



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: hoaofficial@camellalipahoa.com

2023 ELECTION RULES AND REGULATIONS **(FOR CAMELLA LIPA HOMEOWNERS' ASSOCIATION, INC. - BOARD OF DIRECTORS)** **Second Call of Election for CLHOAI 2023 Election**

NOTE:

- *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 By Laws)*
- *This Second Call of Election for CLHOAI 2023 refers to DHSUD, Department Order No. 2021-007, Series of 2021, Revised IRR of Republic Act no. 9904, otherwise known as the Magna Carta for Homeowners and Homeowners Association, **Section 93. Postponement or Failure of Election. 2nd paragraph which states that: In the event of lack of quorum or..., the Election Committee shall declare a failure of election, and shall call for another election within a period of thirty (30) days from the date of the failed election or the cessation of the cause for such failure of election.***

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*)
The Homeowner must provide an authorization letter to the lessee allowing him/her to vote and participate during the association's election period. The authorization is exclusively for voting purposes only.
- **Authorized Proxies**
Article VIII Section 8. **Proxies.** Association's eligible members may vote in person or by proxy in all meetings of members. Proxies shall be in writing, signed by the member and filed before the scheduled meeting with the association secretary.

Proxy will be allowed to vote provided a proper **Proxy Form** with Control Number is filed with attached photo copies of Homeowner's and Proxy's Valid ID with their three (3) specimen signatures on the photo. **Proxy Form does not need to be notarized. Photo copies of valid ID without the three specimen signatures of the Homeowner and Proxy will not be accepted to vote.**

Submission of Proxy Form and its attachments will be on March 7 to March 10, 2023 from 8:00 AM to 5:00 PM at HOA Office and to be validated by ELECOM.

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

ALL PROXY FORMS SHALL BE VALIDATED. NO PROXY SHALL BE ALLOWED TO VOTE, IF THEY HAVE NOT SUBMITTED THEIR DOCUMENTS AND HAVE NOT SECURED THE ELECOM'S VALIDATION.

ONE (1) PROXY IS ALLOWED TO REPRESENT ONE (1) HOMEOWNER ONLY.

NOTE:

Proxy Forms provided with control numbers are available at HOA Office on March 7 to 10, 2023 at 8:00AM to 5:00PM.



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Members securing Proxy Form are required to give their Homeowner's name and address to HOA Office Personnel assigned to indicate these information on the proxy form before the issuance of the form.

- Special consideration may be given on case 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.
- In addition to this special consideration, all Eligible members who are staying overseas or in other distant areas during the given election schedules can vote through Online Voting.
Eligible Members are required to submit / send their email address and photo copy of their Valid ID with signature to HOA office email address hoaofficial@camellalipahoa.com
During Online Voting, the voting member is required to present on screen the same valid ID sent through email.

2. NUMBER OF VOTES PER HOMEOWNER/LOT OWNER MEMBER

- Article VIII Section 7 Voting states that each member shall be **entitled to one (1) VOTE for each lot owned or leased by him** in the subdivision.
- 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 ELECTION OF THE BOARD OF DIRECTORS

- The Second Call of Election will be held from March 11 to March 25, 2023. This second call will be conducted for 15 days to give enough time for members to vote.
- Voting Schedules
 - **Voting** will be on March 11 until March 25, 2023 at the Clubhouse of Camella Lipa (Polling Area).
 - **Online Voting** will be on March 11 until March 25, 2023 at HOA Conference Room or Clubhouse of Camella Lipa (Polling Area) through Zoom
 - For the **Specific Time of Voting**, refer to **Item 14: Summary of Activities** of this document.

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



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- 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.

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

- For the provision of this Second Call of 2023 Election, No Nominations of Members and Filing of Candidacy will be conducted. The declared seven (7) Official Candidates last 22nd of February 2023 during the First Call of 2023 Election shall remain in position as the Official Candidates for the Second Call of 2023 Election. A Letter of Confirmation had been issued to all candidates for their acceptance to remain in their position as CLHOAI Official Candidate for Board of Directors.
- This provision had been discussed by ELECOM to the Department of Human Settlement and Urban Development (DHSUD) last March 3, 2023, provided that all eligible members have to vote again due to lack of Quorum on the first call of election.

