
STUDENT ELECTION CODE

University of the Philippines Extension Program In Olongapo (UPEPO)

Article I – GENERAL PROVISIONS

- SEC. 1. **Title.** This Code shall be known as the “UPEPO Student Election Code.”
- SEC. 2. **Coverage.** This Code shall govern elections to the Student Council in the “University of the Philippines Extension Program in Olongapo (UPEPO).”
- SEC. 3. **Definition of Terms.** For purposes of this Code, the following terms/phrases are defined as follows:
- (a) “UPEPO Student Council” refers to the duly constituted student organization in the University of the Philippines Extension Program in Olongapo.
 - (b) “UPEPO Student Council Elections” refers to elections to all the positions in the UPEPO Student Council which are President, VP for Academic Affairs, VP for Non-Academic Affairs, Secretary General, Treasurer, Auditor, Public Relations Officer, and Program Representatives.
 - (c) “UPEPO Student Council Electoral Board” or “Electoral Board” refers to the group whose composition and functions are as described in Article V of this Code.
 - (d) “University” signifies the University of the Philippines in Diliman or the University of the Philippines as a system.
- SEC. 4. **Declaration of Objectives.** The objectives of this Code are:
- (a) To prescribe basic election rules, procedures, and other guidelines from the filling of certificates of candidacy to the settlement of post-election protests.
 - (b) To provide safeguards designed to ensure orderly and properly coordinated elections.
 - (c) To ensure that real and basic issues in elections are clarified.
 - (d) To define the qualifications of electors and candidates for elective positions.
 - (e) To define the creation, composition, and functions of the UPEPO Student Electoral Board.

Article II – ELECTIVE POSITIONS

- SEC. 1. **Composition of the UPEPO Student Council.** The UPEPO Student Council shall be composed of a President, VP for Academic Affairs, VP for Non-Academic Affairs, Secretary General, Treasurer, Auditor, Public Relations Officer, and Program Representatives all elected at large. “Program Representative” and “UPEPO Program” are as defined in the Constitution of the Student Council Article I Section 3 Paragraph (g) and (h).
- SEC. 2. **Term of Office.** The duly elected officers of the UPEPO Student Council shall hold office for one academic year to commence from the time they take their oath of office until the next set of officers and other members of the UPEPO Student Council for the succeeding academic year shall have

qualified and shall have been officially declared likewise by the UPEPO Student Electoral Board; unless sooner terminated in accordance with the provisions of Article II, Section 3 below.

SEC. 3. **Cessation of Tenure.** The term of office of any incumbent officer of the UP Student Council shall automatically terminate and the position held deemed permanently vacant for any of the causes specified hereunder:

- (a) Upon graduation
- (b) Upon final approval by a competent school authority of his application for leave of absence.
- (c) Upon death
- (d) Upon illness or any other cause which prevents him from discharging his functions.
- (e) Upon disqualification from re-enrollment for any semester or term during the academic year in his current academic program for scholastic reasons; provided that the automatic termination of his term of office shall take effect upon receipt of a written notice of disqualification issued by the Office of the Director.
- (f) Upon his receipt of written notice, issued by a competent school authority, of any of the following:
 - (1) Honorable dismissal
 - (2) Suspension for more than one month
 - (3) Expulsion/dishonorable dismissal
- (g) Upon cessation of his status as student under pertinent University rules.

Reconsideration of any of the actions specified in paragraphs (e) through (g) above by the appropriate school authorities shall not operate as a reinstatement in office, unless, the position originally held is still vacant.

SEC. 4. **Filling of Vacancy.** Vacancies arising from causes specified in the preceding section shall be filled in accordance with Article VI Section 3 of the Constitution of the Student Council; provided, that anyone assuming a vacated position shall serve for the unexpired term only.

Article III – QUALIFICATIONS OF CANDIDATES

SEC. 1. To qualify for any of the UPEPO Student Council positions, a candidate must possess/satisfy the qualifications as stated under Article VI Section 4 of the Constitution of the Student Council.

Article IV – QUALIFICATIONS OF ELECTORS

SEC. 1. To qualify as elector in the general elections for UP Student Council positions, a student must be currently enrolled in UPEPO; provided, the student is not serving a penalty of suspension as of the day of the elections.

