

Electoral Packet

COMMISSION ON ELECTIONS

Enderun Colleges Inc.

Student Government Elections

SY 2014 - 2015

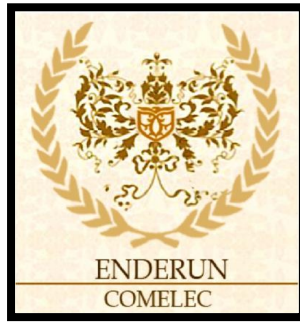


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Enderun Colleges Inc.
Student Government Elections for SY 2014 – 2015

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For queries or concerns, please contact the Comelec Head Commissioner Thea Liz Fu through mobile at 0917-7999976



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TIMELINE

Event	Date	Time	Location
Pre- Candidacy	February 17-February 21		
Deadline for Filing of Candidacy	February 21 (Friday)	4:00pm - 7:00pm	Titan's Courtyard
Deliberation and Confirmation of Candidates	Feb. 21 (Friday)	7:00pm onwards	Titan's Hall
Meeting with the Campaign Managers	TBA	TBA	TBA
Campaign Schedule	Feb. 21 (Friday) - March 15 (Sat)		
Deadline for Filing for Candidacy Protest	March 7 (Friday)		
Miting De Avance	March 12-March 14 (to be set by the candidates)	TBA	TBA
Election Dates	March 17 (Mon)- March 18 (Tues)	10:00am – 4:00pm	
Counting of Ballots	March 18 (Tuesday)	5:00 pm	
Announcement of Election Results	March 20 (Thursday)		
Deadline for Submission of Expenditure Sheet	March 21 (Fri)		
Deadline for Filing for Electoral Protest	March 21 (Fri)		
Inauguration	June 2014	TBA	TBA



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FILING OF CANDIDACY GUIDELINES

1. **Eligibility:** Only duly registered students in good standing taking a Bachelor's Degree at Enderun Colleges can file their candidacy for an electoral post.
 - a. All candidates should have a minimum cumulative GPA of 3.0 per semester enrolled, and must never have had a failing grade or INC marks on any subjects previously taken
 - b. Must not be on Academic Probation
 - c. Must not be on Disciplinary Probation
 - d. Must not have any pending disciplinary cases
 - e. Must not have more than 6 demerit points at the time of application in the current semester

2. **Electoral Posts:** The positions open are
 - a. President
 - b. Internal Vice-President
 - c. External Vice-President
 - d. Secretary
 - e. Treasurer
 - f. Batch Representatives: Each batch will be represented accordingly based on their year level.
 - i. All students in good standing from the school are eligible to apply

- ii. There shall be a total of eight (8) batch representative seats, composed of two (2) seats for each batch of Freshmen, Sophomores, Juniors, and Seniors. Fifth year students are to be represented by the Senior Batch Representative.

3. Process for Filing : The process of filing for candidacy are as follows:

- a. Candidates can download the Official Electoral Packet from the Student Portal
- b. Candidates must fill out the necessary forms and gather required documents.
- c. Candidates must submit completed form together with the required documents within the specified filing period to be considered valid.
- d. The candidate must submit the forms in person and may not appoint a proxy.

4. Screening of Applicants: The Commission is responsible for the screening of applicants and will determine if the applicant is qualified or not for the position. Once the candidacy has been confirmed, the candidate may begin campaigning following the procedures outlined in the campaign guidelines. The candidate must abide by the rules and guidelines set forth by the committee for the entirety of the electoral process.

5. Authority and Grievances

Guidelines were authored in good faith with the intent of fulfilling the requirements of the law. If a candidate sees that another candidate has violated any of the above guidelines he/she may file a candidacy protest in writing within the period specified.



