



PHILIPPINE INSTITUTE OF CIVIL ENGINEERS, INC. (PICE)

Procedures and Rules in Connection with the conduct of Online Elections for the 2021 PICE Board of Directors in June 2021

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PICE COMMITTEE ON ELECTION (COMELEC) COMELEC CIRCULAR NO. 2021-01

Pursuant to the powers vested in it under Section 5, Article V of the Amended PICE By-laws approved by the SEC on May 29, 2018, the COMELEC hereby promulgates the following procedures, rules and regulations governing the conduct of the Online Elections for the 2021 PICE National Board of Directors.

A. PROCEDURES

1. Due to pandemic, this year's election will be held online, thus all PRE-QUALIFIED voting delegates (i.e., Life Members, Fellows, and Chapter Presidents) as prescribed in the PICE By-laws under Article V, Section 2 are hereby advised and required to submit their updated contact information and profile thru the Google Form created by the secretariat. Link of the Google Registration Form: <https://forms.gle/72FeLLScmHPWWwrP7>. Cross-checking/validation of the details provided by the Prequalified Voters in this registration with the membership records of the PICE shall be done/conducted by the COMELEC thru the Membership Unit of the PICE National Office.

The Chapter must submit the list of their elected Electoral College Delegates no later than thirty (30) days prior to election as indicated in the Electoral College Circular No. 2021-01 in accordance to the PICE By-laws thru email at picanatl@pice.org.ph and celalvizun.pice@gmail.com.

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Only PREQUALIFIED VOTERS should register to the given registration Link. Elected Electoral College Delegates submitted by Chapters, who are not prequalified voters, are not allowed to register to the given registration link.

2. Registration period for PREQUALIFIED VOTERS shall commence on **31 May 2021** and shall end on **04 June 2021** only. No registration shall be accepted thereafter. Registration of voters shall only be done thru the link provided except for the list of elected delegates as submitted by the Chapter where the secretariat shall register them within the given period of registration after verification.
3. Qualified voters shall ensure that the details provided in the registration fields and forms submitted by the chapters are true, correct and active particularly the mobile number and the email address where the link to vote will be sent.
4. In the registration, the prequalified voter shall be required to upload a scanned copy of his/her PRC ID and his recent photo holding a nametag which contains the same details/information provided in the registration fields for validation/verification purposes. A sample of the photo is shown below:



5. No Voting Link shall be provided to the qualified voter if he/she is not registered in the prescribed registration form within the given period of registration.

B. PRESENTATION OF CANDIDATES

1. Each official candidate is required to submit a 2-minute recorded video discussing about himself/herself and his/her platform to the Electoral College and his profile/biodata based on the template provided for uniformity. The link of the 2-minute video and the filled-out profile/biodata form must be submitted to the COMELEC thru email at picenatl@pice.org.ph at least ten (10) days before the voting day or upon accepting the nomination.

“Official Candidate” shall mean the candidate that has been prequalified by the Nomination Committee.

2. The COMELEC shall present to the voting delegates the official candidates by uploading their 2-minute official video and filled-out profile/biodata form on the PICE Membership Portal or Virtual Platform to be used during the Virtual Midyear National Convention and Technical Conference where the voting delegates will be able to access and know the candidates for the 2021 National Board of Directors prior to casting their respective votes. Previously, the presentation of the candidates was done during the Electoral College Meeting on convention days in a designated conference/meeting room.

C. CAMPAIGN

1. Sample ballots which contain the candidate’s name and group are allowed.
2. Posting of any online campaign material on any social media platforms such as but not limited to Facebook, YouTube, Instagram, Twitter, is STRICTLY NOT ALLOWED.
3. No candidate shall be allowed to be one of the Speakers/Moderators in the technical sessions of the 2021 PICE Virtual Midyear National Convention and Technical Conference.
4. During the Virtual Midyear National Convention and Technical Conference, the candidates are prohibited from holding online rallies and from giving interviews to the media for or against the election of any candidate or other similar activities related to elections.
5. Any violation hereof, shall be dealt with accordingly, which can be the grounds for disqualification from the elections. The decision of the COMELEC

with regard to allowed or disallowed campaign material/s or activities shall be final.