Article V – ELECTORAL BOARD

- SEC. 1. **Composition of the UPEPO Student Electoral Board.** There shall be a UPEPO Student Electoral Board composed of the UPEPO Director as ex-officio Chairman, two faculty members and three students who shall be selected by the outgoing officers of the UPEPO Student Council. Incumbent Student Council officers who are not running for re-election are eligible for selection in the Electoral Board.
- SEC. 2. **Functions of the UPEPO Student Electoral Board.** This board shall perform the following functions:
- (a) To formulate and implement, consistently with the provisions of this Code, such implementing rules, regulations, and procedures as are necessary for the proper conduct and coordination of the UPEPO Student Council elections.
 - (b) To supervise and coordinate the conduct of the UPEPO Student Council elections.
 - (c) To settle electoral questions and resolve protests and cases of violations of the provisions of this Code. A decision, in accordance with the provisions of this Code, shall be made within two weeks after the case has been submitted. The decision of the Electoral Board, in all cases, shall be final.
 - (d) To process certificates of candidacy and other forms for UPEPO Student Council positions;
 - (e) To disqualify any candidate to any UPEPO Student Council position prior to the officially prescribed starting time of the general elections for any of the following reasons:
 - (1) Failure of the candidate to submit any of the requirements prescribed in Article VII, Section 1 and 2 below;
 - (2) Deficiency in any of the submitted requirements.
- The decision of the UPEPO Student Electoral Board pursuant to Article V, Section 3, paragraph (e) above shall be final.
- (f) To canvas election returns for UPEPO Student Council positions and proclaim winning candidates.

Article VI – ELECTION CALENDAR

- SEC. 1. **Determination of Date of Elections.** The UPEPO Student Electoral Board shall determine the day of the Student Council elections; provided, that said elections shall be held not later than twelve weeks after the last day of the late registration period.
- SEC. 2. **Election Period.** The election period shall start on the first day for filing of certificates of candidacy and last for not more than six weeks, unless extended by the UPEPO Student Electoral Board.
- SEC. 3. **First Week Schedule.** The schedule of activities for the first week of the election period is as shown below. The Electoral Board can extend this period subject to the limitation of Article VI Section 1 above.
- (a) Start of filing of certificates of candidacy
 - (b) Submission of bio-data and pictures of candidates

- (c) Optional submission of copies of party platforms or individual platforms in the case of independent candidates.
- SEC. 4. **Second Week Schedule.** The schedule of activities for the second week of the election period shall include the following:
- (a) Start of release and posting of the list of candidates
 - (b) Start of filing of protests against candidates with the UPEPO Student Electoral Board. Pre-election protests are subject to the limitations of Article XII Section 1.
- SEC. 5. **Third through Fourth Week Schedule.** The schedule of activities for the third and fourth weeks of the election period shall include the following:
- (a) Start of the official campaign period;
 - (b) Putting up of the common posting area.
- SEC. 6. **Fifth Week Schedule.** The fifth week shall include the schedule for the Miting de Avance, the actual election day, and proclamation of candidates.
- SEC. 7. **Sixth Week Schedule.** The sixth week shall include the resolution of post election protests and clean up of posting areas.

Article VII – CERTIFICATE OF CANDIDACY

- SEC. 1. **Filing of Certificates of Candidacy.** A qualified candidate for a UP Student Council position can file his certificate of candidacy with the UPEPO Student Electoral Board starting on the first week of the election period.
- SEC. 2. Any two or more students or duly recognized UPEPO-based organizations may form a party and participate in the UPEPO Student Council elections. Any bonafide student may run as an independent candidate subject to the provisions of Article VI Section 4 of the Constitution of the Student Council. Each candidate must be identified as to what political party he belongs or if he is running as an independent candidate.
- SEC. 3. All candidates must file their candidacy for one position only. Those whose certificate of candidacy indicates two or more positions shall be disqualified.

Article VIII – CAMPAIGN

- SEC. 1. **Campaign Materials.** The necessary expenses for campaign materials shall be the responsibility of the political parties/candidates concerned. Only the materials in the list below are allowed and any violation by any candidate or candidate representative shall be sufficient ground for disqualification.
- (a) Posters measuring a maximum of 8-½ x 11 inches in portrait format. Each candidate, whether belonging to a party or independent, is allowed to have a poster. Posters can only be put up in designated posting areas and a member of the UPEPO Student Electoral Board or an incumbent UPEPO Student Council member not running for re-election must be present when putting up posters. Position of posters in the posting areas shall be determined on a first-come basis or by drawing lots among the candidates if many presented their posters at the same day.
 - (b) Handbills not exceeding a fourth (¼) of 8-½ x 11 inches in size.