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CAMPAIGN GUIDELINES

1. Campaign paraphernalia's are subjected to approval. Any and all campaign materials must be submitted to the COMELEC Commissioner for clearance.
2. The Committee should duly note campaign materials as "Approved" before they can be posted in designated areas.
3. There is a campaign limit to campaign spending. Once approved, the candidate can spend no more than Php 3.00 per eligible voter on his/her campaign.
4. Candidates must fund their own campaign; the Commission will only permit internal sponsors and said sponsors must be declared and noted in the campaign paraphernalia. No commercial or corporate sponsors will be permitted.
5. Each candidate shall declare all campaign expenditures and submit the required expenditure form to the Committee Finance Officer no later than the date specified.
6. Candidates can create a campaign poster up to the specified maximum as follows:
 - a. Posters must be either of 8.5 inches by 11 inches (short bond), or 8.27 inches by 11.69 inches (A4) in size, to be posted in portrait or landscape orientation.
 - b. Unless otherwise specified, any poster bigger than the said sizes are subject for removal.
 - c. The name, desired position and party affiliation of the candidate must be clearly visible on the poster.
7. All flyers and other printed campaign materials can only be distributed within campus and can only be posted in designated areas as follows:

- a. Classroom glass boards (limit to one poster per party per classroom, and can only occupy the designated on either side of the board)
 - b. Bulletin boards, with the permission of the respective department
 - c. Designated area in the Cafeteria
 - d. Designated area in Titan's Hall
8. Campaign paraphernalia should not contain any vulgarity, offensive remark to any nationality/race, status, gender or character of other students/candidates.
9. Campaign paraphernalia should be easily removed and must not damage any of the posted surfaces.
10. Strictly no paraphernalia should be posted on bathroom doors and lockers.
11. Candidates are not allowed to express explicit/vulgar language towards the other candidates.
12. School policies on posting must be followed for all campaign materials. Failure to comply with these rules is a ground for present and future disqualification.
13. Candidates including their cohorts and supporters in any way cannot vandalize and destroy any campaign materials of other candidates. Violations by candidates may be grounds for disqualification to present and all future elections
14. Instances of vandalism will be subject to due process, and with each instance of a campaign material that is destroyed or vandalized, a maximum penalty of Php1,000.00 may be charged in addition to whatever disciplinary action or sanction that may be taken by the school. .
15. A candidate's campaign program must stay within the limits set by the committee. All materials must be taken down at the end of the campaign period. Penalties may be levied on the candidate for every campaign material (e.g. poster, flyer) not taken down up to a maximum penalty of Php 300.00 per instance.
16. Room-to-room campaigning permitted, as long as they have the approval of the faculty. Campaigning outside classrooms is permitted only within the 10-minute break in-between classes with the proviso that no other classes are disrupted.
17. The Committee will prohibit any form of campaigning on the day of the elections. Failure to comply may result to the disqualification of offending candidates.
18. Miting de Avance, debates, rallies, and town-halls may be organized by the participating candidates within the campus with dates and time of said events to be approved and moderated by COMELEC Commissioners or those appointed by the Commission.



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ELECTION GUIDELINES

- 1. Voter Eligibility:** Only duly registered students taking a Bachelor's Degree at Enderun Colleges are eligible to vote for the candidates on the Election Day.
- 2. Electoral Posts:** Eligible voters elect the President, the Internal Vice-President and the External Vice-President, the Secretary and the Treasurer. A vote for the President is automatically a vote for the Internal Vice-President and the External Vice-President running in the same ticket. The Secretary and the Treasurer are elected independently
- 3. Responsibilities of the Commission** During the campaign and elections, the Commission" is responsible for the following:
 - a. To advertise the elections to the student body, implementing and overseeing all balloting procedures, and presenting of results of the election to the students at the day of the inauguration.
 - b. To reserve the necessary locations for the electoral process.
 - c. To furnish a layout of the venue for the elections.
 - d. Assign poll precincts to respective classes.
 - i. All poll precincts will be staffed by at least two (2) members of the Committee.
 - ii. The poll precinct cannot be left unattended at any time.
 - iii. Only committee members are allowed to man the poll precinct.
 - e. To create ballots necessary for the elections.
 - i. The ballots will be numbered and uniform in size.
 - ii. The candidate's name on the ballot shall appear as the same on his/her registration form.

