



Online Micro Sellers Multipurpose Cooperative

Unit 907 & 908, One Park Drive 8th Avenue Corner 11th Drive
Bonifacio Global City, Barangay Fort Bonifacio Taguig City
Registered with the Cooperative Development Authority - Manila Extension Office
CDA Registration No. 9520-101600000039775 CIN 16201739775 | TIN 50157-206-00000

**ONLINE MICRO SELLERS
MULTIPURPOSE COOPERATIVE**

**ELECTION
POLICIES
AND
PROCEDURES
2025**



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OMSMPC ELECTION POLICIES AND PROCEDURES

I. TITLE

This paper shall be known as “OMSMPC Election Policies and Procedures”.

II. GENERAL PROVISIONS

Section 1 - Applicability – These Election Policies and Procedures shall govern the conduct of General Assembly and Election of Officers of ONLINE MICRO SELLERS MULTIPURPOSE COOPERATIVE (OMSMPC).

Section 2 – Definition of Terms – The following terms shall be defined as follows to govern and have a uniform interpretation as mentioned in these guidelines.

1. **General Assembly** – shall mean the full membership of the cooperative duly assembled for the purpose of exercising all the rights and performing all the obligations pertaining to cooperatives, as provided in RA No. 9520, its articles of cooperation, and by-laws.
2. **Audit Committee** – refers to a committee elected by the General Assembly tasked to audit the performance and monitor the adequacy and effectiveness of the cooperative’s management and control system.
3. **Board of Directors** - shall mean that body entrusted with the management of the affairs of the cooperative under its articles of cooperation and by-laws.
4. **Election** - refers to the process of choosing the members of Board of Directors and Other Elective Officers through secret ballot.
5. **Election Committee or “ELECTCOM”** - refers to a committee elected by the General Assembly as prescribed in the Cooperative By-laws responsible for the preparation, conduct, supervision, and control during election.
6. **Master List of Voters** - refers to a certified roster of bonafide member who are qualified to vote.
7. **Voter / Member Entitled to Vote** - refers to a bonafide member who possesses all the qualifications and none of the disqualifications, who are entitled to vote in accordance with the by-laws.

Section 3 – Date/s of Election – The conduct of Election shall be held on the specific date/s to be determined by the Board of Directors or during the Annual General Assembly within 90 days after the end of the year.

Section 4 – Notices of Election – A written notice on the conduct of election shall be sent to all the members stating the purpose/s, place/s, date/s, and specific time/s of the conduct of election.



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Such notice shall also be posted in strategic places not less than one (1) week before the date of election.

The written notice shall be delivered thru email to each member of the cooperative, in addition; print and/or broadcast in social media may also be availed of, if necessary.

III. ELIGIBILITY TO RUN AND FILING OF CERTIFICATE OF CANDIDACY

Section 1 – Qualifications. Any member who is entitled to vote and has the following qualifications can be elected in the following positions in the cooperative:

1. Board of Directors
2. Audit Committee
3. Election Committee

The qualifications of a candidate to run as Member of the Board of Directors and committee members shall be in accordance with the provision of the by-laws such as:

1. Has paid the minimum capital requirement.
2. Has no delinquent account with the cooperative.
3. Has continuously patronized the cooperative services.
4. A member in good standing for the last two (2) years.
5. Completed the mandatory training requirements for elective positions within the prescribed period within their term by the authority.

Positions Additional Requirements

Board of Director	Relevant and/or equivalent experience or credentials stated in the OMSMPC Code of Governance and Ethical Standards. Has served at least 1 complete term as an appointive or elective committee member.
Audit Committee	Relevant and/or equivalent experience or credentials stated in the OMSMPC Audit Policies and procedures.
Election Committee	Relevant and/or equivalent experience or credentials stated in the OMSMPC Articles of Cooperation and By-Laws.

Section 2 - Disqualifications - The disqualifications of a candidate to run as Member of the Board of Directors and committee members shall be in accordance with the provision of the by-laws, particularly:



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1. Holding any elective position in the government, except that of a party list representative being an officer of a cooperative they represent.
2. Members holding any other position directly involved in the day-to-day operation and management of the cooperative.
3. Having direct or indirect personal interest with the business of the cooperative.
4. Having been absent for three (3) consecutive meetings or in more than fifty percent (50) of all meetings within the twelve (12) month period unless with valid excuse as approved by the Board of Directors.
5. Being an official or employee of the Cooperative Development Authority, excepting a cooperative organized among themselves.
6. Having been convicted by final judgment in administrative proceedings or civil/criminal cases.
7. Having been disqualified by law.
8. Failure to complete the mandatory trainings during their term should be grounds for future election or appointment in any position in the cooperative.
9. Having been previously terminated or expelled as an Officer of the Cooperative provided that such termination or expulsion or any member having been found at fault for an ethical and/or governance case reported by the Audit Committee and/or Ethics Committee, happened three (3) years prior to the Elections. (3 years cooling off period if the case is under code of ethical standards and good governance, *except when the sanction is a Written Reprimand (WR) or Verbal Reprimand (VR), in which case the cooling off period shall be one (1) year*).
10. Submission of false or misleading information in the certificate of candidacy or any other official documents related to the electoral process.
11. The determination of disqualification shall be made by the Election Committee but if majority of the Election Committee member are involved the Board of Director will determine based on credible evidence and in accordance with due process principles:
 - a) ****Notice****: The member shall be provided with written notice of the allegations against them, including the specific disqualification criteria being invoked.
 - b) ****Right to be Heard****: The member shall be afforded the opportunity to respond to the allegations and present evidence or witnesses on their behalf.
 - c) ****Impartiality****: The decision-making body responsible for determining disqualification shall act impartially and without bias, considering all relevant facts and circumstances.
 - d) ****Timelines****: The process for determining disqualification shall be conducted promptly, without undue delay, to ensure timely resolution before the election.
 - e) ****Appeal****: Members who have been disqualified shall have the right to appeal the decision through established appeal procedures within the cooperative, providing them with an avenue to challenge the decision if they believe it was made in error or unfairly. The appeal process shall include the following steps:
 - i) The disqualified member must submit a written appeal to the Election Committee or designated authority within a specified timeframe following the notification of disqualification.



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- ii) The Election Committee shall conduct a review of the disqualification decision, considering any new evidence or arguments presented by the respondent and ensuring adherence to due process principles.
- iii) The Election Committee shall render a decision on the appeal within a reasonable timeframe and communicate the outcome to the respondent in writing.
- iv) The decision of the Election Committee shall be final and binding, providing closure to the appeal process and upholding the integrity of the cooperative's electoral procedures.

12. Newly ratified members after the General Assembly and members who are not in good standing for two (2) consecutive years.

Section 3 – Filing of Certificate of Candidacy – Qualified members shall secure from the ELECOM and/or Election Technical Working Group an official form of the Certificate of Candidacy. After it is duly accomplished, the same, together with the other required documents, shall be filed at the designated ELECOM/Screening Committee office during office hours, not later than thirty (30) days before the election date.

Section 4 - Requirements needed upon filing of Certificate of Candidacy. All candidates shall submit the following requirements together with the certificate of candidacy:

1. Resume with Photo.
2. Certificate of Candidacy.
3. NBI Clearance
4. Ethics Committee Certification
5. Certificate of Completion of CDA mandatory trainings for Cooperative Officers who are running for BOD or Re-electionist.

Section 5 – Certificate of Candidacy – No qualified member of the cooperative shall be elected as member of the Board of Directors, member of the Audit Committee, member of the Election Committee and Other elective positions, unless they has filed a sworn Certificate of Candidacy.

Section 6 – Screening Procedures – The application by and screening of candidate shall involve the following procedure:

1. Application -
 - a. Prospective applicant/candidate shall secure a form or Certificate of Candidacy from the duly authorized member of the ELECOM and/or Election Technical Working Group and shall acknowledge receipt thereof. Applicant/candidate shall submit also their duly Sworn Certificate of Candidacy with necessary attachment, hereof which shall be accomplished whether online or hard copy to be determined by Elecom.



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- b. ELECOM and/or Election Technical Working Group assigned shall acknowledge receipt thereof, certifying the completeness of attachments, date, and time of receipt to be recorded.
 - c. Election committee will allow an extension with exception (e.g. lack of candidates etc.) to the said date of submission of COC.
 2. Screening -
 - a. The Election Technical Working Group, in addition to the qualifications/disqualifications of the applicants as prescribed in the by-laws shall consider the following pre-qualification requirements:
 - i. Membership Records Status - indicating the date of approval of membership.
 - ii. Partner Platform Records Status- indicating the date of membership and that they are clients in good standing.
 - iii. Outstanding accountabilities/delinquency with the cooperative indicating the amounts and dates incurred. The Screening Committee shall set standards to comply with the above pre-qualification requirements.
 - iv. The candidates must declare if they are currently holding a position or have been elected or appointed in a national or local office.
 - b. To submit the list of screened and qualified candidates to the ELECOM for their approval.
 3. Posting of List of Qualified Candidates -
 - a. It shall be the responsibility of the Election Committee to post the list of qualified candidates in at least 10 days before the election.

Section 7 – Withdrawal or Cancellation of Certificate of Candidacy – No Certificate of Candidacy duly filed shall be considered withdrawn or canceled unless the candidate files with the Election Committee a sworn statement of withdrawal or cancellation at least one (1) day before the election.

