



Colegio de San Juan de Letran



Office of the Student Welfare and Development

COMMISSION ON ELECTIONS

Letran Student Council Academic Year 2020 - 2021

REVISED ELECTION CODE OF 2020

ARTICLE I - TITLE

- Section 1 This act shall be known as the Letran Student Council (LSC) Revised Election Code of 2020.
- Section 2 This election code was created in order to facilitate the online elections as mandated by the Vice President for Academic Affairs because of the pandemic problem that was brought by unfortunate events.
- Section 3 This Election code will be used again in the time of a need for an online type of election for the Letran Student Council in the coming years.

ARTICLE II - COMMISSION ON ELECTIONS (COMELEC)

- Section 1 The election shall be managed solely by the Commission on Elections (COMELEC). The primary role of the Commission on Elections is to enforce all rules and regulations relative to the Letran Student Council Elections. And to help the Commission for implementing the online election, the LISTEN Department of the Colegio will be part of the COMELEC.
- Section 2 The communication with LISTeN Department will be facilitated by the OSWD and the members of the COMELEC.
- Section 3 The Outgoing LSC President shall appoint five (5) students to be the officials of the COMELEC and three (3) deputy commissioners endorsed by the outgoing chairman as mandated in the previous election code.
- 3.1 The official colour of the Letran Commission on Elections are White and Gray.
- Section 4 Duties and Responsibilities of Commissioners
- 4.1 Office of the Chairman**
- 4.1.1 Execute and administer the policies, decisions, orders, and resolutions approved by the Commission;

- 4.1.1 Execute and administer the policies, decisions, orders, and resolutions approved by the Commission;
- 4.1.2 Direct and supervise the operations and internal management of the Commission in accordance with the policies, rules and regulations adopted by the Commission;
- 4.1.3 Make temporary assignments governing rules and regulations;
- 4.1.4 Submit the budget of the Commission to the Office of Student Welfare and Development for approval;
- 4.1.5 Perform such other functions as may be approved by the Commission.

4.2 Office of the Secretary

- 4.2.1 Prepare all communication materials of the Commission;
- 4.2.2 In charge of information dissemination.
- 4.2.3 Prepare and keep the documents and minutes of all meetings and conferences of the Commission.
- 4.2.4 Control and service the issuance of resolutions, decisions, rulings or opinions of the Commission;
- 4.2.5 Provide the Chairman of the Commissioners and other Commission officials concerned with excerpts of the minutes of the session of the Commission;
- 4.2.6 Maintain order while the Commission is in meeting;
- 4.2.7 Certify true copies of documents forming part of the records of the Commission;
- 4.2.8 Organize events and activities of the Commission.
- 4.2.9 Perform other related functions as may be approved by the Commission.

4.3 Commissioners Office

- 4.3.1 Participate in the exercise of COMELEC functions and the formulation of objectives, policies, guidelines and regulations of the Commission;
- 4.3.2 Recommend change of plans, programs and projects in connection with the registration of voters, elections, etc.
- 4.3.3 Participate in election education and information campaign.
- 4.3.4 Supervise special election operations upon authority of the Commission;

Section 4 The officials and commissioners, upon appointment, must file a leave of absence from the Recognized Student Organizations, where they are officers.

Section 5 The COMELEC shall function only for the LSC elections and shall cease to exist right after. In cases where a need for a special election arises, the COMELEC shall be reconvened by the Executive Council upon the recommendation by the Student Senate

for the said purpose only and subject to the approval of the Director of OSWD.

ARTICLE III - FILING OF CANDIDACY

Section 1 All candidates are required to submit the requirements to the Commission on Elections (COMELEC) official e-mail address through a Google Drive link:

E-MAIL: Letranstudentcomelec@letran.edu.ph

- 1.1. Registration Form (1st Semester S.Y.2020 -2021)
- 1.2. SCANNED Two (2) I.D. pictures (colored 2"x2") in JPG Format
- 1.3. The aspiring candidates must wear corporate attire on their 2x2 picture.
- 1.4. Curriculum Checklist Certified as True by the Office of the Registrar
- 1.5. Platform of Government (either independent or with political party)
- 1.6. Party Constitution
- 1.7. Good Moral Certificate
- 1.8. Prescribed Form (information collected will only be used for the LSC election 2020 with clause of Data Privacy Act)

Section 2 The Commission on Elections follows a multi-party electoral system as provided in the Operational Plan of the Office Student Welfare and Development.

