



Camella Lipa Homeowners' Association, Inc.

Brgy. Tibig, Lipa City Batangas · HLURB Reg. No. 15447 · TIN No. 420-931-299-000

Official Website: <https://camellalipahoa.com> · Contact No.: +639171364374 ·

Email: hoofficial@camellalipahoa.com

SPECIAL ELECTION RULES AND REGULATIONS

For the Unexpired Term of the Board of Directors **(October 4, 2022 – February 4, 2022)**

NOTE:

- *This call for Special Elections of the Board of Directors is for the unexpired term (October 04, 2022 to February 04, 2022)*
- *In case you have not secured a copy of the Homeowners' Association amended By-Laws, and, Rules and Regulations (September 17, 2020) kindly request for a copy in the HOA Office. (HOA ByLaws)*

1. WHO IS QUALIFIED TO VOTE DURING THIS COMING ELECTION?

HOA By Law Article III Section 1

- All homeowners, lot buyers' owners, long-term lessees, and occupants of lots and houses at Camella Lipa (**Par 1**)
- Head of the Family or authorized representative (**the right to VOTE, Par 1**)
- A lessee of a member under a contract with a term lease of one year may be a member (*Note: Art III Sec 11 Assignment of Membership Rights to lessees, meaning either the principal owner or the lessee may participate in the election but not both*)
- **Authorized Proxies**

Article VIII Section 8 Voting by Proxy shall be allowed if in case the registered Home Owner will not be able to vote. The Home Owner shall provide a Special Power of Attorney (SPA) duly signed and notarized,

A **Proxy Form** must be **filled out** and **notarized** attached with government valid identification of the Proxy and Home Owner (photocopy of valid ID's required). Submit the Proxy Form and its attachments to ELECOM or the HOA Office for validation **until September 22, 2022 ONLY between 9:00 AM to 5:00 PM only.**

A qualified Proxy should be of legal age and preferably residing in the subdivision.

ALL PROXIES SHALL BE VALIDATED AND NO PROXY SHALL BE ALLOWED TO VOTE ON OCTOBER 01, 2022 IF THEY HAVE NOT SUBMITTED THEIR DOCUMENTS AND HAVE NOT SECURED THE ELECOM'S VALIDATION AND QUALIFICATION TO VOTE PRIOR TO THE DAY OF ELECTIONS.

2. NUMBER OF VOTES PER HOMEOWNER/LOT OWNER MEMBER

- Article VIII Section 7 Voting states that Each member shall be **entitled to one (1) lot owned or leased by him** in the subdivision.



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- Example: The member owns 20 lots – the member is entitled to 20 votes. In case some of the member's properties are leased and the lessee is a bonified member, the vote of the lessee shall be deducted from the voting entitlement of the owner.

3. DATE OF SPECIAL ELECTION OF THE BOARD OF DIRECTORS

- **Special Election Day** will be on **SATURDAY, OCTOBER 1, 2022** from **8:00 AM to 05:00 PM** at the **Clubhouse of Camella Lipa**.
- Special consideration may be given on cases to case basis as per DHSUD, Dept Circular No. 2021-001 Series of 2021 (Jan. 18, 2021) 4.3 Encourage participation through remote means by members who are over sixty-five years of age, those with immunodeficiency, comorbidity or other health risks and pregnant women, special measures to accommodate these vulnerable groups should be considered by the ELECOM

4. HOW MANY BOARD OF DIRECTORS (BOD) TO BE ELECTED

- **Article V Section 2** Number of Directors or Trustees of this association shall be composed of seven (7) elected members.

5. BASIC QUALIFICATIONS OF CANDIDATES AND REQUIREMENTS

- **Article V Section 2** No person shall be elected as board of director unless he/ she is a member in good standing of this Association.
- **Article V Section 3**
 - i. Must be legal age
 - ii. Must be a member in good standing
 - iii. Must be a Registered Home Owner and at least 6 months resident of Camella Lipa up to the present and upon filing the candidacy.
 - iv. Has not been convicted by a final judgment of an offense involving moral turpitude
 - v. Legitimate spouse of a member may be a candidate in lieu of the member.
 - For Married status Registered Home Owner, **Only Legal Spouse** is qualified as Candidate, provided that the Registered Home Owner is not running as Candidate. Common law marriages is not accepted in the Philippines Law thus in case where the spouse is the candidate, a marriage certificate shall be required by ELECOM
 - vi. For Single status Registered Home Owner, **Only One of the Parents** is qualified as a Candidate, provided that the Registered Homeowner is not running as a Candidate.



