


## ELECTION GUIDELINES FOR USC ELECTION

*(Amended and approved by the 2011 UEB Members on February 22, 2011)*

### CAMPAIGN MATERIALS

1. Only posters, streamers, leaflets, ribbons, pins, buttons badges, bookmarks, name tags, flaglets (not bigger than a half sheet cross-wise of bond paper) are the campaign materials allowed. Campaign materials shall not be posted on walls, doors, windows, fences, trees, benches and on places other than those designated by the electoral board. A list of these designated areas shall be given to campaign managers/candidates.
- 1.1 Only the following information must be contained in campaign posters of candidates: name of party, list of candidates, positions aspired for, pictures and credentials, party/candidate platform, slogan, name/s of organization/s supporting candidates, & testimonials.
- 1.2 Campaign posters must not exceed cartolina size (22 ¾ inches x 28 ¾ inches) and must be posted on bulletin boards only. Campaign boards shall be installed in lobbies of colleges for posting of campaign materials.
- 1.3 For posting of campaign materials, pins, adhesive tapes must be used. Glue shall not be used to post campaign materials.
- 1.4 All campaign materials/posters of all candidates running for any USC position must first be approved by the University Electoral Board (UEB) through the OSA before they are posted.
- 1.5 Sample ballots cannot be distributed on Election Day.
2. Candidates, campaign managers and all supporters are allowed to wear uniform T-shirts bearing party name/slogan.
3. Leaflets (printed or mimeographed) must have a maximum size of 8 ½ in. x 11 in. (coupon bond size). Only the following information must be contained in campaign leaflets of candidates: name of party, list of candidates, positions aspired for, pictures and credentials, party/candidate platform, slogan, name/s of organization/s supporting candidates, & testimonials. Three (3) sample copies of the leaflets must be submitted to the UEB through the OSA for approval before they are circulated.
4. Only streamers of party/candidate, measuring at most 3 x 1 meters, shall be allowed to hang in designated places in each college.
5. No election billboard shall be put up in any part of UP Manila by any party/candidate.
6. No campaign materials shall be posted outside UP Manila premises: LTR and Robinson's Place posts, fences of adjoining buildings, i.e., Supreme Court, Dept. of Justice and on walls and fences of PGH including OPD and Cancer Institute.
7. Campaign centers of political parties/candidates may be installed in available spaces in the colleges upon approval of the Dean of the College. The campaign centers may have one (1) table for campaign materials.
8. Parties/Candidates are advised to monitor materials posted, written or inscribed on walls and fences by their supporters and/or detractors. The parties/candidates shall be liable for unauthorized campaign materials, printed, posted or hanged.

9. All campaign materials must be removed by the parties/candidates the week following elections.

#### **CAMPAIGN PROCEDURES**

1. The election calendar shall be strictly followed. No campaigning is allowed on Election Day.
2. Campaigning must be conducted in such manner that ongoing classes, conference and other university or college functions shall not be disturbed, hampered or disrupted. The use of bullhorns, megaphones, motorcades and rallies in the conduct of election campaign is not allowed.
3. Room to room campaign shall be allowed but only with the expressed approval of the faculty concerned and for a maximum of ten (10) minutes at the beginning or end of class periods.
4. The USC candidates shall be officially presented to UP Manila students in a scheduled convocation.
5. All candidates are enjoined to practice restraint in the conduct of the campaign. Threats to bodily harm, intimidation, coercion, smear campaigns, and personal attacks, are not only prohibited but considered as administrative offenses which shall be dealt with accordingly by the UEB and/or Student Disciplinary Tribunal (SDT).
6. In general, the election should be conducted in a manner that will inculcate respect, honesty, promote a sense of fairness and observe ethical principles.

#### **ELECTIONS**

1. Polling places shall be opened from 8:00 AM to 7:00 PM with no lunch break. All those within the premises of the voting booths who have not cast their votes as of closing time shall be allowed to vote.
2. The election precinct shall be presided over by two (2) non-student election personnel supervised by the UEBs.
3. Political parties and independent candidates are entitled to one poll watcher each. The parties/candidates shall submit to the UEB on or before the scheduled date their list of poll watchers for the different shifts: a: (8 a.m. – 1 p.m.), b: (1 p.m. – 7 p.m.), c: (7 p.m. – 9 p.m.) All official poll watchers shall be provided with IDs.
4. Heads of the Office of Student Relations/Services in coordination with the members of the CEC & UEB can devise their own procedures and mechanisms to ensure that students, especially those assigned in areas outside Metro Manila, are able to exercise their right to vote on Election Day.
5. The automated voting procedures shall be as follows:
  - 5.1 The voter shall present his/her duly countersigned I.D./temporary I.D. or Form 5 to the election assistant/poll clerk or in the default thereof, a certificate of enrolment from the College Secretary that s/he is a bona fide student of the College.
  - 5.2 S/He signs his/her name in the official voter's list prepared by the CEB/FEB and receives his/her password.
  - 5.3 S/He goes to an unoccupied voting station/computer, logs-in on the log-in page displayed on the

computer using his/her Student Number and the password given by the poll clerk. (The password is **case sensitive**.)