- iv. Candidates running in a party will be listed together with the party name.
 - f. To count and tabulate all ballots after the elections.
 - i. After the elections, all election returns will be gathered in an area designated by the committee.
 - ii. The committee will keep all information secure before, during, and after the tabulation. The candidates may observe but in no way interfere with the counting process.
 - iii. The counting of ballots will be done in front of the public, and to be done only by the members of the committee.
 - iv. Ballots that are tampered-with or have unnecessary markings shall be spoiled and will not be counted.
 - g. To announce the winners of the elections.
- 4. Election Protests:** In case of dispute, the Code of Discipline regarding types of offenses and guidelines in handling disciplinary offenses, and the Student Code of Conduct, as detailed in the Student Handbook, will prevail.
- 5. Social Media Fair Use:** In case of dispute, the Social Media Policy as detailed in the Student Handbook, will prevail.

(Please fill out the form completely)

DECLARATION OF CANDIDACY

Student Government Elections for SY 2013-2014

Return completed application no later than

7:00 p.m. on Thursday, February 21, 2014 at the Titans Courtyard

PART 1 – CANDIDATE INFORMATION

ENDERUN

Commission on Elections



Candidate Registration Form	Student Number:	<input type="text"/>
	Date of Application:	<input type="text"/>

General Information

Name:
Last First Middle Name

Course & Major: Year Level: Age:

Date of Birth: Gender: M F
Month Date Year tick one that applies.

Home Address:

Mobile number: Phone # (landline):

Enderun e-mail: Other e-mail:

Expected Year of Graduation: GPA (last semester) :
for continuing students only.

Position Applying For:

PART 2 – REQUIREMENTS

(Must be submitted in a different sheet, attached to this form)

- A copy of your Curriculum Vitae including current and/or past activities or student organizations you have been involved with at Enderun Colleges
- List current leadership positions held
- An unofficial transcript or copy of grades (from the online system)

PART 3 – APPLICANT ACKNOWLEDGMENT

I hereby acknowledge that I have read, understand and will comply with the Election Guidelines, the Minimum Requirements for Student Office Holders, Student Code of Conduct and Campus Policies. I understand that to violate any section of these may mean automatic disqualification and deletion from the ballot. Further, I acknowledge I have read and fully understand the duties and responsibilities of the office for which I am running and am aware of the important dates listed above.

Signature: _____ Date: _____

PART 4 – ACADEMIC INFORMATION DISCLOSURE AND RELEASE

I hereby acknowledge that in order to be a candidate/nominee/appointee, or to hold any position within The Student Government, I must undergo compliance and eligibility checks pursuant to the Election Code and policies of Enderun Colleges. With my signature, I verify all information on this Declaration of Candidacy form to be accurate and true. I note all information in this section will be kept confidential.

Signature: _____ Date: _____

THIS PORTION IS FOR COMMITTEE USE ONLY

This is to certify the applicant is a member in good standing with Enderun Colleges and eligible to be a candidate for office.

____ Eligible

____ Ineligible

Approved by: _____
Thea Liz Fu
COMELEC Head Commissioner

Date: _____

Noted by: _____

Date: _____



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Campaign Expenditure Form

Name of Candidate: _____

NOTE: The total expenditures cannot exceed the amount of Php **3,600.00** per candidate. The expenditure form shall be submitted the Commission on Elections Finance Officer on or before March 21, 2014. Supporting documents such as receipts and invoices should be submitted along with this form and must be placed inside a sealed short brown envelope.

Date	Expenditure	Amount
Total Amount:		Php



**COMMISSION ON ELECTIONS
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PARTY LIST APPLICATION FORM

Party Name:	Party list Logo (if available)																		
Slogan:																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; padding: 5px;">Party list Members' Position</th> <th style="width: 60%; padding: 5px;">NAME</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">President</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Internal Vice President</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">External Vice President</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Secretary</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Treasurer</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">4th Year Batch Representative</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">3rd Year Batch Representative</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">2nd Year Batch Representative</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>		Party list Members' Position	NAME	President		Internal Vice President		External Vice President		Secretary		Treasurer		4 th Year Batch Representative		3 rd Year Batch Representative		2 nd Year Batch Representative	
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