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NOTE: Article III Section 2, 3 and 4 discusses Membership in Good Standing, Rights and Privileges of members, Duties and Obligations of Members

6. SUBMISSION OF NOMINATION FORM AND FILING OF CANDIDACY

- Submission of Nomination Form to ELECOM is from **September 7 to 10, 2022** between 9:00 AM to 5:00 PM only. Originally signed nominations may be submitted to the HOA office. **On September 7, 2022 (Wednesday), from 08:00 AM to 5:00 PM up to September 10 (Saturday) 8:00 AM to 12:00 PM you may submit your nominations at Blk 05, Lot 05, Phase 05, Perth St. – ELECOM Chairman residence.**
- **September 10-11, 2022** to finalized and review the qualified candidate for Board of Director
- **September 12, 2022** (Monday), sending letter to qualified candidate.
- Candidates may file or submit their candidacy to ELECOM provided they comply with the requirements/qualifications of a candidate as stated on this memo and as provided for in the by laws.
- If Submission of Nomination Form or Filing of Candidacy is Not Received within the specified date and time, this will be considered late submission / late filing and will not be considered or accepted.
- In accordance with Article V Section 4. Any nominated candidate may be nominated by any ten (10) or more members of the association. A nomination form is attached for your reference.

ELECOM shall deliberate on all nominations based on the qualifications and documents submitted. Names of all Qualified / Eligible Candidates shall be announced and posted on the Webpage, Clubhouse, Guardhouse, and Phase 1 to Phase 6 Areas, and other designated areas on September 15, 2022 (Thursday) at 3:00 PM-5:00 PM.

All qualified candidates are required to submit the following documents in a sealed envelope to ELECOM. (September 13, 2022 to September 15, 2022 of 12:00 PM only)

- 2" x 2" ID picture with white background
- Curriculum Vitae
- Acceptance Letter
- Letter of Intent
- ***To promote transparency and avoid controversy, ELECOM shall ask all candidates to sign the Disclosure of Conflict-of-Interest document.***

7. REMINDERS ON CAMPAIGNING

- We highly encourage everyone to promote clean elections thus campaign shaming and besmirching of other candidates will not be tolerated.



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- ALL BOD Candidates are encouraged to campaign **ONLY** during the campaign period which will be on **September 16, 2022, to September 24, 2022, and from September 26 to September 30, 2022, ONLY**
- You may post campaign materials at the fence near the exit gate of the subdivision or in your private homes and fences. ***Houses that are not occupied and other common areas are prohibited.*** Campaign materials are limited to:
 - Not made from any reflectorized material that may distract incoming and outgoing drivers
 - Tarpaulin may be installed at the area near the gate containing the picture of the candidate, name, a short slogan (if you wish to), and the Phase where the candidate belongs to.
- A small caucus is allowed provided we follow COVID-19 protocols (safe distancing and wearing of face mask to all attendees).
- House-to-houses campaigning is only allowed until 09:00 PM to ensure that loitering may be prohibited.
- Other means of a campaign like distribution of leaflets, motorcade, house to house campaign are allowed within the specified dates stated
- **ALL CANDIDATES ARE ALSO REQUIRED TO CAMPAIGN FOR THE MEMBERS TO ATTEND THE ELECTIONS ON OCTOBER 01, 2022 AT CLUBHOUSE, 08:00 AM TO 05:00 PM**

8. MEETING DE AVANCE

- As stated in Article II Section 4 Duties and Obligations of members, one of the duties of a member is to attend all meetings, assembly and seminars called by the association, the BOD and its committees as such it is mandated that all candidates attend and participate in the Meeting De Avance where other members may ask candidates.
- The meeting de avance will be scheduled on September 25, 2022 3:00 PM – 6:00 PM
- Specific rules about the meeting de avance will be discussed to all candidates prior to the said date.

9. CONDUCT OF ELECTION

- Members of the Election Committee (ELECOM) shall supervise and conduct the Special Election Process including the registration of voters, counting and casting of ballots, tally, and tabulation of votes, and **SHALL solely and independently hear and act upon formally filed election protests.**



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- All information and guidelines related to the election will be provided and issued to all Home Owners and Candidates by ELECOM.
- ELECOM shall have the power to issue guidelines necessary for the conduct of a peaceful and orderly election. ELECOM shall have exclusive jurisdiction over complaints and questions arising thereon.
- Voting Venue will be at the CLUB HOUSE and it will be officially OPEN from 08:00 AM to 05:00 PM on October 01, 2022. **Only 20 people** will be allowed in the voting area at a given time.
- VOTE and GO shall be strictly implemented in the CLUBHOUSE. Each voter is expected to be processed, cast their votes and leave the voting venue.
- **STRICTLY NO Campaigning, Loitering and No Stand By will be allowed.**
- **ELECOM will be scheduled to VOTE at 07:30 AM**
- **Current BOD and ALL Candidates are scheduled and requested to VOTE at 08:00 AM.**
- **ALL Members are mandated and instructed to please bring 1 VALID ID for PROPER IDENTIFICATION.**
- **NO noon break, we shall allow casting of votes even during lunchtime.**
- Aside from the ELECOM, Current BOD who will not be running for re-election, and HOA Office personnel, no one will be allowed to stay at the voting venue for more than 15 minutes unless waiting in line to vote.
- **PROCESS FOR VOTING**
 - **1st STEP** - Proper Identification, present 1 Valid ID and state your name and address if there will be no problem proceed with the next step

If the person is not eligible to VOTE, Personnel will be asked to leave the premises.