5.4 After logging-in, the Official Computer Ballot will appear on the computer screen. The voter can start voting by checking the boxes opposite the names of the candidates of choice.

The voter may modify the ballot as much as s/he wants to at this stage since his/her votes are not yet recorded.

5.5 The voter presses "Confirm ballot" and a *capcha* will appear.

5.6 After successfully typing the *capcha*, the votes will be confirmed and the voter is logged-out.

5.7 The voter can log-in again by typing his/her Student Number and password to check his/her ballot. However, changes can no longer be made once the ballot is confirmed.

5.8 The voter proceeds to the exit door of the precinct.

**NOTE:** In case a bonafide UPM student is not in the official list of voters, s/he will be allowed to vote manually.

#### **CANVASSING OF VOTES**

1. Immediately after the close of the voting precincts, the members of the UEB/CEB/FEB shall proceed to the counting of the manual votes cast, if any. Otherwise, a member of the UEB/CEC will proceed to the OSA to submit all the election paraphernalia and the Official Ballot Box.
2. Any question regarding the vote or ballot from any member of the UEB/CEB/FEB, or from any of the duly authorized poll watchers, or any bona fide UP Manila student shall be immediately decided by the UEB/CEB/FEB.
3. After the manual votes have been counted by the UEB/CEB/FEB, the results of the USC, CSCs and FA elections shall be embodied in the report certified by all the members of the UEB, CEB's and FEB containing the following:
  - a. names of the candidates;
  - b. number of votes received by each; and
  - c. any question that was raised together with the final decision reached by the UEB, CEB's and FEB.

The report on the manual votes will be forwarded to the OSA for inclusion in the results of the automated voting.

4. The final results, i.e. total of the automated and manual votes, of the USC, CSCs and FA elections shall be embodied in the report certified by all the members of the UEB, CEBs and FEB.

#### **PROCLAMATION OF THE WINNING CANDIDATES**

The UEB shall proclaim the candidates for USC positions upon completion of the tabulation of election returns. A copy of the list of the duly elected USC officers shall be forwarded to the UP Manila Chancellor. Copies of the same shall be posted in conspicuous places in UP Manila.

**ANY VIOLATION OF THE ABOVE ELECTION GUIDELINES MAY RESULT TO SUSPENSION OF THE CANDIDATE OR POLITICAL PARTY, OR DISQUALIFICATION OF THE CANDIDATE, AS MAY BE DECIDED BY THE UEB.**

# UNIVERSITY STUDENT COUNCIL CONSTITUTION



## Article I General Provisions

**Section 1.** This Constitution shall be known and hereby referred to as the “Constitution of the University Student Council Manila”.

**Section 2.** The Constitution shall govern the University Student Council and the various college student councils of UP Manila.

**Section 3.** For purposes of this Constitution unless the context indicates otherwise:

- a. “University” signifies the University of the Philippines Manila.
- b. “University of the Philippines Manila” refers to all colleges, degree granting units under the autonomous unit that offers at least a bachelor’s degree program.
- c. “University Student Council” (USC) means the duly constituted body over all colleges and distinguished from the college student councils.
- d. The “Council” refers to the University Student Council.
- e. “Chairperson, Vice-Chair, University Councilors and College Representatives” refer respectively to the officers and members of the University Student Council so designated.
- f. “Council members” refer to all members of the University Student Council general assembly as defined by this Constitution.
- g. “University Councilor” refers to any of the seven university councilors as distinguished from the college representative.
- h. “College Representatives” refer to the representatives of the constituents of the UP Manila colleges to the USC.
- i. “Permanent Vacancy” exists when the office of a council officer or member has been vacated because of sickness, resignation, impeachment or expulsion from the university.
- j. “Temporary Vacancy” exists when the office of a council officer or member has been vacated for reasons that leaves the possibility of his/her resuming his/her duties before the expiration of his/her term

