qualified to vote.

SEC. 2. Duty to Vote. It shall be the duty of every member of said cooperative to cast his vote.

SEC. 3. Certificate of Candidacy. Any member of the MAR Credit Cooperative who is qualified to vote may file his certificate of candidacy with the MAR Credit COOP COMELEC on or before June 29, 1979.

SEC. 4. Contents of Certificate of Candidacy. The certificate of candidacy shall state, among others, the following: (1) Name/nickname and personal circumstances of the candidate; (2) The he/she is a bona-fide member of the MAR Credit Cooperative; (3) The elective position of which he/she is a candidate; (4) That he/she is eligible for said office; and (5) Other relevant data or information.

The Certificate of Candidacy shall bear the certification of the Chief, Personnel Division of the Ministry, stating that the employee is qualified to be a candidate.

SEC. 5. Election Campaign. A member of the MAR Credit Cooperative who has filed his certificate of candidacy may campaign for his candidacy before or after office hours, or during lunch breaks.

The term campaign as used in these rules refer to a series of acts or activities designed to bring about his election to said office or to promote the candidacy of an employee to an elective position in the MAR Credit Cooperative, Inc., which shall include the following:

- a. Holding of caucuses, conference or meetings for the purpose of soliciting votes for himself or for a candidate;

^{1/} This refers to those who have signed and submitted their authority to deduct from the payroll their contributions to the Cooperative.

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- b. Before and during the election campaign, a candidate shall refrain from uttering any derogatory remarks against any opposing candidate; and avoid giving any doleouts either in cash or in kind, in the solicitation of votes.
- b. Printing or distribution of inexpensive campaign materials which should be limited to the candidates bio-data and a concise statement of the reason why he should be voted upon.
- d. A candidate must rely solely on merit and qualification.

SEC. 6. Date of Election. The election for officers to the MAR Credit Cooperative shall be held on July 6, 1979, starting at 8:30 o'clock a.m. to 2:00 o'clock in the afternoon.

SEC. 7. Voting Center. A voting center where members can cast their votes shall be provided at the 3rd floor of the PTA Building.

SEC. 8. Watchers. Each candidate is entitled to one watcher. The name of the watchers shall be submitted by a candidate to the MAR Credit Cooperative COMELEC not later than July 3, 1979, at 2:00 o'clock in the afternoon.

SEC. 9. List of Voters. The Chairman, AD HOC Committee on Cooperative shall prepare a certified list of voters by Bureaus, Services and Units. Copies of the same shall be posted in conspicuous places in each Bureau, Service, Division or Unit.

SEC. 10. Official Ballots. The Official Ballots shall be uniform in size. Said ballots shall contain a serial no. and the "Official Ballot printed at the top center, and the statement of "I vote for (Name of Candidate/Position)" to the MAR Credit Cooperative Incorporated."

SEC. 11. Printing of Official Ballots. The Official Ballots shall be printed by the Ad Hoc Committee under the direct supervision of its Chairman.

SEC. 12. Voting Hours. The casting of votes shall start at 8:30 o'clock in the morning and shall end at 2:00 o'clock in the afternoon.

SEC. 13. Challenge of illegal voters. Any voter or watcher may challenge any person offering to vote for any candidate by using the name of another.

SEC. 14. Counting of votes. As soon as the voting is finished, the MAR Credit Cooperative COMELEC shall publicly count the votes cast and ascertain in the results.

SEC. 15. Election Returns. The MAR Credit Cooperative COMELEV shall prepare the election returns to be certified by all of its members and submitted to the Minister.

SEC. 16. Proclamation of Officers Elect. The Minister, based on the certified election returns, shall proclaim the candidates who obtained the highest and next highest number of votes as duly elected officers to the MAR Credit Cooperative, Inc..

The term of office of the officers of the MAR Credit Cooperative, Inc., shall be for a period of one (1) year from the date of the proclamation of his election by the Minister, unless sooner terminated by death, resignation, transfer, retirement, suspension or dismissal from the service.

In case of vacancy due to the foregoing causes, the position shall be filled by the candidate garnering the next highest number of votes in the election immediately preceding the vacancy, and upon having duly qualified shall serve the unexpired term of his predecessor.

In the event no candidate referred to in the preceding paragraph qualified, the Minister shall appoint a qualified successor from among the Credit Cooperative members.

All protest arising out of the election shall be in writing and filed with the MAR Credit Cooperative COMELEC within 24 hours from the official announcement of the election results. Said protest shall be resolved immediately.

SEC. 17. MAR COMELEC. A MAR Credit Cooperative COMELEC is hereby created to be composed of the following:

Atty. Jesus C. Berte, Chairman
Atty. Antonio Magabo, Member
Mr. Efrain Guanco, Member

It shall be the responsibility of the MAR Credit Cooperative COMELEC to supervise the conduct of the election and to settle disputes arising out of, or in connection therewith. Through its Chairman, it may appoint such number of poll clerks as may be necessary.

SEC. 18. Prohibited Acts. The following are prohibited:

- a. Use of government funds, vehicles, supplies, materials and equipment for the election campaign;
- b. Use of the services of facilities of persons or entities not belonging to the MAR;
- c. Voting in substitution for another whether with or without the latter's knowledge and/or consent; and
- d. Campaigning during the office hours.

SEC. 19. Disciplinary Action. Any member of the MAR Credit Cooperative, who violates the provision of Section 18 of this rules and regulations shall be subject to disciplinary action.

All orders, memoranda and circulars inconsistent herewith are hereby revoked, cancelled and rendered without effect.

This Circular shall take effect immediately.

Diliman, Quezon City, June 21, 1979.


CONRADO F. ESTRELLA
Minister

