



PCCI P.O. BOX 2681 Quezon City Central Post Office



**THE PHILIPPINE CANINE CLUB, INC.**

MEMBER:  
FEDERATION CYNOLOGIQUE INTERNATIONALE (FCI)  
ASIA KENNEL UNION (AKU)

RECIPROCAL AGREEMENT with:  
AMERICAN KENNEL CLUB (AKC)  
CANADIAN KENNEL CLUB (CKC)  
THE KENNEL CLUB, U.K. (KC)

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## The Philippine Canine Club, Inc. Election Committee

### 2018 ELECTION CODE OF THE PHILIPPINE CANINE CLUB, INC.

#### RESOLUTION

*Whereas*, under the 2017 The Philippine Canine Club, Inc.'s Amended By-Laws, the "Election Committee shall have power to draft, adopt and fully implement its own rules of procedure and regulations subject to the majority approval of the Board, to enforce and administer its rules of procedure and regulations relative to the conduct of elections, tabulation and proclamation of winning candidates";

*Whereas*, the above power to enforce and administer laws and regulations relative to the conduct of the election includes the power to formulate rules of procedure to ensure a free, orderly, honest, peaceful and credible election;

*Whereas*, it is imperative to adopt a comprehensive and consolidated rules of procedure not only for proper guidance but also for the efficient administration thereof;

**NOW, THEREFORE**, the undersigned members of the Election Committee resolve to **APPROVE** the 2018 Election Code of the Philippine Canine Club, Inc.

The 2018 Election Code of the Philippine Canine Club, Inc., shall be submitted for approval to the Board of Directors of The Philippine Canine Club, Inc. Thereafter, the same shall take effect immediately from the publication in The Philippine Canine Club, Inc.'s website, social media account and its office premises.


20 February 2018.



**ATTY. RICO PAOLO R. QUICHO**  
*PCCI Election Committee Chairman*



**ATTY. JAYBEE S. HIZON**  
*PCCI Election Committee, Member*



**ATTY. PHILLIP DON G. RECENTES**  
*PCCI Election Committee, Member*

## 2018 Election Code of The Philippine Canine Club, Inc.

- SEC. 1.** *Title* – These Rules shall be known and cited as the “Election Code”.
- SEC. 2.** *Scope* – The Election Code shall apply to the Annual General Membership Meeting of the Voting Members for the election of Board of Directors of The Philippine Canine Club, Inc. (“PCCI”).
- SEC. 3.** *Construction of Rules* – These Rules shall be liberally construed to ensure a free, orderly, honest, peaceful and credible election, and assure the secrecy and sanctity of the ballots in order that results of the election shall be expedient, accurate and reflective of the genuine will of the Voting Members of PCCI.
- SEC. 4.** *Quorum* – The Election Committee is a collegial body composed of three (3) members. A majority of the Election Committee shall constitute a quorum to do official business. An Election Committee member may participate through teleconferencing and/or videoconferencing (i.e. conferences or meetings through electronic medium or telecommunications where the Election Committee member who is not physically present is located at different local or international places) in order to facilitate and expedite the proceedings: *Provided*, that an Election Committee member may not authenticate a ballot and/or a proxy letter through teleconferencing and/or videoconferencing. However, an Election Committee member who is participating through teleconferencing and/or videoconferencing may rely on the authentication of another Election Committee member who is physically present in the meeting.
- SEC. 5.** *Election and Meetings* – Only members of the Election Committee shall preside on the day of the election and/or at any regular meeting of the Election Committee. The Election Committee may select its presiding chair on any of its other meetings.
- SEC. 6.** *Annual General Membership Meeting of Voting Members* – The Annual General Membership Meeting of Voting Members shall be held on the 3<sup>rd</sup> Saturday of May of every calendar year.<sup>1</sup>
- SEC. 7.** *Election Period* – The election period shall commence **sixty (60) days** before the day of the said general membership meeting.
- SEC. 8.** *Publication of Notice of Filing of Certificate of Candidacy* – It shall be the duty of the Election Committee to publish a Notice of the filing of certificate of candidacy for the position of Director of the PCCI. The Notice shall be posted in the website of PCCI and in the office premise of PCCI on the first (1<sup>st</sup>) day of the election period as determined by the Election Committee.

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<sup>1</sup> Section 5.1, 2017 Amended By-Laws of the Philippine Canine Club, Inc.

