



## CELADON Executive Board ELECTORAL CODE For Celadon Executive Board S.Y. 2007-2008

### Article I. General Provisions

#### Section 1. Title

This document shall be known officially as the Ateneo Celadon (or Celadon, for purposes of brevity) Executive Board Electoral Code.

#### Section 2. Interpretation and Execution of the Code

The Celadon Committee on Elections, which for purposes of brevity shall be referred to as the Celadon COMELEC, shall act as the official interpreter and executor of all the provisions of this code.

#### Section 3. Applicability of the Code

1. This code shall apply to all elections pertaining to the Executive Board (which for purposes of brevity shall be referred to as the EB) positions of Celadon; namely the:
  - a. President,
  - b. Executive Vice-President,
  - c. Vice-President for Communications and Publications,
  - d. Vice-President for Corporate and Financial Affairs,
  - e. Vice-President for Cultural Affairs,
  - f. Vice-President for External Affairs,
  - g. Vice-President for Human Resources,
  - h. Associate Vice-President for Communications and Publications,
  - i. Associate Vice-President for Corporate and Financial Affairs,
  - j. Associate Vice-President for Cultural Affairs,
  - k. Associate Vice-President for External Affairs, and
  - l. Associate Vice-President for Human Resources.
2. An annual general election shall be held near the end of each school year to fill all the seats of the EB for the next school year. (as stipulated in Celadon 2006 Constitution, Article VIII, Section 1)
3. It must be noted that this Electoral Code is subordinate to the Ateneo Celadon Constitution and its Code of Internal Procedures. Moreover, this Electoral Code is applicable only for the elections for EB positions for the school year 2007-2008.

### Article II. The Celadon Committee on Elections

#### Section 1. The Composition and Formation of the Celadon COMELEC

1. The Celadon COMELEC shall handle the annual general elections. This shall be comprised of seven (7) or nine (9) members, with a committee chairperson (who will also be referred to as the "Celadon COMELEC Chairperson") to be elected by the members among themselves. (Celadon 2006, Article VI, Section 1)

2. The maximum number of current EB members in the COMELEC is seven (7), priority given to the President, EVP and having one and only one representative per department. Two (2) slots will be reserved for non-current EB members recommended by the Independent Commission of the Judicial Evaluation System. If no non-current EB members are interested in becoming part of the COMELEC, two (2) other members of the current EB can be accommodated. The responsibility of being part of the COMELEC can be declined. (Celadon 2006 Constitution, Article VI, Section 2)
3. The Celadon COMELEC shall be formed six (6) to ten (10) regular weeks before the date of the proposed elections to be set by the EB. (Celadon 2006 Constitution, Article VI, Section 6)
4. In case the composition of the committee is less than seven (7), the rest of the members shall then be selected by voting during a general assembly of all officers, which includes the managers and the EB. There should be at least one representative per department. Selection will start from the nominee who garnered the highest number of votes, and will proceed in descending order, until the required number of members of the COMELEC is attained. All nominees for membership shall only be for bona fide members, priority to those who are graduating at the end of the school year. (Celadon 2006 Constitution, Article VI, Section 3)
5. All candidates in the upcoming elections cannot be part of the COMELEC.

#### Section 2. The Celadon COMELEC Chairperson

1. The Celadon COMELEC Chairperson will have the following duties:
  - a. Calls and presides over meetings with the Celadon COMELEC.
  - b. Serves as the spokesperson of the entire Celadon COMELEC, rendering all its official statements.
  - c. Approves sanctions given by any Celadon COMELEC official during the entire campaign and election period.