- **2nd STEP** – ELECOM shall issue a ballot, record the sequence number of the ballot, and allows the member to cast the vote. **The Official Ballots shall be pre- numbered duly authenticated by the ELECOM.**
- **3rd STEP** - MEMBER shall sign in the BALLOT REGISTRY to affirm that he or she receives the ballot.
- **4th STEP** – MEMBER CASTS the VOTES



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- **5th STEP – MEMBER witnessed by the ELECOM will drop their ballot in the ballot box.**
- **6TH STEP – MEMBER IS REQUESTED TO LEAVE THE VOTING VENUE IMMEDIATELY**
- Printed in your ballots are the names of all candidates, voters shall shade the name of the candidates using the pentel pen provided by the ELECOM only.
- Each member is only allowed to spoil a ballot 2 times. The third issued ballot shall be the last extra ballot to be issued by the ELECOM.
- All spoiled ballots are to be returned to ELECOM and shall be recorded in the minutes of elections
- **REMINDERS: EACH MEMBER SHALL ONLY VOTE FOR 7 BOD. A BALLOT CONTAINING MORE THAN 8 VOTES SHALL BE INVALIDATED**
- ONCE THE VOTING STARTED, THE BALLOT BOX SHALL BE PLACED IN FRONT OF THE ELECOM'S TABLE IN THE MIDDLE OF THE VOTING VENUE AND SHALL NOT BE OPENED UNTIL THE START OF CANVASSING.
- Posted in the venue are equally sized tarpaulins containing the picture, name, and residence – phase of all candidates.
- AT **EXACTLY, 05:00 PM**, the **VOTING VENUE will be CLOSED**, only those in line and waiting to be processed will be allowed to VOTE.

10. QUORUM

- As stated in Article VII Section 9. **Failure of Election.** When a regular or special election cannot be held or conducted due to a lack of quorum as defined under the association by-laws or for any other serious causes such as violence, terrorism, force majeure, and other analogous causes of such a nature that the holding of a free, orderly and honest election should become impossible, the ELECOM shall call for another election within a period of 30 days from the date of failed election or the cessation of the cause for such failure of election.

QUORUM IS 50% OF THE ELIGIBLE TO VOTE + 1

In case that NO QUORUM is ACHIEVED after 5:00 PM of October 01, 2022, Opening of the Ballot box and Counting shall not be performed.



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11. MINUTES OF THE ELECTIONS

- All events happening and essential to carry out the special elections shall be recorded in the minutes of the elections.
- The minutes of the elections will be made available to all members.

12. CANVASS OF VOTES

- At exactly 5:30 PM, Elecom is to be witnessed by the current BOD, assisted by the HOA Admin Personnel and 1 representative from each running candidate shall commence.
- Each candidate's representative shall be recognized and to be called in the roll of attendees in the canvass of votes. After the 2nd roll call and the representatives are not present, the canvass will proceed. All those in attendance shall be recorded in the minutes of elections
- After the roll call, the FIRST order of the canvass of votes is to determine if the quorum is met, this is to be reported by the Secretary of ELECOM. In the case where the QUORUM is not met, the ELECOM CHAIR shall declare FAILURE OF ELECTIONS and NO CANVASS of VOTES shall take place.
- Canvassing of Ballots is to be completed manually and each ballot to be read one by one and the tally shall be recorded on the tally board.
- Each Ballot after reading shall be confirmed by the ELECOM, once confirmed, it shall be signed and placed in the casted ballot box for retention in cases of contentions and protests.
- ALL ballots with more than 7 votes shall be declared SPOILED and will not be included in the tally of votes.
- BLANK BALLOTS but issued will be considered abstain and shall be recorded in the tally sheet and minutes of the elections
- **CANVASSING SHALL END ONCE ALL BALLOTS ARE TALLIED AND RECORDED.**

13. WINNING CANDIDATES

Upon proclamation, the Chairman of the Committee shall forthwith administer the Oath of Office to the Winning Candidates, who shall immediately meet for the purpose of organizing the Board.



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14. FILING OF COMPLAINTS / PROTESTS

Any complaint relative to the violation of the Special Election Guidelines must be done in writing and must be filed within 24 hours upon the knowledge of the violation. Said complaint must be filed to any member of the Election Committee.

On the other hand, a valid protest must also be filed in writing within 24 hours after the proclamation of winners, if any; otherwise, the decision of the Election Committee shall be final and non-appealable.

Should you have concerns or clarifications, please do not hesitate to contact the undersigned thru ELECOM.CLHAI@gmail.com

Thank you.

Engr. Marie Czel Viceral Ongtangco ELECOM Chairman (2022 – 2024)
ELECOM.CLHAI@gmail.com

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