7. REMINDERS ON CAMPAIGNING

- We highly encourage everyone to promote clean elections thus campaign shaming and besmirching of other candidates will not be tolerated.
- ALL BOD Candidates are encouraged to campaign **ONLY** during the campaign period which will be on **March 8 to March 10, 2023**.
- 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 meeting in small group is allowed provided to follow COVID-19 protocols (safe distancing and wearing of face mask to all attendees).
- House-to-house campaigning will be allowed from 8:00 AM until 9:00 PM only wherein loitering is strictly prohibited as well as creating extremely loud noise.
- Other means of a campaign like distribution of leaflets, motorcade, and house to house campaign are allowed within the specified dates of campaigning.
- **ALL CANDIDATES ARE ALSO REQUIRED TO CAMPAIGN FOR THE MEMBERS TO ATTEND / PARTICIPATE ON THE ELECTION DATES, TIME AND PLACE SPECIFIED UNDER ITEM 3 and ITEM 14: DATE OF ELECTION OF THE BOARD OF MEMBERS AND SUMMARY OF ACTIVITIES RESPECTIVELY, OF THIS DOCUMENT.**



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8. CONDUCT OF ELECTION

- Members of the Election Committee (ELECOM) shall supervise and conduct the 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.**
- 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.
- For Schedule of Voting refer to Item 14 of this Election Rules and Regulation.
- The **VOTE and GO** procedure shall be strictly implemented in the polling area - CLUBHOUSE. Each voter is expected to be processed, cast their votes and leave the polling area.
- **STRICTLY NO Campaigning, No Loitering and No Stand By will be allowed at the Polling Area.**
- **ELECOM Officers are scheduled to VOTE first on March 11, 2023 at 8:00 AM, followed by Current BOD and ALL Official Candidates.**
- **All eligible members (married) or spouses, eligible members (single) or parent, proxies, lessees-with Homeowner's authorization letter to vote and other house members like Caretakers who are holding a Special Power of Attorney (SPA) are allowed to VOTE during the Voting Schedule stated in Item 14 of this document.**
- **ALL Members are mandated and instructed to please bring / present 1 VALID ID (preferred government issued ID's) for PROPER IDENTIFICATION before voting.**
- **NO noon break, we shall allow casting of votes even during lunchtime.**
- During the Voting period, aside from the ELECOM, Authorized HOA Office personnel no one will be allowed to stay at the polling area for more than 15 minutes unless waiting in line to vote.
- **PROCESS FOR VOTING**
 - i. **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, that person will be asked to leave the premises.
 - ii. **2nd STEP** – ELECOM shall issue a ballot, record the sequence number of the ballot, and allow the member to cast the vote. **The Official Ballots shall be pre-numbered duly authenticated by the ELECOM.**
 - iii. **3rd STEP** - MEMBER shall sign in the BALLOT REGISTRY to affirm that he or she receives the ballot.
 - iv. **4th STEP** – MEMBER CASTS the VOTES