Section 3 All candidates belonging to one party shall submit all the requirements at the same time in individual digital folder with their complete name (SURNAME FIRST NAME, MIDDLE NAME) as file name.

Section 4 Independent candidates shall submit their requirements individually.

- 4.1. Independent candidates may form a coalition upon having a Memorandum of Agreement amongst them and constitute an independent party. This independent party cannot carry a group name and group logo. The coalition is not bound by a party Constitution. However, this independent party is entitled to enjoy equal rights and obligations of a recognized political party.

Section 5 The COMELEC shall have sole authority in the screening of candidates.

Section 6 Upon filing of candidacy, all candidates for the Executive Council and the Student Senate must file a leave of absence from the Recognized Student Organizations, where they are officers.

ARTICLE IV - QUALIFICATIONS

Section 1 For the **President and Vice President**

- 1.1 be a resident of the Colegio for at least two years before the start of their terms
- 1.2 have a general weighted average of 80% from the beginning of their stay in the Colegio
- 1.3 have no Unauthorized Withdrawal (UW), Incomplete grade (INC) and grades below 75 that they have taken from the beginning of their stay in the Colegio

- 1.4 not have any disciplinary violation
 - 1.5 be a full-time non-working student
- Section 2 The **Secretary, Deputy Secretary, Treasurer, Auditor, and P.R.O.** should:
- 2.1 be residents of the Colegio for at least one year before the start of their term
 - 2.2 have no Unauthorized Withdrawal (UW), Incomplete grade (INC) and grades below 75 that they have taken from the beginning of their stay in the Colegio
 - 2.3 not have any disciplinary violation
 - 2.4 be a full-time non-working student
 - 2.5 The treasurer and auditor: Should have finished any one (1) accounting subject offered in their respective courses
- Section 3 For the **Student Senate:**
- 3.1 Must be bonafide students of the Colegio, enrolled in at least fifteen (15) units. However, incoming fourth year with less than fifteen (15) units are qualified;
 - 3.2 Not have failed more than nine (9) units from the beginning of their stay in the Colegio;
 - 3.3 All programs/courses offered by the Colegio shall be entitled to a student senator, regardless of the population of the program. In the event that there is only one candidate for a particular program, the candidate will be proclaimed as a new Council member, if he/she accumulates at least 50% + 1 votes of the population of the program.
 - 3.4. Must be a full-time non-working student (outside the Colegio)
- Section 3 For the Student Senate:
- 3.1 Must be bonafide students of the Colegio, enrolled in at least fifteen (15) units. However, incoming fourth year with less than fifteen (15) units are qualified;
 - 3.2 Not have failed more than nine (9) units from the beginning of their stay in the Colegio;
 - 3.4 All program/courses offered by the Colegio shall be entitled to a student senator, regardless of the population of the program. In the event that there is only one candidate for a particular program, the candidate will be proclaimed as a new Council member, if he/she accumulates at least 50% + 1 votes of the population of the program.
 - 3.4 Must be a full-time non-working student (outside the Colegio).

ARTICLE V- CAMPAIGN MATERIALS

- Section 1 Distribution of campaign materials shall start on August 18; 12:01.00 AM to August 24, 11:59.59 PM, 2020. Campaign Materials such as pins, shirts, posters, video, Facebook frames to be posted and used for Election Campaign are allowed only after such materials have been given clearance and signed using the watermark of COMELEC, upon submission of a soft copy of the campaign paraphernalia.
- Section 2 Tarpaulins are limited to only three (3) per party. Posters shall not exceed 30” x 20” for

general posters and 10” x 15” for individual posters. The length of their Video material shall not exceed 15 minutes for the Executive committee and 2 minutes maximum of their Senatorial candidates.

