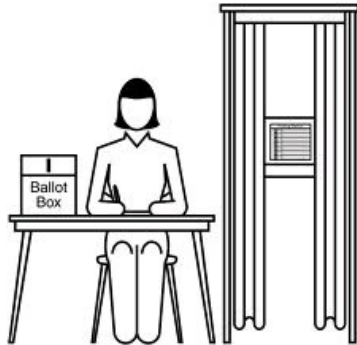


UP MANILA RATIFIED ELECTION CODE



This code was deliberated by the General Assembly of the UP Manila student councils last June 2000, and consequently ratified by the University Student Council General Assembly on July 13, 2000 at the Conference Room, Student Center, UP Manila. The synchronization of all college student councils and University Student Council elections was decided upon by a referendum held during the USC election for the AY 2000-2001, where the student body decided to move all elections to February of the second semester of the academic year.

ARTICLE I GENERAL PROVISIONS

Section 1 This code shall be known as the "UNIVERSITY OF THE PHILIPPINES MANILA ELECTION CODE".

Section 2 This code shall govern the University Student Council, College Student Councils, and First Year Assembly elections in UP Manila (including SHS Palo, Leyte, Baler, Quezon, and Koronadal, South Cotabato).

Section 3 The objectives of the code are:

- a. to ensure that orderly and properly coordinated elections are conducted;
- b. to ensure that matters pertaining to the elections are clarified;
- c. to prescribe the conduct of elections from the moment the certificates of candidacy are filed to the induction of the newly elected officers;
- d. to define the qualifications of electors and candidates for the elective positions;
- e. to define the creation, composition, and functions of the UP Manila Electoral Boards.

Section 4 For the purpose of this code, unless the context indicates otherwise:

- a. "Code" refers to the UP Manila Election Code.
- b. "University of the Philippines Manila" refers to all colleges, degree-granting units under the autonomous unit of UP Manila.
- c. "University Student Council (USC)" means the duly constituted body over all colleges and distinguished from the college student councils.
- d. "College Student Council (CSC)" means the duly constituted central student organization of a unit that offers at least a bachelor's degree program. It includes:
 - College of Allied Medical Professions
 - College of Arts and Sciences
 - College of Dentistry
 - College of Medicine
 - College of Nursing
 - College of Pharmacy
 - College of Public Health
 - School of Health Sciences in Palo, Leyte, Baler, Quezon and

Koronadal, South Cotabato

- e. "First Year Assembly (FA)" means the duly constituted central students' assembly of all first year students of the University of the Philippines Manila.
- f. "University Electoral Board (UEB)" means the electoral board that shall oversee and implement the UPM Election Code for the USC election.
- g. "College Electoral Board (CEB)" means the electoral board that shall oversee and implement the UPM Election Code for the CSC election.
- h. "First Year Electoral Board (FEB)" means the electoral board that shall oversee and implement the UPM Election Code for the FA election.
- i. "Council members" mean any officer of the USC, CSCs, and FA.
- j. "First Year" means a first-time student of UPM enrolled in any of its undergraduate program including the Pre-dentistry and Intarmed programs, without any previous college degree.
- k. "UPM Electoral Boards" refer to the UEB, CEB and FEB.
- l. "Election calendar" refers to the period of time from the dissemination of information to the induction of newly elected officers.

**ARTICLE II
ELECTIVE POSTIONS**

- Section 1 The USC, CSC, and FA positions shall be composed as stipulated in their respective constitutions.
- Section 2 The elected members of the councils shall be filled in accordance to the rules of the UEB, CEB and FEB respectively and provisions of the UP Manila Election Code.
- Section 3 The members of the USC, CSCs and FA shall be elected every academic year in accordance with the rules promulgated by the UEB, CEB and FEB respectively and provisions of the UPM Election Code.
- Section 4 Vacancy
 - 4.1 University Student Council
 - a. Vacancy in the office of the Chairperson shall be filled by the Vice-chairperson. Permanent vacancy in the office of the Vice-chairperson shall be filled through an election among the University Councilors.
 - b. Should both the Chairperson and the Vice-chairperson of the council be incapacitated, the remaining members of the council shall elect among the University Councilors an acting Chairperson and acting Vice-chairperson, both of whom shall relinquish their positions upon the return of the permanent officers. A special election shall be conducted if the permanent vacancy in both offices occurs during the first three (3) months of the term, otherwise the

acting Chairperson and acting Vice-chairperson shall serve the rest of the unexpired term. In no case shall the council be dissolved or rendered inoperative.