#### Section 3. Powers, Duties and Responsibilities of the Celadon COMELEC:

1. The Celadon COMELEC shall be responsible for the formulation of rules and regulations concerning the conduct of the campaign and elections, and the acquisition and distribution of election paraphernalia from funds of the organization to be designated by the EB for these purposes. (Celadon 2006 Constitution, Article VI, Section 5)
2. The Celadon COMELEC shall hear and resolve protests, appeals, and complaints pertaining to the conduct of the candidates, campaign, elections, special elections, plebiscites and/or referenda.
3. The members of Celadon COMELEC have the power to apply sanctions to the candidate(s) in violation of the provisions of this Celadon Executive Board Electoral Code as well as the Celadon Constitution, with the approval of the Celadon COMELEC Chairperson.
4. The members of Celadon COMELEC shall remain non-partisan upon accepting the position of Celadon COMELEC official and during the entire campaign and election period. (Celadon 2006 Constitution, Article VI, Section 4)
5. The registration of candidates, conduct of the elections, and tabulation and proclamation of the results shall be the task of the Celadon COMELEC. (Celadon 2006 Constitution, Article VIII, Section 7)
6. The Celadon COMELEC shall enforce free, honest, and clean elections.

#### Section 4. Quorum and Decisions

1. The Celadon COMELEC may only function when there is a quorum, which is two-thirds (2/3) rounded down to the nearest whole number of the entire Celadon COMELEC population.
2. Celadon COMELEC decisions require the consensus of a plural majority. In cases of ties, the status quo will be maintained.

### Article III. Candidacy

#### Section 1. Eligibility for Candidacy

1. An individual is eligible to run for any position in the Celadon Executive Board if he meets all of the following minimum requirements:
  - a. He/She must have been a certified member of the organization for at least the school year during which he/she intends to file his/her certificate of candidacy. (Celadon 2006 Constitution, Article VII, Section 1)
  - b. He/She must possess all qualifications set forth in the school regulations regarding officership in a student organization and whatever the Celadon COMELEC may so direct. (Celadon 2006 Constitution, Article VII, Section 2)
  - c. He/She must abide by the published procedures, rules and regulations of the particular Celadon COMELEC tasked with the conduct of the election he/she is running in during the entire campaign and election period. (Celadon 2006 Constitution, Article VII, Section 3)
  - d. He/she should only run for one (1) seat in the EB (Celadon 2006 Constitution, Article VIII, Section 2)
  - e. He/She must be free from academic probation and must not be serving a disciplinary sanction at the time of his/her filing of candidacy.
2. In addition, the individual should possess the following qualifications depending on the position he/she intends to run for:
  - a. For an individual running for the position of **President** or **Executive Vice-President**, he must be an **Executive Board member** (i.e. President, Executive-Vice President, Vice-President, or Associate Vice-President) for at least the school year during which he/she intends to file his/her candidacy.
  - b. For an individual running for the position of **Vice-President** for any of the five departments, he must be a **Celadon officer** (i.e. Executive Board member or Celadon manager) for at least the school year during which he/she intends to file his/her candidacy.
  - c. For an individual running for the position of **Associate Vice-President** for any of the five departments, he must be a bona fide **Celadonean** (i.e. Executive Board member, Celadon manager, or Celadon member) for at least the school year during which he/she intends to file his/her candidacy.
3. A candidate for any seat in the EB must *not* be a member of the Executive Board or its equivalent in any other student organization and student arm, accredited or not, or an overall head of a major school project (i.e. OrSEM, ACP, Aegis) during his/her term of office. (Celadon 2006 Constitution, Article VII, Section 4)
4. Due to a perceived conflict of interest, a candidate cannot run, apply, or accept any another position in another student organization and student arm, accredited or not, nor can he apply as overall head of any major school project, during the entire duration of the campaign and elections.

Running/applying would otherwise disqualify the candidate. (Celadon 2006 Constitution, Article VII, Section 5)

#### Section 2. Requirements for Candidacy

1. The Celadon COMELEC sets the requirements for the filing of Celadon Executive Board candidacy. These include:
  - a. The candidate's platform
  - b. His or her resume
  - c. Transcript
  - d. Any other meetings required by the Celadon COMELEC
  - e. Any other submissions the Celadon COMELEC deem necessary
2. Submissions for candidacy must strictly be on time. Any late submissions will be subject to the proper sanction.

### **Article IV. Coalitions**

#### Section 1. Definition

A coalition is a temporary alliance among **three or more** candidates used for campaign purposes.

#### Section 2. Requirements for the Formation of Coalitions

Before candidates start campaigning as a coalition, an official letter of intent to form a coalition must be submitted to the Celadon COMELEC first. Candidates can only start campaigning as a coalition after their intent has been acknowledged and approved by the Celadon COMELEC.