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- v. **5th STEP – MEMBER** witnessed by the ELECOM will Drop their ballot in the padlocked transparent ballot box.
- vi. **6TH STEP – AFTER VOTING, MEMBER IS REQUESTED TO LEAVE THE POLLING AREA IMMEDIATELY.**
- vii. **Printed in the ballots are the names of all candidates of which the voters shall shade the circle printed before the candidates' name as chosen and strikethrough on the candidates' name not chosen. Only the official black pen provided by the committee shall be used during the voting period.**
- viii. **In addition, two (2) questions answerable by “Yes or No” are included in Ballot for the eligible members to vote:**
 - **To agree to amend the By-Laws aligned to IRR 9904 known as Magna Carta**
 - **To agree that 30% of total membership is the basis of CLHOAI's Quorum**
- ix. 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.
- x. All spoiled ballots are to be returned to ELECOM and shall be recorded in the minutes of elections.
- xi. **REMINDERS: EACH MEMBER SHALL ONLY VOTE FOR SEVEN (7) BOARD OF DIRECTORS (BOD) OR LESS BUT NOT. BLANK BALLOTS (NO VOTES) DROPPED ON THE BALLOT BOX SHALL BE CONSIDERED ABSTAIN DURING THE CANVASSING OF VOTES.**
- xii. **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 VOTING ARE DONE ON THE DATE AND TIME SPECIFIED IN SECTION 14 OF THIS DOCUMENT.**
- xiii. **FOR ONLINE VOTING, THE ELECOM TOGETHER WITH THE AUTHORIZED HOA OFFICE PERSONNEL AND ONE REPRESENTATIVE OF EACH CANDIDATES WILL CONDUCT A ZOOM WITH THE ELIGIBLE VOTERS AT THE HOA OFFICE CONFERENCE ROOM. ELECTRONIC BALLOTS SHALL BE USED BY THE ONLINE VOTERS AND SHALL BE VERIFIED AND VALIDATED BY ELECOM IF SUBMISSION OF VOTE IS DONE.**
- xiv. **Posted in the POLLING AREA are equally sized tarpaulins containing the picture, name, and Camella residence address of all candidates**
- xv. **AT EXACTLY, 12:00 NOON OF MARCH 25, 2023, the Voting and Polling area will be CLOSED.** The Voting has to stop except for those in line waiting to be processed will be allowed to VOTE.

9. 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.



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QUORUM IS 50% OF THE ELIGIBLE TO VOTE + 1

In case that NO QUORUM is ACHIEVED after 12:30 PM of March 25, 2023, Opening of the Ballot box and Counting shall not be performed.

10. MINUTES OF THE ELECTIONS

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

11. CANVASS OF VOTES

- Canvassing of Votes shall start at **12:30 PM on the 25th of March 2023.**
- During canvassing of votes, ELECOM assisted by the authorized HOA Admin Personnel is to be witnessed by 1 representative from each running candidates.
- 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 by the ELECOM Officer 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.**

12. 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.

13. FILING OF COMPLAINTS / PROTESTS

Any complaint relative to the violation of the 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.



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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.

14. Summary of Activities

The following activities are the schedules for the **Second Call of 2023 Election for CLHOAI - Board of Directors:**

| ACTIVITIES | DATE | TIME |
|--|----------------------|--------------------|
| Distribution of the Second Call of 2023 Election Rules and Regulations | March 7, 2023 | 8:00 AM – 5:00 PM |
| Issuance of Proxy Forms at HOA Office | March 7 – 10, 2023 | 8:00 AM – 5:00 PM |
| Submission of Proxy Forms with attached Photo copies of Valid IDs with 3 specimen Signatures of Homeowner and Proxy | March 7 – 10, 2023 | 8:00 AM – 5:00 PM |
| Posting of Eligible Members (Voters) | March 7, 2023 | 8:00 AM – 5:00 PM |
| Campaign Period of the Candidates | March 8 – 10, 2023 | 8:00 AM – 5:00 PM |
| Election Days (15 days of Election) | | |
| <i>In any case the Polling Area (Clubhouse) or the Conference Room will be occupied by HOA Management meeting with the Developer or Suppliers, the given Voting Schedule will be adjusted to give way to the said meeting. Voting will only resume after the said meeting is done.</i> | March 11, 2023 | 8:00 AM – 7:00 PM |
| | March 12, 2023 | 1:00 PM – 7:00 PM |
| | March 13 to 17, 2023 | 3:00 PM – 7:00 PM |
| | March 18, 2023 | 8:00 AM – 7:00 PM |
| | March 19, 2023 | 1:00 PM – 7:00 PM |
| | March 20 & 24, 2023 | 3:00 PM – 7:00 PM |
| | March 25, 2023 | 8:00 AM – 12:00 PM |
| Counting on the number of Voters who cast their votes as per the registry, to determine if the quorum of 50% + 1 is met | March 25, 2023 | 12:00PM – 12:30PM |
| Canvassing of Ballots if Quorum is met | March 25, 2023 | 12:30PM onwards |
| Announcement of Winners | March 25, 2023 | After Canvassing |

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

Thank you.

ELECOM OFFICERS

Yolanda Ona Vical

Eduardo A. Canubas