## Article II Declaration of Principles and Objectives

**Section 1.** The University Student Council believes

- a. that education is a constitutional right and therefore equal opportunities and access to education be afforded to everyone,
- b. that education is a potent tool in enhancing nationalist consciousness and propagating the peoples’ interest,
- c. that education should enhance creative and critical thinking and the ability to make informed judgment, free of dogma and myths,
- d. that the University is an institution supported by the wealth of the Filipino people and that therefore, while it carries out its obligations to pursue and find abiding and universal principles, it must equally relate its activities to the need and aspirations of the Filipino people. And as such, UP Manila, being the health sciences center of the UP System, should produce future Filipino health workers responsive to the needs and aspirations of Filipino communities,

- e. that the Student Council in order to be genuine, must be responsive to the needs of the studentry and the People, and to this end should be representative, autonomous and democratic,
- f. that the struggle of the studentry is part and parcel of the mainstream struggles of the Filipino people and must therefore unite with them in the pursuit of a just, free and democratic society.

**Section 2.** The University Student Council shall at all times strive to:

- a. unify the ranks of the studentry and ensure the broadest coordination of the University and College Student Councils in UP Manila.
- b. defend and promote the rights and general welfare of the UP Manila studentry and the Filipino people
- c. serve as an active forum for students ideas and sentiments
- d. uphold and ensure genuine democratic participation and representation in all policy and decision-making bodies in the University
- e. uphold truly representative, autonomous and democratic student council
- f. uphold the ideals of the University that are geared towards ensuring a well-rounded intellectual, social, cultural and physical development of every student
- g. seek and engender educational changes for the full development of the human potential, respond to social realities, and promote academic freedom
- h. promote a nationalist and pro-people consciousness among the UPM studentry
- i. establish unity with other sectors of the University and the citizenry in the struggle for national freedom and democracy

### **Article III Bill of Rights of Students**

**Section 1.** Every student shall have the right to

- a. enjoy freedom of expression
- b. exercise freedom of religious worship and spiritual practice
- c. speedy processing of transcript of records and clearances and confidentiality of his/her academic records.

**Section 2.** Student shall individually or collectively be entitled to:

- a. have their grievances heard and speedily processed.
- b. organize and assemble for purposes not contrary to law regulations.
- c. present their views to appropriate bodies before any policy or decision affecting their rights, interests and welfare is adopted in dialogues, consultations and assemblies or by presentations of submissions

### **Article IV Composition of the University Student Council**

**Section 1.** The University Student Council shall be composed of a Chairperson, Vice Chair, seven University Councilors, all elected at large and one college representative for each of the degree granting units of UP Manila

**Section 2.** The members of the Council shall be elected every academic year in accordance with the rules promulgated by the University Electoral Board and provisions of the University Election Code

**Section 3.** Vacancy

- a. Any permanent vacancy in the office of the Chairperson shall be filled by the Vice-Chair that if the permanent vacancy occurs in the office of the Vice-Chair for any cause or by reason of his/her assumption to the office as Chair, the council shall elect among the University Councilors a new Vice-Chair.
- b. Should both the Chairperson and Vice-Chair of the council be temporarily incapacitated, the remaining members of the council shall elect from among the university councilors an acting Chair and an acting Vice-Chair both of whom shall relinquish their positions upon return of the permanent officers. In no case shall the council be dissolved or rendered inoperative.
- c. If the vacancy occurs in the office of a university councilor the candidate who obtained the next highest number of votes in the last general election of the student council shall take his/her place.
- d. A vacancy in the office of the college representative shall be filled in so far as practicable, in the manner provided above for the university councilor. Should this not be possible then the college council shall expeditiously select his/her replacement in consultation with the USC until the students have elected their student representative.
- e. When the vacancy is not permanent, the council may choose a replacement who shall discharge the duties of the council member until s/he returns

**Section 4.** Every candidate for membership in the USC must before the general election

- a. Have at least one semester residence in UP Manila;
- b. Be a bonafide student of UP Manila;
- c. Carry the normal load prescribed by his/her college;
- d. Not have been found guilty of any disciplinary case or any act involving moral turpitude in the University; and
- e. Must accomplish an Affidavit of Undertaking (for graduating students)\*

**Section 5.** Every council member shall hold office for one academic year or until his/her successor has been duly elected certified and assumed office, provided that councilors who fill vacant seats shall hold office for the remainder of the unexpired term

**Section 6.** The induction of the council members shall take place within a week after their proclamation by the University Electoral Board, the oath to be administered by the UP Manila Chancellor or his/her duly authorized representative.

**Section 7.** No council members shall hold office as editor in chief of a university publication or head any student organization in the University without forfeiting his/her seat in the council.