#### Section 3. Coalition Benefits

1. Coalitions may be named and may share particular slogans as approved by the Celadon COMELEC.
2. Candidates from the same coalition can share campaign materials. Also, these shall be subject to the same regulations as those of individual candidates as defined by the Celadon COMELEC.

### **Article V. Campaign Regulations**

#### Section 1. Campaign Period

1. The Campaign Period starts on the day when the official list of candidates is released, and ends the day before elections.
2. The candidates will be held responsible for removing all their campaign materials in campus on the last day of the campaign period. Candidates will be sanctioned accordingly should any campaign material be seen on election dates.

#### Section 2. Regulations on Campaign Materials

1. The Office of Student Activities (OSA) rules for posting of materials must be strictly followed. Violations of such shall be under the jurisdiction of the Celadon COMELEC.
2. In light of upholding the welfare and privacy of our members, the Celadon COMELEC will only allow the use of the following campaign materials:
  - a. ID tags
  - b. Campaign buttons

- c. Snail mail
  - d. Flyers or any similar visual ad to be distributed to Celadoneans
  - e. Instant Messenger Status
  - f. Web journals or personal pages
  - g. Any extra-creative method not mentioned above, which is subjected to approval by the Celadon COMELEC.
3. The Celadon COMELEC explicitly will not allow the use of the following campaign materials/methods:
    - a. Text messages
    - b. Private instant messaging
    - c. Electronic mails
    - d. Phone calls
  4. All campaign materials must bear either the signature or approval of at least one official of the Celadon COMELEC. A sample of all of these materials must be left with the Celadon COMELEC before they are to be sent out.

### Section 3. Campaign Methods

1. Smear campaigns in any form whatsoever are strictly prohibited.
2. Defamation of opponents' campaign materials shall be considered as a form of smear campaign and dealt with accordingly.
3. Having free giveaways shall be considered as a form of bribery and dealt with accordingly.

### Section 4. Sanctions

1. Depending on the gravity of the violation, sanctions for the candidates may be in the form of:
  - a. An oral or written reprimand
  - b. Public announcement concerning the violation
  - c. Public apology
  - d. Suspension of campaign privileges
  - e. Disqualification
2. Any violation of the rules set in this Electoral Code will merit a sanction.
3. The Celadon COMELEC shall investigate the matter thoroughly before warranting a sanction. All sanctions will take effect upon a quorum decision of the COMELEC, which is 2/3 of the Celadon COMELEC population. However, sanctions set by the Celadon COMELEC are final.

## **Article VI. Voters**

### Section 1. Qualification of Voters

All Celadoneans who are qualified to vote, as well as the Celadon moderator, of the current school year shall constitute the voting body for the Celadon Executive Board Elections. Absentee voting shall not be allowed.

## **Article VII. Casting of Votes**

### Section 1. Time

The casting of votes shall begin at 9am and end at 5pm on the three election dates. However, the Celadon COMELEC serves the right to extend the period of voting if the need arises.

## Section 2. Voting Centers

The Celadon COMELEC shall designate a voting center as deemed fit. Eligible voters may cast his/her vote at the voting center only once.

## Section 3. Persons Allowed to Stay at the Voting Center

Only Celadon COMELEC officials and recognized poll watchers are allowed to stay at the voting center. A candidate or any of his/her supporters is not allowed to loiter around the voting center.

## Section 4. Voting Procedures

1. The Celadon COMELEC official or any recognized poll watcher should first recognize the individual as a qualified voter before he/she is allowed to vote.
2. The Celadon COMELEC official or any recognized poll watcher shall present the eligible voter with an official ballot.
3. The voter shall fill up the ballot and then place it in the ballot box. He/She shall not show the ballot to any other person for any reason whatsoever.
4. The voter should countersign any mistakes or erasures. Failure to do so makes the vote for the position in question invalid.
5. Ballot boxes shall remain properly sealed for the duration of the elections.