- c. If the permanent vacancy occurs in the office of a University Councilor, the candidate who obtained the next highest number of votes in the last general election of the student council shall take his/her place. In case more than one person obtained the next highest number of votes, a concurrence shall be made by the remaining officers of the USC.
- d. If a permanent vacancy occurs in the office of the College Representative, the CSC shall expeditiously select a replacement.

4.2 College Student Council

A vacancy in the office of the CSCs shall be filled in accordance to their respective constitution.

4.3 First Year Assembly

A vacancy in the office of the First Year Assembly shall be filled in accordance to its constitution.

4.4 Temporary vacancy shall not exceed (30) thirty working days.

ARTICLE III QUALIFICATION OF CANDIDATES

- Section 1 Every candidate for the membership in the USC and CSCs must before the general elections:
- a. be a Filipino citizen;
 - b. have at least one (1) semester residence in UP Manila;
 - c. be a bona fide student of UP Manila;
 - d. not have been found guilty in any disciplinary case nor any act involving moral turpitude in the University;
 - e. accomplished Affidavit of Undertaking (for graduating students)*
- Section 2 Every candidate for membership to the First Year Assembly must before the election:
- a. be a Filipino citizen;
 - b. be a first year student as defined in the general provisions of this code;
 - c. not have been found guilty in any disciplinary case or any act involving moral turpitude in the University.
- Section 3 Every council member shall hold office for one (1) academic year or until his/her successor has been duly elected, certified and assumed office, provided that the Councilors who fill in vacant seats shall hold office for the remainder of the unexpired term.
- Section 4 The induction of council members shall take place one (1) week after their proclamation by the UEB, CEB and FEB, with the oath to be administered by the UP Manila Chancellor or his/her duly authorized representative.

Section 5 No council member shall hold office as editor-in-chief of a university publication or head any student organization (fraternities and sororities included) in the university without forfeiting his/her seat in the council.

ARTICLE IV ELECTORAL BODY

A qualified elector must be a duly registered student of any college or school in UP Manila.

ARTICLE V UP MANILA ELECTORAL BOARDS

Section 1: University Electoral Board

- a. The UEB shall be composed of the Director of Student Affairs (OSA Director) as chairperson, one (1) faculty as ex-officio member, seven (7) student representatives.
- b. One (1) student representative shall be appointed by the incumbent USC from each college in consultation with the incumbent CSC to compose the student representatives.
- c. The officers of the USC shall appoint one (1) faculty as ex-officio member.
- d. The Director of Student Affairs (OSA Director) shall serve as the UEB's chairperson without voting power.

Section 2: College Electoral Board

- a. The CEB shall be composed of the Students' Relations Officer (SRO) as chairperson, one (1) faculty as ex-officio member, and two (2) students per year-level.
- b. The outgoing CSC shall appoint one (1) faculty as ex-officio member.
- c. The Students' Relations Officer (SRO) shall serve as the CEB's chairperson without voting power.
- d. The outgoing CSC officers shall appoint the two (2) student representatives per year-level after prior consultation with the year-level concerned.

Section 3: First Year Electoral Board

- a. The FEB shall be composed of the Director of Student Affairs (OSA Director) as chairperson, one (1) faculty as ex-officio member, one (1) First Year representative each from the seven (7) colleges.
- b. The faculty member is also the same faculty member of the UEB.

Section 4: The members of the UP Manila Electoral Boards shall not be involved in any partisan political activity during the election period, except to cast their votes as in the case of the student representatives.

Section 5: All questions regarding the composition of the UP Manila Electoral Boards shall be elevated to the outgoing USC.

- Section 6: The UP Manila Electoral Boards shall have the following functions:
- a. to formulate rules and regulations consistent with the provisions of the UP Manila Election Code and the USC Constitution;
 - b. to implement and enforce the provisions of the said code, and the rules and regulations it may adopt, pursuant to the above provisions;
 - c. to supervise the conduct of elections for the USC, CSCs, and FA;
 - d. to disseminate information on the provisions of the UP Manila Election Code, and the rules and regulations that the Board may adopt.
 - e. to post/distribute the UP Manila Election Code and the Election Calendar;
 - f. to hear and decide cases regarding violations of the UP Manila Election Code and the rules and regulations it has adopted.
 - g. to entertain and settle questions that may arise regarding the Code and the rules and regulations it has adopted.
 - h. to accept and act on protests that may be brought to its attention during and after the election period.
 - i. to enforce the penal clause of this Code.