IV. PROHIBITED ACTS OF CANDIDATES

Section 1 - Prohibited Acts of Candidates – The Board of Directors through the ELECOM shall identify the prohibited acts of candidates before and during the election period. The Election Committee will enumerate the prohibited acts during election period including but not limited to the following:

1. Vote-buying and vote-selling
2. Conspiracy to bribe voters
3. Wagering upon result of election
4. Coercion of other members



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5. Threats, intimidation, terrorism, use of fraudulent device or other forms of coercion.
6. Coercion of election officials and employees.
7. Unlawful electioneering.
8. Use of cooperative funds,
9. Carrying of deadly weapons in the voting places, and
10. Candidates who are intoxicated and under the influence of prohibited drugs.

V. DETERMINATION OF MEMBERS ENTITLED TO VOTE

Section 1 – Members Entitled to Vote – Any regular member who attended the previous General Assembly and completed the membership requirements in previous year and meets the 70 points of the following criteria is a member entitled to vote:

Criteria

- A. Share Capital 25 points
- B. Participation in Programs/Projects 25 points
- C. Patronizing businesses
- C1. GMV Requirement 25 points
- C2. Patronizing other businesses 25 points
- Total Points - 100

Point System per Criteria:

- A. Share Capital:
 - A.1 Fully paid subscription and above (PHP 5,000)- 25 points
 - A.2 50% or above but not fully paid subscription (PHP 2,500 - PHP 4,999) - 20 points
 - A.3 Below 50% paid but not less than the minimum subscription (PHP 1,300 - PHP 2,499) - 15 points
- B. Participation in Programs /Projects: Participated the following programs and projects prescribed by the Board of Directors in the past calendar year:
 - B.1 25 points if attended three (3) of any programs and projects.
 - B.2 20 points if attended two (2) of any programs and projects.
 - B.3 15 points if attended one (1) of any programs and projects
- C. Patronizing the Business
 - C1. Meets the minimum required payout GMV:
 - C1.a 25 Points who will reach the following:
 - For “Corporate Sellers” PHP 3,000,000 (Three million pesos)
 - For “ Individual Sellers PHP 200,000 (Two hundred thousand pesos) and above.



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C1.b 20 Points who will reach the following:

For “Corporate Sellers” PHP 1,500,000 (One million and five hundred thousand pesos)

For “Individual Seller” PHP 150,000 (One hundred and fifty thousand pesos)

C1.c 15 Points who will reach the following:

For “Corporate Sellers” PHP 1,000,000 (One million pesos)

For “Individual Sellers” PHP 50,000 (Fifty thousand pesos)

C1.d 15 points who will pay the fixed annual service fee of PHP 2,000 for corpo sellers with less than 1,000,000 (one million) GMV and individual sellers with less than PHP 50,000 GMV or those who only have other online platforms not partnered with OMSMPC.

C2. Patronizing both all businesses of the Cooperative, excluding the Savings Account given the following points:

-25 points At least PHP 50,000 total accumulated products and services availed within the period of determination of GMV.

-20 points At least PHP 30,000 total accumulated products and services availed within the period of determination of GMV.

-15 points At least PHP 10,000 total accumulated products and services availed within the period of determination of GMV.

Bonus Points:

1. 5 points - Any members who will open a savings account.
2. 3 points- Any members who are categorized as Silver in the OMSMPC Members Category.
3. 5 points- Any members who are categorized as Gold in the OMSMPC Members Category.
4. 10 points- Any members who are categorized as Platinum in the OMSMPC Members Category.

Section 2 – Master list of Voters –The Board of Directors shall determine the members entitled to vote based on the recommendation of the management. The Board Secretary then shall certify the official list of members entitled to vote and submit a copy to the Election Committee. Any disagreement to the list shall be filed in writing with the ELECOM for evaluation based on submitted documents. Said disagreement shall be resolved within five (5) days before the election. Those that are not included in the Master list of Voters shall not be allowed to vote.



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VI. ELECTION TECHNICAL WORKING GROUP

Section 1 - Election Technical Working Group Members - This is composed of management employees recommended by the General Manager to the ELECOM approved by the Board of Directors.

Section 2- Function and Responsibilities - The Election Technical Working Group shall assist and report directly to the Election Committee before, during, and after the Election specifically on the following activities:

- a. Conduct of orientations, information dissemination, forums, and methodologies for the campaign of Cooperative Election.
- b. Assistance in the selection of candidates from the applicants.
- c. Assistance in the overall process during Election
- d. Assistance in the selection of Election platforms.
- e. Anything that will be assigned by the Election Committee is to be coordinated with the General Manager.