- 2.1 As evidence, the posters must photograph with measurements showing using a measuring tape.
- Section 3 All candidates and parties are required to remove and delete ALL their campaign materials on the scheduled last day of Campaign as indicated in the given calendar of events.
- Section 4 The use of social networking sites will be regulated by the COMELEC using specified and approved guidelines.
 - 4.1 Social Networking sites that are approved by COMELEC are Facebook and Twitter. The use of other platforms such as going live through the use of Zoom, Google Meet, Streamyard or other platforms aside from the designated platforms are prohibited. (For checking.

ARTICLE VI- ILLEGAL ACTS, PROHIBITED ACTS, AND DISQUALIFICATIONS

- Section 1 The following shall be considered as **ILLEGAL ACTS**, committed or initiated by the candidate. (When Filing of Complaints, it should be in a written form attached with a Substantial Evidence. Verbal complaints will not be tolerated by this Commission at all times)
 - 1.1 Malicious attacks and Direct attack on the person of any candidate;
 - 1.2 Unsubstantiated claims, presented as truths, for or against a candidate and/or a party;
 - 1.3 Campaign statements considered in bad taste by the COMELEC;
 - 1.4 Bribery, fraud, and any other forms of vote buying;
 - 1.5 Use of force or coercion to vote for or not to vote for a candidate;
 - 1.6 Similar acts constituting any of the above mentioned as determined by COMELEC;
 - 1.7 Physical harassment, any form of threats, and/or similar acts on any candidate or student.
- Section 2 The following shall be considered as **PROHIBITED ACTS** committed or initiated by the candidate:
 - 2.1 Destruction of campaign materials of other parties;
 - 2.2 Posting of campaign materials on areas not considered as COMELEC-designated poster areas: Facebook and Twitter;
 - 2.3 Release or issuance of campaign materials without the official hashtag and clearance form as determined by the COMELEC in the scheduled orientation;
 - 2.4 Any form of campaign, be it verbal, via personal messages or any distribution, sharing, posting of campaign material, posters, sample ballots or flyers on the day of the Election.
 - 2.5 Any form of campaign from supporters, volunteers and the candidates itself on the day of elections will be considered as violation on the side of the candidate that was campaigned.
 - 2.5.1 Party Warning and Individual Warning of the candidate being supported.
- Section 3 The following shall constitute grounds for **DISQUALIFICATION** of a candidate:
 - 3.1 Failure to comply with the required qualifications and requirements herewith for the

position until the last day of filing;

- 3.2 Failure to attend the scheduled online COMELEC briefing; it is necessary, essential and required that they will attend the scheduled briefing on-time
- 3.3 Malicious, personal, or ad hominem attacks against any of the members of the COMELEC;
- 3.4 Commission or initiation of any of the acts considered as illegal or prohibited acts as defined and enumerated herein, after a vote of the majority of the COMELEC
- 3.5 Failure to adhere to the aforementioned shall undergo deliberation by the COMELEC officials until a decision for a sanction has made.

ARTICLE VII - COMPLAINT PROCEDURES FOR VIOLATIONS OF THIS CODE

Section 1 All complaints on the commission of any illegal act and/or prohibited act as defined and enumerated herein by any candidate or party shall be filed with the COMELEC for deliberation and resolution. Such complaint must be filled on the complaint form provided by the COMELEC and signed by the complainant, attached herewith is/are the evidence/s.

1.1 Filing of Complaints will be through the official Letran COMELEC e-mail, CC the OSD office and address to the chairman of the Commission at ALL TIMES: COMELEC EMAIL.

Section 2 Within eight (8) hours or at the start of the next class day (which ever comes later) from filing of any complaint, the COMELEC shall furnish a copy of the complaint to the respondent. The respondent shall be given eight (8) hours, or at the start of the next class day (whichever comes later) within which to file his/her written and signed comment or reply

2.1 Forward the e-mail to the respondent attached with a PDF type of formal endorsement as signed by all members of the commission. The OSD shall always have a CC in the thread. Failure to do such will be considered as null and void procedure.

