



**CEBU CONTRACTORS
ASSOCIATION, INC.**

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1705 Park Centrale Building Condo Corp.

Jose Ma. del Mar St., IT Park, Lahug

Cebu City, Cebu, Philippines



12 November 2024

TO: ALL ACTIVE MEMBERS (VOTING REPRESENTATIVES ONLY)

RE: NOTICE OF ANNUAL MEMBERSHIP MEETING & ELECTION OF THE BOARD OF TRUSTEES

DURING THE GMM & CHRISTMAS PARTY

Date: November 30, 2024 (Saturday)

Time: 5:30 PM

Venue: Oakridge, Horizons Café, 5F

Please be advised that the Election for the Board of Trustees for 2025 is scheduled on **November 30, 2024 (Saturday) at 5:30 p.m. at Oakridge, Horizons Café, 5f Cebu City.**

In accordance with the CCA By-Laws, the physical presence of at least fifty percent (50%) +1 of the total active membership during the election, unless a proxy vote is duly authorized and accepted, shall constitute a quorum by simple majority, binding the Association on the results thereafter.

Only voting representatives of active CCA members are entitled to vote and be voted upon. To be qualified to vote or be voted upon, the CCA member so represented must be in good standing, having fully paid all dues and fees in the Association as of 31 October 2024, duly certified by the Treasurer of such fact.

Likewise, the Nomination Committee is issuing the attached CCA Election Guide and Proxy form. Please return the duly accomplished Proxy form not later than **27 November 2024** to the Nomination Committee thru the CCA Secretariat. You may send it thru email and bring the original copy on the Election day.

WILBERT CHING

Board Secretary

Enclosed: 1) CCA Election Guide

2) Proxy Letter (Blank)



CCA ELECTION GUIDE

1. The Board shall consist of the following:

Licensed Contractors	9 Seats
Trade/Supplier	4 Seats
Association of Carriers and Equipment Lessors (ACEL) President	1 Seat
Immediate Past President	<u>1 Seat</u>
Total Board Seats:	15 Seats

2. One (1) Ballot shall be given for each CCA Active Member Company/Corporation for the election;
3. The Active Member Company/Corporation must be represented by its Proprietor (for Sole Proprietorship), and the Authorized Director of a Corporation (for a Corporation) during the election day, or by the authorized proxy of the Company/Corporation through a proper Proxy letter signed by the Proprietor (for Sole Proprietorship), and the Authorized Director of a Corporation (for a Corporation).
4. The following documents must be submitted:
 - a. DTI/SEC Certificate;
 - b. PCAB License (for Contractors);
 - c. Business Permit for the year 2024
5. Election Day shall be on **November 30, 2024 (5:30 PM)** to be held in **Oakridge, Horizons Café, 5F**.
6. The Nomination Committee shall accept nominations from the present Active CCA Members at least Seven (7) days before the election day for Board Year 2025 and 2026 to which the valid candidates will be selected;
7. The Active CCA Members shall then vote through their respective ballots for Nine (9) Licensed Contractors, and Four (4) Trade/Suppliers from the valid candidates;
8. The CCA COMELEC shall then count the votes written on the ballots;
9. The CCA COMELEC will then announce the winning Board of Trustees for the election;
10. The winning Board of Trustees in the election shall then select the respective officers, to which the President, Vice-President 1st, Vice-President 2nd, and Secretary must have served the CCA Board previously for at least Four (4) years in the past, unless none of the winning Board of Trustees has the required experience;
11. The CCA COMELEC shall then induct the newly elected Board of Directors with their selected Officers;
12. The CCA COMELEC shall then close the election.

PROXY

KNOW ALL MEN BY THESE PRESENTS:

That _____ (the Corporation), a member of the CEBU CONTRACTORS ASSOCIATION, INC. (CCA), hereby constitutes, names and appoints:

as the Corporation's proxy, to vote and represent it in the ELECTION FOR BOARD OF TRUSTEES of CCA, and to participate on behalf of the Corporation as its duly authorized representative, through the attached Secretary Certificate, on any matter or business that may be brought up therein; and hereby giving and granting unto said proxy all the powers which the undersigned would do if personally present.

This continuing PROXY and only this proxy, with the power and authority herein granted, shall be recognized and shall continue to exist until the same is expressly revoked in writing. Any other proxy or proxies issued by the Corporation on, before, or after this date without these specific instructions, shall be considered as cancelled and revoked, and therefore of no legal effect whatsoever.

Given this _____ day of _____ 20____ at Cebu City, Philippines.

Signature

Printed name of member

WITNESSES:

Signature over printed name

Signature over printed name

PROXY

KNOW ALL MEN BY THESE PRESENTS:

That _____ (the Company), a member of the CEBU CONTRACTORS ASSOCIATION, INC. (CCA), hereby constitutes, names and appoints:

as the Company's proxy, to vote and represent it in the ELECTION OF BOARD OF TRUSTEES of CCA, and to participate on behalf of the Company as its duly authorized representative on any matter or business that may be brought up therein; and hereby giving and granting unto said proxy all the powers which the undersigned would do if personally present.

This continuing PROXY and only this proxy, with the power and authority herein granted, shall be recognized and shall continue to exist until the same is expressly revoked in writing. Any other proxy or proxies issued by the Company on, before, or after this date without these specific instructions, shall be considered as cancelled and revoked, and therefore of no legal effect whatsoever.

Given this _____ day of _____ 20____ at Cebu City, Philippines.

Signature

Printed name of member

WITNESSES:

Signature over printed name

Signature over printed name