- SEC. 2. **Room-to-Room Campaign.** Room-to-room campaigns are allowed but shall not exceed 10 minutes and can only be undertaken with the permission of the professors concerned.
- SEC. 3. **Campaigning During Elections.** Campaigning within ten meters of the polling place during the election day shall be strictly prohibited.
- SEC. 4. **Clean-Up.** All candidates shall be required to clean up the areas where they placed posters at most, one week after the elections. Failure to comply may mean disqualification from the next elections.

Article IX – ELECTION

- SEC. 1. **Election Time.** The polls shall be open from 3:30 pm to 4:30 pm. All those within the premises of the polling place who have not yet voted as of closing time shall be allowed to do so.
- SEC. 2. **Election Precinct.** There shall be a duly designated precinct or precincts as are necessary at the discretion of the UPEPO Student Electoral Board.
- SEC. 3. **Election Assistants.** A precinct shall be presided over by a member of the UPEPO Student Electoral Board who shall be assisted by duly designated student election assistants. The Electoral Board will make sure that the student election assistants perform their duties in an impartial manner.
- SEC. 4. **Poll Watchers.** Political parties and independent candidates are entitled to one poll watcher in every polling place. The poll watcher shall present to the UPEPO Student Electoral Board a written appointment as watcher from the candidate or party whose interests he represents.
- SEC. 5. **Voting Procedure.** The voting procedure shall be as follows:
- (a) The student signs his name in the Official Voter's List prepared by the UPEPO Student Electoral Board. The Electoral Board may request identification to verify that he is a bonafide student of UPEPO.
 - (b) The student receives the official ballot.
 - (c) He votes then folds and drops the ballot in the ballot box.

Article X – CANVASSING OF VOTES

- SEC. 1. **Counting of Ballots.** Immediately after the close of voting and before the counting of ballots, the UPEPO Student Electoral Board shall note down the number of actual votes as shown in the Official Voter's List. They shall then open the ballot boxes and count the ballots, taking note of any discrepancy between the number of students who voted and the number of ballots in the ballot boxes. If there are more ballots than the number of students who voted, members of the Electoral Board shall remove, at random, and without unfolding them or seeing their contents, such number of ballots as correspond to the excess so that the number of actual voters and the number of ballots shall tally. If the number of ballots is less than the number of actual voters, the same shall be noted but there shall be no deduction from or addition to the ballots in the ballot box.
- SEC. 2. **Canvassing of Votes.** As soon as the counting of ballots is completed, the UPEPO Student Electoral Board shall proceed with the canvassing of votes. Each member of the UPEPO Student Electoral Board present shall examine the ballot before the votes are recorded.
- (a) Only marks that are clear indications of a voter's choice shall be considered. These signs include the "X" and check marks, and shading, encircling, or underscoring the name.

- (b) When a ballot indicates more than one vote for one position, the votes for that position shall not be considered. However, the votes for other positions in the same ballot may be considered.

SEC. 3. **Settlement of Questions.** Any question regarding the vote or ballot from any one of the members of the UPEPO Student Electoral Board or from any of the duly authorized poll watchers shall be immediately decided by the majority vote of the members of the UPEPO Student Electoral Board present. For clarification, majority means fifty percent plus one.

SEC. 4. **Simultaneous Counting of Ballots and Canvassing.** In case there is more than one precinct, there shall be a simultaneous counting of ballots and canvassing of votes per precinct.

SEC. 5. **Breaking a Tie.** When two or more candidates have received an equal number of votes which would entitle them to a position, the winner shall be chosen from among them by lot in such manner as they may agree upon. Should they not reach an agreement, the UPEPO Student Electoral Board shall decide the winner.

SEC. 6. **Invalid Ballot.** An invalid ballot shall be one that is:

- (a) An unofficial ballot
- (b) A ballot that has been tampered with or defaced as determined by the UPEPO Student Electoral Board.

SEC. 7. **Tabulation of Election Returns.** The final results of the UPEPO Student Council elections shall be embodied in a report certified by all the members of the Electoral Board. It should contain the following:

- (a) The names of the candidates
- (b) The number of votes received by each
- (c) Any question raised together with the final decision reached by the Electoral Board.

Article XI – PROCLAMATION OF WINNING CANDIDATES

SEC. 1. **Proclamation.** The UPEPO Student Electoral Board shall proclaim the winning candidates for all UPEPO Student Council positions upon completion of the tabulation of elections. A copy of the list of duly elected UPEPO Student Council officers and members shall be forwarded to the UPEPO Director. Copies of the same shall be posted in conspicuous places in UPEPO.