Section 3 - Term - They shall only serve from the time of appointment by the Board of Directors until the Election for the current year is officially done and complete.

VII. OFFICIAL BALLOT

Section 1 – Official Ballot – The cooperative shall prescribe their own Official Ballot in virtual and/or digital form which will generally include the following details:

- Official and Unique Voter's Identification
- Roster of Election Candidates and their profile
- Clear instructions on how to cast the vote

Other information such as visual requirements, organization, specific application or platform will be determined by the Election Committee depending on available proposals.

Section 2 – Prevention of Fraud – To prevent fraud and tampering of ballots the Election Committee shall devise measures to ensure and adopt digital safekeeping and authentication methods of the Official Ballots as well as the distribution of each to registered voters.



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VIII. CASTING OF VOTES

Section 1 – Voting Hours – The Election Committee shall set the official voting time in consultation with the Board of Directors. The election shall begin upon the declaration thereof by the ELECOM.

Section 2 - Online Election Tool - The Board of Directors shall approve an online election platform upon the recommendation of the ELECOM in consultation with the Election Technical Working Group.

Section 3 - Procedures of Voting – The election shall be done through electronic voting. The ELECOM shall devise the mechanics in the conduct of the voting, such as:

- a. Preliminaries of Voting
- b. Voting application or platform
- c. Order of Voting
- d. Preparation of Official ballots
- e. Casting of votes
- f. Canvassing of votes
- g. Determination and Declaration of disqualified votes
- h. Challenge of Illegal Voter/s

Section 4 – Minutes of Voting – The ELECOM and/or Election Technical Working Group shall prepare and sign a statement in four (4) copies setting forth the following:

1. The time the voting commenced and ended.
2. The number of ballots received.
3. The number of ballots used, and number left unused.
4. The number of voters who cast their votes.
5. The number of voters challenged during the voting.
6. The time the counting of votes commenced and ended.
7. The number of excess ballots as compared to the register of voters.
8. The number of valid ballots, if any, retrieved from the Election Technical Working Group.
9. The number of ballots read and counted and
10. The record of protest, if any, and action taken by the ELECOM.

Section 5 – Submission of Election Documentations – The minutes of voting and other relevant documents shall be collated in digital format and will be signed off by ELECOM after the proclamation.



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IX. CANVASS OF VOTES AND PROCLAMATION OF WINNERS

Section 1 - Canvassing of Votes - The ELECOM shall supervise the electronic canvassing of votes with the assistance of Election Technical Working Group

Section 2 - Tied with Same Records - In case of a tie and no one withdraws, the winner shall be determined by a virtual toss coin by two wins out of three trials (2 out of 3). In case of a triple tie or more, the winner shall be determined by drawing lots or through a digital wheel.

Section 3 - Proclamation of Winners - The ELECOM Chairperson shall proclaim the candidates who garnered the highest number of votes, as the duly elected candidates. A sole candidate to any elective position shall be declared winner by acclamation, or the ELECOM at its option may count the votes cast for the said candidates and likewise proclaim him/her as duly elected candidate.

X. ELECTION PROTEST

Section 1 – Jurisdiction – The ELECOM shall have jurisdiction over all post-election protests relating to the election of the members of the Board of Directors, members of the Audit Committee, and Election Committee. Post-election protests which cover the irregularities on the conduct of election shall be filed within Twenty-four(24)hours after the proclamation of the results of the election.

Section 2 – Resolution on Protest – The members of the ELECOM shall decide all post-election protests brought before it within seventy-two (72) hours from the date the protest is submitted. The resolution of the ELECOM is final and executory unless appealed /elevated to the CDA. Such appeal shall be resolved within the policy of the regulatory body. The By-Laws provide that the decision for all election and election-related cases except those involving the ELECOM or its members itself are solely for the ELECOM.

Section 3 – Notice of Resolution – The ELECOM shall furnish copies of the resolution to the parties concerned.



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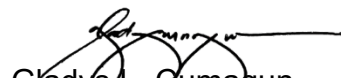
XI. AMENDMENTS

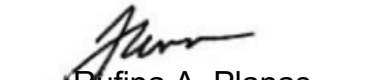
Amendments to this election policy must be aligned by the majority votes of the Board of Directors within 30 days after submission by the Election Committee.

XII. EFFECTIVITY

This Policy shall take effect upon the approval of the Board of Directors and ratification of the majority of all Members present and entitled to vote in the Annual General Assembly.

Prepared and attested by:


Gladys L. Gumagun
Elecom Chairperson


Rufina A. Planas
Elecom Vice-Chairperson


Roy Bontia
Elecom Secretary

DATE APPROVED BY THE GENERAL ASSEMBLY: MARCH 15, 2025