



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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**Philippine Canine Club, Inc.
Election Committee**

A.M. 14-02-16-01

**ELECTION CODE OF THE PHILIPPINE
CANINE CLUB, INC. (2016)**

RESOLUTION

Whereas, under the 2003 Philippine Canine Club, Inc.'s Amended By-Laws, the Election Committee shall "have the power to enforce and administer laws and regulations relative to the conduct of election, 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, the Board of Directors of the Philippine Canine Club, Inc. has appointed and resolved to grant the Election Committee, composing of three (3) members, plenary powers to formulate and promulgate rules, forms, and directives to ensure a free, orderly, honest, peaceful and credible election;¹

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 resolves to **APPROVE** the ELECTION CODE OF THE PHILIPPINE CANINE CLUB, INC. (2016).

¹ Board Resolution No. 3276SO01192016 dated 19 January 2016.

The ELECTION CODE OF THE PHILIPPINE CANINE CLUB, INC. (2016) shall be submitted for approval to the Board of Directors of the Philippine Canine Club, Inc. Thereafter, the same shall take effect within three (3) days from the publication in the Philippine Canine Club, Inc.'s website and its office premises.

15 February 2016.

ATTY. CHRISTIAN B. DIAZ
PCCI Election Committee

ATTY. RICO PAOLO R. QUICHO
PCCI Election Committee

ATTY. HERMENEGILDO P. MARANTE, IV
PCCI Election Committee

ELECTION CODE OF THE PHILIPPINE
CANINE CLUB, INC. (2016)

SEC. 1. Title – These Rules shall be known and cited as the “Election Code (2016).”

SEC. 2. Scope – This Code shall apply to the Regular Annual Meeting of Voting Members for the election 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 elections shall be fast, 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 at any regular meeting of the Election Committee. The Committee may select its presiding chair on any other meetings of the committee.

SEC. 6. Regular Annual Meeting of Voting Members – The Regular Annual Meeting of Voting Members shall be held on the 3rd Saturday of May of every calendar year.²

SEC. 7. Election Period – The election period shall commence ninety days before the day of the election.

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 published in a newspaper of general circulation on the first (1st) day of the election period and in the website of PCCI and posted in the office premises of PCCI.

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

² Section 5.1, 2003 Amended By-Laws of the Philippine Canine Club, Inc.

triplicate 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, who 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 and proxy letters, both in a form to be prescribed by the Election Committee, along with the sending of notice of the Regular Annual Meeting of Voting Members and its agenda thereof. All documents (i.e. notice, agenda, ballot, and proxy) shall be sent sixty (60) days prior to the election in accordance with the modes of service provided in Section 5.4 of the 2003 Amended By-Laws of PCCI. Additionally, 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 thirty (30) days prior to the day of the election. The ballots or proxies, as the case may be, 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 the General Manager of PCCI to receive and to turnover any document pertaining to the Regular Annual Meeting of Voting Members as soon as possible to any member of the Election Committee.

SEC. 12. *Authentication, Validation, and Classification of Ballots and Proxies* – Thirty (30) 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 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.

SEC. 15. *Decisions of the Election Committee* – Decisions or rulings of the Committee on election contests shall be final, executory, and not appealable.³

SEC. 16. *Post-Election Report* – It shall be the final duty of the Election Committee to prepare a brief report for posting in the PCCI's bulletin board in its office premises within one (1) week after the Regular Annual Meeting of Voting Members 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 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 PCCI's official records.⁴

SEC. 17. *Separability Clause* – If for any reason any section or provision of this Election Code (2016), 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 (2016) 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 (2016) are hereby repealed.

SEC. 19. *Post-Election Report* – This Code shall take effect upon publication.

³ Section 6.9(a), 2003 Amended By-Laws of the Philippine Canine Club, Inc.

⁴ Section 6.9(b), 2003 Amended By-Laws of the Philippine Canine Club, Inc.