

## **GUIDELINES FOR THE ELECTION OF THE MEMBERS OF THE BOARD OF TRUSTEES OF THE USP (2022-2023)**

1. This election is for the Board of Trustees for FY 2022 – 2023.
2. Only members in good standing have the privilege to vote.
3. A member may vote for a maximum of 9 nominees.
4. The minimum number of votes is one (1).
5. A member may vote only ONCE.
6. Voting time is from **17 October 2022, Monday, 1200H (12:00 noon) up to 21 October 2022, Friday, 1200H (12 noon)**.
7. Voting is via a secure **Google form** that will automatically count the votes. A link to the Google form will be sent via email to eligible members.
8. The USP Comelec shall verify the conduct and results of the election. The decision of the Comelec is final.
9. The winning candidates shall be announced by the Chairman of the Committee on Elections during the **Annual Business Meeting** of the USP on **October 22, 2022**.
10. The election winners shall elect the specific positions among themselves before the USP Induction Ceremony.

*\*\*\*In accordance with Article VI. Section 4. of the New Amended By-Laws of the USP:*

***Section 4. Committee on Elections and Validation.** – This Committee shall be composed of any three (3) available past presidents of the Corporation who shall elect from among themselves a Chairman. It shall be responsible for:*

- a) Setting the guidelines for the conduct of the yearly election of Board of Trustees;*
- b) Accepting nominations to the Board of Trustees which shall be submitted at least two (2) weeks before the Annual Meeting;*
- c) Determining the eligibility of the nominees to the Board of Trustees; Validating Proxies;*
- d) Supervising the orderly conduct of the elections during the Annual Meeting based on the set guidelines;*
- e) Counting/tallying of votes cast and proclamation and announcement of winners immediately after the elections;*
- f) The Chairman of the Committee or the designated Committee member shall convene the newly elected Board of Trustees for the purpose of electing the officers of the Corporation; and*
- g) The Chairman of the Committee or the designated Committee member shall administer the Oath of Office to the newly elected set of officers during the induction program of the Corporation.*