

**DE LA SALLE UNIVERSITY CREDIT COOPERATIVE
2401 TAFT AVENUE, MANILA**

DATE : December 14, 2009

TO : **All De La Salle Credit Cooperative Members**

FROM : **Redante B. Tengco**
Chair, Election Committee

SUBJECT : **NOMINATION, QUALIFICATION, VOTING & CAMPAIGN
PROCEDURES**

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The De La Salle Credit Cooperative will hold its Annual General Assembly Meeting and Election of Officers on February 13, 2010. Below is the list of Credit Cooperative 2009-2010 officers whose terms will expire on February 13, 2010.

- A. BOARD OF DIRECTORS**
DLSU-MANILA AND CSB
1. Ma.Inores "Ting" Palmes
 2. Eva Umali
- DLS-HSI**
1. Sofia Ferre
- B. AUDIT AND INVENTORY COMMITTEE**
1. Mina Dalmacio
 2. Malou Escano
 3. Aileen Malate
- C. CREDIT COMMITTEE**
1. Nitz Delos Santos
 2. Beth Sutilo
 3. Lorna Valencia
- D. ELECTION COMMITTEE**
1. Rey B. Tengco
 2. Joey Albania
 3. Fem Aguilar

Hence the following positions are open for election:

- 2 At-large Board of Director from DLSU-Manila and CSB
- 1 Sectoral Representative from DLS-HSI
- 3 Audit and Inventory Committee
- 3 Credit Committee
- 3 Election Committee

We would like to request you to send in your nominations to the Election Committee ON or BEFORE Wednesday, January 6, 2010. Enclosed you will find other information on NOMINATION, QUALIFICATION, VOTING & CAMPAIGN PROCEDURES.

Thank you.

I. NOMINATION, VOTING AND CAMPAIGN PROCEDURES

- A. Any member who is entitled to vote may nominate a member who is also entitled to vote for the positions mentioned above.
- B. Nominees shall be required to submit 2 x 2 photographs to be attached to their application form.

Nomination forms may be obtained from any of the following Election Committee Members:

Rey B. Tengco – 524-46-11 local 138
Fem Aguilar - local 534
Joey Albania - local 354

Accomplished nomination forms shall be submitted to anyone of the Election Committee members on or before **January 6, 2010 (Wednesday), not later than 5:00 p.m.** which is also the deadline for submission of nominations of candidates.

The nominator shall secure the nominee's signature in the forms.

- C. Names of candidates shall be posted on January 21, 2010 at the following designated areas:

SOUTH GATE, COLLEGE CANTEEN, CREDIT COOPERATIVE OFFICE FOR DLSU-MANLA AND BULLETIN BOARDS OF DLSU-CSB, DLS-ZOBEL, DLSU-HSC AND DLSU-DASMA, CAVITE.

REGISTRATION is at **9:00 a.m. to 1:00 p.m.** Official ballots will be distributed to voters upon registration on February 13, 2010 at the Central Plaza. Casting of votes will start after the presentation of the candidates. Winning candidates shall be proclaimed after the counting of ballots on the same day. ***If the candidates for an open position equals the number required or do not exceed the number of candidates will be automatically declared as winners.***

- 1. Candidates are advised that campaigning and distributing of campaign materials near the registration premises are strictly prohibited in accordance with established election practices.
- 2. The polling place will be closed at 2:00 p.m.
- 3. Protest on election matters must be done in writing and addressed to the Chairman of the Election Committee.
- 4. Anybody is allowed to watch during the counting of ballots. However, he/she shall not be allowed to interfere with the proceedings.
- 5. Official watchers may observe the counting of ballots.

II. QUALIFICATIONS, COMPOSITION AND DUTIES OF OFFICERS TO BE ELECTED AS PROVIDED IN THE BY-LAWS OF THE DLSCC:

Any member of the DLSCC, who has acquired the right to vote and who does not possess any of the stipulated disqualifications shall be eligible to file his/her candidacy, provided however, that he/she possesses the following qualifications:

- 1. He/She is a member of the DLSCC for at least one year prior to the election.
- 2. He/She must have been making regular deposits with the DLSCC.
- 3. He/She must have the time and willingness to perform his/her duties.

DUTIES AND RESPONSIBILITIES

A. BOARD OF DIRECTORS

The Board shall have general management and control of the affairs, funds and records of the DLSCC. It shall be its duty to:

1. Act upon all applications for membership and resignation, withdrawal or expulsion of members.
2. Fix from time to time, the amount of bond of the Treasurer and any other who handles money or are authorized to draw check in the name of DLSCC.
3. Determine from time to time the maximum deposits and loan policies.
4. Subject to the limitation set by the By-laws, determine the interest rate on savings deposits and fixed the maximum amount which may be loaned to any member with or without security.
5. Fix the compensation of the Treasurer and employees and prescribed the duties of the latter.
6. Designate the depository or depositories for the funds of the DLSCC.
7. Recommend amendments to the By-laws.
8. Perform such other duties as the members may, from time to time, authorize.

B. AUDIT AND INVENTORY COMMITTEE

1. The Audit and Inventory Committee shall be composed of three (3) members elected at the annual general assembly for a term of one (1) year or until their successors are elected and qualified. Within ten (10) days after their election, the members shall elect from among themselves a Chairman, Vice-Chairman and a Secretary.
2. The committee shall be responsible for DLSCC's internal control system, its adequacy and effectiveness and compliance with established policies and procedures. In the performance of its functions, the Committee shall:
 - a. Provide internal audit services and maintain a complete record of its examination and inventory of the assets and properties of the DLSCC.
 - b. Serve as financial consultant of the Board of Directors.
 - c. Prepare regular reports to the Board and the General Assembly.

C. CREDIT COMMITTEE

1. The Credit Committee shall be composed of three (3) members elected at the annual general assembly for a term of one (1) year until their successors are elected and qualified. Within ten (10) days after election, the members shall elect among themselves a Chairman and a Secretary.
2. The committee shall be responsible for the credit management of the DLSCC. In the performance of its functions, the Committee shall:
 - a. Process, evaluate, and act upon loan applications except when the applicant is a member of the Committee, in which case, the application shall be acted upon by the Directors; and
 - b. Exercise general supervision over all loans to members.

D. ELECTION COMMITTEE

1. The Election Committee shall be composed of three (3) members elected at the annual general assembly for a term of one (1) year or until their successors are elected and qualified. Within ten (10) days after election, the members shall elect among themselves a Chairman, Vice-Chairman and a Secretary.
2. The Committee shall be responsible for the conduct of election. In the performance of its functions, the Committee shall:
 - a. Promulgate rules and regulations in the conduct of election
 - b. Evaluate and certify the qualifications of candidates;
 - c. Supervise the conduct of election;
 - d. Canvass and certify the election returns in writing;
 - e. Proclaim the winning candidates; and
 - f. Decide election protest.