Article XII – ELECTION PROTESTS

SEC. 1. **Filing of Protests.** All pre-election protests against any candidate shall be filed with the Electoral Board not later than the third week of the election period. If the period for the filing of candidacy was extended by the Electoral Board, the period for the filing of protests shall be adjusted accordingly. All other cases and protests shall be filed with the UPEPO Student Electoral Board not later than one week after election day.

Article XIII – PENALTIES

SEC. 1. **Penalties for Cases of Violations Decided Before the Day of Election**

- (a) Penalty for violations committed by a candidate for any UPEPO Student Council position that are decided before the day of the elections shall be any of the following:
 - (1) Reprimand
 - (2) Disqualification as candidate
 - (3) Disqualification as candidate and as elector in the forthcoming UPEPO Student Council elections, depending on the gravity of the offense.

If his disqualification as candidate stems only from his failure to submit any of the requirements prescribed in Article VII, Section 1 and 2, such disqualification shall not necessarily include disqualification as elector.

However, if the act committed falls under the category of misrepresentation of facts, or tampering with, or falsifying official records, or the like, the penalty may be disqualification both as candidate and as elector in the forthcoming elections.

- (b) The penalty for violations committed by a qualified elector or by a student, who is not a qualified elector, that are decided before the day of the elections shall be any of the following:
 - (1) Reprimand
 - (2) Total disqualification from the participation in the forthcoming UPEPO Student Council elections, depending on the gravity of the offense.

SEC. 3. Penalties for Cases of Violations Decided After the Day of the Election

- (a) The penalty for violations as committed by a candidate who has been proclaimed a winner that is decided after the day of the elections shall be any of the following:
 - (1) Reprimand
 - (2) Forfeiture of position and disqualification as a possible candidate in the UPEPO Student Council elections to be held the following academic year
 - (3) Forfeiture of position and total disqualification from participating in the aforesaid future elections, depending on the gravity of the offense.
- (b) The penalty for violations committed by a candidate who lost that is decided after the day of the elections shall be any of the following:
 - (1) Reprimand
 - (2) Disqualification as a possible candidate in the UPEPO Student Council elections to be held the following academic year
 - (3) Total disqualification from participating in the aforesaid future elections, depending on the gravity of the offense.
- (c) The penalty for violations committed by a qualified elector, or a student who is not a qualified elector, that is decided after the day of the elections shall be any of the following:
 - (1) Reprimand
 - (2) Disqualification as a possible candidate in the UPEPO Student Council elections to be held the following academic year

- (3) Total disqualification from participating in the aforesaid future elections, depending on the gravity of the offense

Article XIV – GUIDELINES FOR THE MITING DE AVANCE

- SEC. 1 The schedule for the Miting de Avance shall be scheduled by the UPEPO Student Electoral Board.
- SEC. 2 Unless otherwise modified by the UPEPO Student Electoral Board, the following rules shall govern the Miting de Avance for the Student Council Elections:
- (a) **Order of Positions.** The positions for President, VP for Academic Affairs, VP for Non-Academic Affairs, Secretary General, Treasurer, Auditor, Public Relations Officer, and Program Representatives shall be called in sequence.
 - (b) **Order of Entry.** The order by which the candidates shall enter the meeting area to address the audience shall be determined by drawing of lots. The drawing of lots shall be held on the day of the Miting de Avance itself, that is, a few minutes before the beginning of the program. The candidates are hereby advised to be ready at such time for the said purpose.
 - (c) **Time Limit.** Each candidate shall be given a maximum of ten (10) minutes to speak to the audience. Such time will commence the moment the moderator, who shall be determined by the Electoral Board, calls upon the candidate to speak to the audience. A signal will be given by the Electoral Board two (2) minutes before the ten minutes elapse in order to remind the speakers of the time. The given time limit shall be strictly followed.
 - (d) **Decorum.** The candidates and the audience shall be admonished to observe proper decorum at all times. Unruly behavior, unduly vexation of a candidate or any member of the audience, and disruption of the proceedings shall be ground for the removal of a person from the premises.

Article XV – AMENDMENTS

- SEC. 1. (a) The UPEPO Student Election Code may be amended only by an affirmative vote of two-thirds of all Student Council members, provided that the proposed amendment must be presented in writing at the previous meeting of the Council and copies thereof be sent to all Council members at least two weeks prior to its consideration.
- (b) Any amendment to, or revision of this Code shall be valid when approved by the UPEPO Director.

Article XVI – EFFECTIVITY

- SEC. 1. This Code shall take effect upon the approval of the UPEPO Director. It shall supersede all other Election Codes, if any, in UPEPO.

FINAL COPY: 4 June 2003
APPROVED:
AMENDED: not yet

AMENDMENTS

None yet.