**SEC. 9.** *Certificate of Candidacy* – No person shall be elected as a Director of PCCI unless he/she files a sworn certificate of candidacy attaching his Curriculum Vitae in triplicate copies on any day within the first fifteen (15) days from the start of the election period.

The certificate of candidacy shall be filed with the Election Committee, which shall have the ministerial duty to receive said certificate of candidacy and to immediately acknowledge receipt thereof.

**SEC. 10.** *Sending of Ballots and Proxies* – It shall be the duty of the Election Committee to cause the sending of the ballots together with proxy letters, both in a form to be determined by the Election Committee, along with the sending of the notice of the Annual General Membership Meeting of Voting Members and its Agenda thereof. All documents (i.e. notice, agenda, ballot, and proxy) shall be sent thirty days (30) days prior to the election in accordance with the modes of service provided in Section 5.5.2 of the 2017 Amended By-Laws of PCCI. A Voting Member may opt to personally receive the above documents in PCCI's principal place of office.

**SEC. 11.** *Return of Ballots or Proxies* – A Voting Member who does not intend to attend the election has to ensure the delivery of his/her ballot or proxy, as the case may be, to the Election Committee fifteen (15) days prior to the day of the election. The ballots or proxies, as the case may be, upon receipt shall be immediately dropped in the ballot boxes located in the principal place of office of PCCI during office hours. The ballot boxes shall be sealed and immediately thereafter signed by any member of the Election Committee. The Election Committee shall have the sole authority to use or handle the ballot boxes and its respective lock and key.

The Election Committee may deputize and authorize the General Manager of PCCI to receive and to turnover any document pertaining to the Annual General Membership Meeting of Voting Members or election, as soon as possible to any member of the Election Committee.

**SEC. 12.** *Authentication, Validation, and Classification of Ballots and Proxies* – Within fifteen (15) days prior to the election, the Election Committee shall authenticate and validate the signatures of the Voting Members, who sent their ballots or proxies as the case may be. The Election Committee shall ensure that all ballots and proxies are properly authenticated and validated prior to the day of election.

No person other than those specifically authorized by the Election Committee shall be allowed to observe and participate in the authentication and validation of ballots and proxies. Authentication and validation of ballots and proxies are strictly confidential and private.

Once authenticated and validated, the Election Committee shall segregate and organize the ballots from the proxies.

**SEC. 13.** *Election Day* - The Election Committee shall at the beginning of the counting on the day of the election prepare a tally board where the names of all the candidates shall be written and record thereon the votes received by each of them as a member of the Election Committee reads the ballot. The Election Committee may deputize and authorize the external auditors of PCCI to perform the task of tabulation and counting of votes under the supervision of the Election Committee.

**SEC. 14.** *Proclamation* - Upon the completion of the canvass of the votes by the Election Committee, the persons obtaining the highest number of votes in relation to the vacant seats for the position of Director in the PCCI shall be declared elected.

In case the number of candidates is equal to the number of vacant seats, the Election Committee shall declare all candidates with at least one (1) vote as duly elected.

**SEC. 15.** *Decisions of the Election Committee* - Decisions or rulings of the Election Committee on any and all election contests shall be **final and immediately executory**.<sup>2</sup> In case of doubt in the application of any of the provision of the Election Code, the interpretation of the Election Committee shall prevail.

**SEC. 16.** *Post-Election Report* - It shall be the duty of the Election Committee to prepare a brief report for posting in the Club's bulletin board within one (1) week after the general membership meeting at which the election took place. This report must account for all ballots cast, both valid and void, for each candidate and office. The report must also give the number of votes necessary to elect along with the actual number of votes received by each candidate. A copy of this report, along with all ballots and other election materials shall be given to the Corporate Secretary for entry into the Club's official records.<sup>3</sup>

**SEC. 17.** *Separability Clause* - If for any reason any section or provision of this Election Code, or any portion thereof, or the application of such section, provision or portion to any person, group or circumstance is declared invalid or unconstitutional, the remainder of this Election Code or the application of such section, provision or portion thereof to other persons, groups or circumstances shall not be affected by such declaration.

**SEC. 18.** *Repealing Clause* - All other rules and regulation, or parts thereof, inconsistent with the provisions of this Election Code are hereby repealed.

**SEC. 19.** *Effectivity* - This Code shall take effect immediately upon publication.

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<sup>2</sup> Section 10.2, 2017 Amended By-Laws of the Philippine Canine Club, Inc.

<sup>3</sup> Section 10.2, 2017 Amended By-Laws of the Philippine Canine Club, Inc.