ARTICLE VI ELECTION CALENDAR

- Section 1: a. The UEB and CEB's shall determine the date of elections, provided that the day of election shall be held in February or not later than the first (1st) week of March of the second semester of each academic year. The elections and campaign period shall last for not more than five (5) weeks unless extended by the UP Manila Electoral Board.
- b. The FEB shall determine the day of election provided that the day of election shall not be held earlier than the second (2nd) week of July and not later than the first (1st) week of August. The elections calendar shall last for not more than three (3) weeks, unless extended by the FEB.
- Section 2: Schedule of the activities for the first week of the election calendar shall include the dissemination of election information and guidelines.
- Section 3: The schedule of activities for the second week of the election calendar shall include the following:
- a. filing of certificates of candidacy;
 - b. submission of bio-data of candidates;
 - c. submission of certificate of enrolment and good moral character;
 - d. submission of individual platform, as well as the platform of the political party unless the candidate is running independently, and
 - e. submission of accomplished Affidavit of Undertaking (for graduating students)*
- Section 4: Schedule of activities for the third week of the election calendar shall include the deliberations by the UEB and CEBs on protests against the candidates.
- Section 5: Schedule of activities for the fourth and fifth week of the election calendar shall include the following:

- a. start of the official campaign period;
- b. holding of the university convocation to present the USC candidates;
- c. holding of college convocations to present the official candidates of each college;
- d. election proper; and
- e. announcement of winners.

Section 6: Post election protests shall be filed before the UP Manila Electoral Boards three (3) working days after the release of official results, and shall be settled within the week immediately following the election proper.

ARTICLE VII CANDIDACY

Section 1: A qualified candidate for the USC, CSCs and FA positions shall file his/her certificate of candidacy to the UP Manila Electoral Board concerned within the second (2nd) week of the election period.

Section 2: Together with the certificates of candidacy, the candidates shall submit to the electoral board the following:

- a. bio-data;
- b. certificate of enrolment and good moral character;
- c. individual platform, as well as the platform of the political party unless the candidate is running independently, and
- d. accomplished Affidavit of Undertaking (for graduating students)*

Section 3: Protests against the candidates for the USC, CSCs and FA shall be filed before the electoral board concerned and must be resolved before the start of the official campaign period.

Section 4: Failure on the part of any candidate to the USC, CSCs and FA positions to comply with any of the requirements specified in this Article shall be sufficient grounds for disqualification from running.

ARTICLE VIII CAMPAIGN

Section 1: Campaigns shall be allowed during the prescribed period set by the UEB, CEBs and FEB and done in such a manner that on-going classes, conferences and other University and College functions will not be drastically affected, disturbed, hampered or disrupted.

Section 2: The UEB and CEB shall organize at least one (1) University and College convocation respectively (in the UEB's case, at least one convocation in each college or unit within the 4th and 5th weeks of the election period).

Section 3: Room to room campaign shall be undertaken only with the consent of the instructor concerned and limited to a maximum of ten (10) minutes.

Section 4: Threats to bodily harm, intimidation, coercion and acts of the like are prohibited and considered as administrative cases under the jurisdiction of the Student Disciplinary Tribunal.

ARTICLE IX AUTOMATED ELECTIONS

- Section 1: All polling places shall be opened from 8:00 AM to 7:00 PM with no lunch break. All those within the premises of the polling places will be allowed to vote.
- Section 2: There shall be as many precincts with functional computers and access to the Internet in every college as necessary. The CEB of every college shall determine the number of election precincts. For the FA election, the FEB shall determine the number of precincts.
- Section 3: In addition, political parties and independent candidates are entitled to one (1) poll watcher each in every polling place. The poll watcher shall present to the CEB/FEB a written appointment as watcher from the candidates or party whose interests s/he represents.
- Section 4: The automated voting procedure shall be as follows:
- a. The voter shall present his/her duly countersigned I.D./temporary I.D. or Form 5 to the election assistant/poll clerk or in the default thereof, a certificate of enrolment from the College Secretary that s/he is a bona fide student of the College.
 - b. S/He signs his/her name in the official voter's list prepared by the CEB/FEB and receives his/her password.
 - c. S/He goes to an unoccupied voting station/computer, logs-in on the log-in page displayed on the computer using his/her Student Number and the password given by the poll clerk. (The password is **case sensitive**.)
 - d. After logging-in, the Official Computer Ballot will appear on the computer screen. The voter can start voting by checking the boxes opposite the names of the candidates of choice.

The voter may modify the ballot as much as s/he wants to at this _____ stage since his/her votes are not yet recorded.

- e. The voter presses "Confirm ballot" and a *capcha* will appear.
- f. After successfully typing the *capcha*, the votes will be confirmed and the voter is logged-out.
- g. The voter can log-in again by typing his/her Student Number and password to check his/her ballot. However, changes can no longer be made once the ballot is confirmed.
- h. The voter proceeds to the exit door of the precinct.