D. RULES GOVERNING THE CONDUCT OF ELECTIONS (As per Article V, Sections 6, 7 and 8 of the amended PICE By-laws dated May 29, 2018)

1. Voting shall be done thru online election system of the COMELEC with notice to the PICE Board thru the President.
2. Voting shall be held on 25 June 2021 at 3:00PM or 30 minutes after the opening and confirmation of the quorum of the Electoral College Meeting until 26 June 2021 at 5:00PM thru the unique link sent to the registered email address of the voter two (2) days before the election/voting. The online voting room will be automatically closed after 5:00PM.

It is the responsibility of the registered and qualified voter to follow-up/advise the COMELEC thru its helpdesk that he/she has not received yet his/her unique voting link as indicated on the schedule of release. Re-sending of the unique voting link can only be done until 26 June 2021 at 12:00NOON. No request on resending of the said link shall be entertained thereafter. The contact information of the COMELEC helpdesk is as follows:

Email Address: comelec.pice@gmail.com

Mobile Numbers: 0927-596-7077

3. The voter must not share the unique Voting Link they received. Such link can be used not more than once after the voter has successfully casted his/her vote in a given voting period. In the event that the voter has experienced a technical problem while he/she is in the process of casting his/her vote (e.g., power interruption, sudden loss of internet connection, etc.), the same link can still be used.
4. After a successful voting, the system shall email the voter a barcoded receipt containing the names of the candidates that he/she voted. The same receipt is also stored in the system for future audit/verification purposes.
5. The COMELEC shall rely on the electronic tabulation unless it becomes patent that fraud/cheating, machination occurred in the conduct of the election. The COMELEC may, by itself annul the outcome of the election if it becomes patent that there is massive fraud/cheating, machination or due to the malfunction of the system that may affect the credibility of the result of the election.

6. To access the system and open it for voting on the given schedule, the Chair and Members of the COMELEC shall enter individually the unique password assigned to them. The system/server shall remain locked/cannot be accessed by anyone, including the COMELEC and PROVIDER, until the voting is closed and canvassing shall commence.
7. The system shall be able to provide a real-time monitoring of the number of casted votes which can be viewed on the PICE Membership Portal.
8. To maintain transparency, the COMELEC shall declare that the voting shall officially start and close per Section D.2 above. After which, canvassing shall officially commence by instructing the PROVIDER to electronically run the tally to produce the final result. The final result shall then be certified and signed by the PROVIDER and submit the same to COMELEC. If the COMELEC is satisfied with the final outcome of the electronic voting, its chairman and members shall sign/concur the result and proceed to proclaim the wining candidates in a manner determined by the COMELEC.

Candidates and/or their representatives and any member of PICE may witness the live electronic canvassing thru the zoom cloud meeting app. Zoom details shall be provided by the secretariat to the selected participants in the morning of the voting day.

9. Any irregularity discovered should be immediately brought to the attention of the COMELEC. All protest must be officially filed with the Secretary of the COMELEC before the proclamation of the winning candidates. Should the protest warrant positive action, it shall be used as a basis for the suspension of the proclamation of winner/s among the candidates concerned.
10. In case of allegations of massive fraud/cheating or machinations that may affect the outcome of the election, the COMELEC may open the barcoded receipts stored in the system for audit/verification purposes. The said receipts shall be canvassed manually and the result of the manual counting shall supersede the questioned electronic canvassing. The Board and the Complainant/s may witness virtually the manual canvassing thru the zoom cloud meeting app.
11. The decision of the COMELEC in any official election protest filed within the set deadline shall be final.

E. ANY QUESTIONS RAISE NOT COVERED BY THIS RULES BUT WHICH REQUIRE IMMEDIATE RESOLUTION SHALL BE DECIDED BY THE COMELEC.

(SIGNED)
ATTY. LEO CLETO A. GAMOLO
Chairman

(SIGNED)
ENGR. MARIO M. MONTEJO
Member

(SIGNED)
ENGR. VIRGILIO A. SANTOS
Member

(SIGNED)
ENGR. RHODA S. PADIOS
Member