## **Article VIII. Validity and Failure of Elections**

### Section 1. Validity of Elections

During elections, 50% + 1 of the qualified voters population is required for the elections to be valid. (Celadon 2006 Constitution, Article VIII, Section 3)

### Section 2. Failure of Elections

In the case of failure of elections (less than 50% + 1 of the entire organization population voted), if the voting population is less than 80% of the target, elections will be extended for two (2) school days. Otherwise, the elections will be extended for one (1) school day. (Celadon 2006 Constitution, Article VIII, Section 4)

### Section 3. Second Failure of Elections

If there is still a failure of elections, despite the actions given in Section 4, the moderator and members of the current EB, excluding candidates, will convene to determine what should be done. The moderator will provide the necessary guidance to the EB. (Celadon 2006 Constitution, Article VIII, Section 5)

## **Article IX. Counting of Votes**

### Section 1. Opening of Ballot Boxes for Counting

Only the Celadon COMELEC officials can open the ballot box and hold the ballots during the counting of votes. Violation of this provision will render the said ballot/s invalid.

### Section 2. Persons During the Counting of Votes

During the counting of votes, the counting room shall be restricted to the Celadon COMELEC.

## Article X. Proclamation of Newly Elected Officials

### Section 1. Election

A qualified candidate shall be considered elected if he/she gets the highest number of votes cast for the position he/she is running for. In the case that there is only one candidate running (i.e., he/she is running against abstain alone), 2/3 of those who voted shall be considered. If in case abstain wins, the old and new EB shall nominate competent candidates. The candidates who get the majority of the votes of the old and new EB will fill the position. However, if only one candidate is nominated, the candidate who gets 2/3 of the votes of the entire EB (old & new) is asked to fill the position. If he/she declines, the old and new EB will have to reconvene to elect another qualified individual. (Celadon 2006 Constitution, Article VIII, Section 6)

### Section 2. Proclamation

The Celadon COMELEC may proclaim the newly elected Executive Board officials not later than twenty-four (24) hours upon counting the ballots.

### Section 3. Recount

1. Any member of the qualified voters or candidates, with due cause, may appeal to the Celadon COMELEC to grant a recount.
2. A recount may be called once the newly elected Executive Board officials have been proclaimed.
3. Only recounts called within forty-eight (48) hours upon proclamation of newly elected Executive Board officials will be entertained.
4. The Celadon COMELEC will release the results of the recount not later than twenty-four (24) hours upon recounting the ballots.

### Section 4. Start of Newly Elected Officials' Term

The term of office of the EB shall commence upon their oath-taking and end upon the induction of the next set of EB.

## Article XI. Vacancies

### Section 1. Provisions for Vacancy

1. The following instances may result to vacancies of positions:
  - a. Declaration of failure of elections
  - b. No applications for the position
  - c. Inability to continue with his/her duties as part of the Executive Board
  - d. Sudden resignation
2. Should a vacancy occur, the following shall be implemented:
  - a. If such vacancy involves the office of the **President**, the Executive Vice-President shall succeed as President. A special election shall then be conducted by the EB within thirty (30) school days on the said vacancy to elect a new Executive Vice-President from the current EB.
  - b. If such vacancy involves the office of the **Executive Vice-President**, a special election shall then be conducted by the EB within thirty (30) school days on the said vacancy to elect a new Executive Vice-President from the current EB.

- c. If such vacancy involves the office of a department's **Vice-President**, the Associate Vice-President of the respective department shall succeed as Vice-President. A special election shall then be conducted by the EB within thirty (30) school days on the said vacancy to elect a new Associate Vice-President from the current managers of all departments. A special election means that each VP will submit a list of competent managers from his/her department who can be fit for the position. After deliberations, the entire EB will decide whom to appoint by 2/3 vote.
- d. If such vacancy involves the office of a department's **Associate Vice-President**, a special election shall then be conducted by the EB within thirty (30) school days on the said vacancy to elect a new Associate Vice-President from the current managers of all departments. A special election means that each VP will submit a list of competent managers from his/her department who can be fit for the position. After deliberations, the entire EB will decide whom to appoint by 2/3 vote.
- e. The conduct of the special elections shall be the responsibility of the EB formed, especially for the said elections.