NOTE: In case a bonafide UPM student is not in the official list of _____ voters, s/he will be allowed to vote manually.

- Section 5: Campaigning within ten (10) meters of the polling place shall be strictly prohibited.

ARTICLE X CANVASSING OF MANUAL VOTES CAST

- Section 1: Immediately after the close of the voting precincts, the members of the UEB/CEB/FEB shall proceed to the counting of the manual votes cast, if any. Otherwise, a member of the UEB/CEC will proceed to the OSA to submit all the election paraphernalia and the Official Ballot Box..

Section 2: Any question regarding the vote or ballot from any member of the UEB/CEB/FEB, or from any of the duly authorized poll watchers, or any bona fide UP Manila student shall be immediately decided by the UEB/CEB/FEB.

Section 3: After the manual votes have been counted by the UEB/CEB/FEB, the results of the USC, CSCs and FA elections shall be embodied in the report certified by all the members of the UEB, CEB's and FEB containing the following:

- a. names of the candidates;
- b. number of votes received by each; and
- c. any question that was raised together with the final decision reached by the UEB, CEB's and FEB.

The report on the manual votes will be forwarded to the OSA for inclusion in the results of the automated voting.

Section 4: The final results, i.e. total of the automated and manual votes, of the USC, CSCs and FA elections shall be embodied in the report certified by all the members of the UEB, CEBs and FEB.

ARTICLE XI PROCLAMATION OF THE WINNING CANDIDATES

Section 1: The University of the Philippines Manila Electoral Boards shall proclaim the winning candidates for the University Student Council, College Student Councils and First Year Assembly upon complete tabulation of the election results. A copy of the list of duly elected USC, CSCs and FA officers shall be forwarded to the UP Manila Chancellor. Copies of the same shall be posted in conspicuous places in all colleges, schools and institutes.

Section 2: The CEB/FEB shall proclaim the winning candidates for the College Council election/First Year Assembly elections.

ARTICLE XII ELECTION PROTESTS

Section 1: Post-election protests shall be filed before the UP Manila Electoral Boards within three (3) working days after the Election Day.

Section 2: The UP Manila Electoral Boards shall hear and decide:

- a. cases of violations of the UP Manila Election Code, and the rules and regulations adopted, and
- b. post-election protests regarding the USC, College Student Councils and First Year Assembly.

Section 3: Cases shall be tried in accordance with the rules and procedures of the UP Manila Electoral Boards, provided that all cases be filed before the said body and shall be decided upon within seven (7) days after the date of filing.

ARTICLE XIII PENAL CLAUSES

Any violation of the UP Manila Election Code and the rules and regulations adopted consistent herewith, shall result in the rejection or forfeiture of the seat in case the violation is after his/her proclamation. Any group of students found guilty of the same offense shall be subject to suspension, the length of which depends on the degree of the offense. The latter shall be elevated to the jurisdiction of the Student Disciplinary Tribunal.

**ARTICLE XIV
AMENDMENTS**

These rules may be amended by 2/3 vote of all the members of the USC Manila.

**COPY OF AFFIDAVIT FOR GRADUATING CANDIDATES
FOR USC/CSC ELECTIONS***

University Electoral Board
University of the Philippines Manila

**REPUBLIC OF THE PHILIPPINES)
MANILA) S.S.**

AFFIDAVIT OF UNDERTAKING

I, _____, of legal age and a resident of _____, do
(Complete home address)

hereby state under oath that:

1. I am a bonafide student of the College of _____, University of the Philippines Manila and I expect to graduate with a degree in _____ at the end of this academic year;
2. I have filed with the _____ University Electoral Board my
(Year)
certificate of Candidacy for The position of _____
(Electoral Position)
for the _____ University Student Council Elections;
(Year)
3. Pursuant to and in compliance with the requirements set forth by the University Electoral Board, I hereby undertake to enroll in another degree program in my college or in another college in UP Manila in the event that I am elected in the office;
4. I understand that the failure on my part to fulfill this undertaking, in the event that I am elected into office, will lead to the cessation of my tenure as an elected University Student Council official;
5. Further, upon failure on my part to fulfill this undertaking, I hereby recognize that my position will be given to the second highest candidate who run for the post;
6. I am executing this affidavit in fulfillment of the additional requirement for graduating students set and approved by the University Electoral Board on _____.

AFFIANT

SUBSCRIBED AND SWORN before me this _____ day of _____ affiant having exhibited to me his Community Tax Certificate No. _____ issued in _____, Metro Manila on _____.
(Date)