Section 3 Within eight (8) hours or at the start of the next class day (which ever comes later) the COMELEC members shall convene to decide on the merits of the complaint. The complainant and respondent may be invited by the COMELEC for clarification.

3.1 The PDF copy of the signed decision will be sent to the respondent and complainant and OSD will have a CC. Any decision of the commission to any complaint will be final and executory and the OSD office, VPAA, or Rector office of the Colegio can change the decision.

Section 4 A verbal warning shall be given on the 1st offense through the Party's Representative, followed by a written warning on the 2nd offense. 3rd offense will be subjected to DISQUALIFICATION of the candidate.

Section 5 A majority votes or 2/3 of the COMELEC officers shall be required in arriving at its decision. Such decision shall be final, executory and not appealable. Any decision of the commission, the OSD office, VPAA, or the Rector office of the Colegio is the only one who can change the decision said.

ARTICLE VIII - MISCELLANEOUS CAMPAIGN PROVISIONS

- Section 1 The jurisdiction of the COMELEC shall be limited within the LSC Election after 48 hours of proclaiming the Incoming LSC Officers for A.Y 2020-2021 without protest and questioning.
- 1.1 After 48 hours of Proclamation without complaint, the Commission will be automatically dissolved.
- Section 2 Each party shall make the student body concerned cognizant of their platform of government during campaign.
- Section 3 Video Campaign of Candidates shall be limited to only 15 minutes for the Executive Committee, and 2 minutes for each of the Senator Candidate. (Please refer to Guidelines on Campaign Guidelines).
- Section 4 The COMELEC shall conduct an Executive forum for the Executive Council candidates.

ARTICLE IX - ELECTIONS

- Section 1 The Elections shall be held on the approved given dates through the use of the Online platform.
- Section 2 Voters are required to use their official Letran E-mail address for proper identification.
- Section 3 Political Parties and independent candidates are allowed to send three (3) poll watchers on the Election Day. Names and Scanned 1"x1" I.D. picture of the poll watchers must be submitted two (2) days before the elections. Failure to do so shall mean forfeiture of the right to have a poll watcher.
- Section 4 The canvassing of ballots shall start from 7:30 PM onwards on the approved given date for LSC Elections 2020.
- Section 5 If in any case that there shall be a protest arising from the results of the elections, the following shall govern: The protest must be filed within twenty-four (24) hours after the counting of the official online ballot;
- 5.1 Grounds for the said protest must be clearly specified and accompanied by an affidavit signed by at least two (2) witnesses;
- 5.2 The COMELEC shall act upon and resolve the protest forty-eight (48) hours upon receiving.
- 5.3 All Enrolled Collegiate Students of A.Y 2020-2021 are required to vote.

ARTICLE X - PROCLAMATION

The proclamation of the new Student Council Members shall commence as soon as the canvassing is finished; however, if there will be protest, the proclamation shall be delayed until such time a resolution for the protest/s has been cleared.

This act shall take effect upon signing by the members of the Commission on Elections of the Letran Student Council Elections for A.Y. 2020 – 2021. This code may be amended only by the present COMELEC Officials with due cause or determined by the head of the Office of the Student Welfare and Development.

ARTICLE XI - AVAILABILITY OF THIS CONSTITUTION

This constitution will be used again incase of an online election.

ARTICLE XII - APPROVAL OF ONLINE ELECTION CONSTITUTION

- Section 1. Any changes of this online election constitution shall be approved by all members of the commission.
- Section 2. Any changes of this online election constitution shall also be endorsed and approved by the office of Student Welfare and development.



JOSHUA KEITH T. PASTOR

Chairman



JHALA MAE NICOLE I. MENDOZA

Secretary General

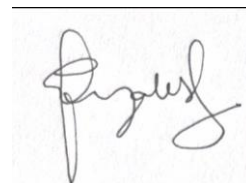


KEN ANTHONY E. KASAHARA

Budget Commissioner



RAMSIE CEZKA C. LIM
Logistics Commissioner



PATRICIA ANGELA C. GONZALES
Volunteers Commissioner