**Article VI**  
**Structure of the University Student Council**

**Section 1.** The University Student Council shall have a general assembly and an executive committee.

**Section 2.** The General Assembly

- a. The general assembly shall be the highest policy making body of the council and shall be composed of duly elected members of the University Student Council.
- b. It shall convene at least twice a month in case of extreme necessity; however, the Chairperson upon the request of at least one-fourth of the entire membership may convene the general assembly in special session.
- c. It shall have the following powers and responsibilities.
  1. Formulate, revise and approve policies and programs of action of the University Student Council,
  2. Elect from among themselves officers to the unfilled positions of the University Student Council unless otherwise stipulated in this Constitution,
  3. Review the decisions and policies of the executive committee, and
  4. Review, amend or revise this Constitution

**Section 3.** The Executive Committee

- a. The executive committee shall be composed of the Chairperson, Vice Chair, Secretary, Treasurer, Business Manager, Public Information Officer and all heads of committees of the council.
- b. The Executive Committee shall.
  1. Coordinate and operationalize the program of action set by the general assembly and the executive committee, and
  2. Formulate policies, adopt resolutions and decisions for the University Student Council in between sessions of the general assembly

**Section 4.** The Officers

- a. The Chairperson and Vice-Chair shall be the officers of the University Student Council elected at large by the studentry.
- b. The Secretary, treasurer, business manager and public information officer shall be the officers elected from among the University Councilors.

## **Article VII Quorum**

Unless otherwise provided in this Constitution, a simple majority of the voting members shall constitute a quorum for the transaction of business by the general members present and voting at a meeting at which there lies a quorum shall be valid as an act of the entire body.

## **Article VIII Powers and Duties of the Officers**

**Section 1.** The Chairperson shall be the chief executive officer of the council. It shall be his/her duty to

- a. Sign all resolutions, communications and papers of the council,
- b. Preside over all meetings of the council provided that in case s/he desires to take part in the debate or discussion s/he may name the Vice-Chair or in the absence of the latter any member of the council to take his/her chair,
- c. Appoint the executive committee heads at the beginning of the term or revamp the committee as necessary and present it to the general assembly for approval,
- d. Create ad hoc committees and appoint the coordinator and members thereof, whenever the need arises,
- e. Represent the council in his/her official capacity as Chair on occasions and event where the students need representation,
- f. Head the executive committee, and
- g. Perform such duties and performance of the functions of his/her office

**Section 2.** The Vice-Chairperson shall

- a. Assist the Chair all matters where his/her assistance is required,
- b. Take over the function of the Chair, whenever his/her office is vacant by reason of his/her death, resignation, removal suspension, illness, absence, or physical or mental incapacity or his/her failure to qualify for office.
- c. Convene the League of College Councils

**Section 3.** It shall be the duty of the Secretary to

- a. Keep a journal of the proceedings of the meetings of the council,
- b. Keep all papers and correspondence of the council,
- c. Certify all official acts of the council, and
- d. Perform such other duties as the council or Chair may assign to him/her.

**Section 4.** The Treasurer shall

- a. Act as the custodian of and deposit in the bank the funds of the council,
- b. Keep a record of the funds of the council,
- c. Disburse the same in accordance with an appropriation of the council, and
- d. Submit a financial report at the end of each semester to the council which shall be published by the University publication

**Section 5.** The Business Manger shall

- a. Keep an inventory and take charge of all council properties,
- b. Supervise all business and fund-raising activities of the council,
- c. Take charge of the collection and accounting of the Student Welfare Fund every registration including summer period, and
- d. Perform such other duties as the council may assign to him/her

**Section 6.** The Public Information Officer shall

- a. Release news items regarding council activities to the media;
- b. Promote good relations with the press and public;



- c. Answer inquiries about the council and its activities; and,
- d. Perform such other duties as the council may assign to him/her

## **Article IX Impeachment**

**Section 1.** The general assembly may remove or suspend any of its members on any of the following grounds:

- a. Willful violation of this Constitution
- b. Gross neglect of duty
- c. Any form of misconduct which undermines the integrity of the University Student Council

**Section 2.** Upon the resolution of at least one-fourth of the members of the general assembly a motion of impeachment shall be undertaken against on or more of its members.

**Section 3.** Member or members for which charges for impeachment have been directed shall be furnished a copy of the allegations not later than ten days before the given opportunity to present his/her defense in writing before the meeting shall be allowed to address the general assembly during the meeting.

**Section 4.** Council member shall be considered impeached upon a two third vote of the general assembly.

## **Article X Suspension**

**Section 1.** As an alternative to impeachment, council members may be suspended when

- a. They have been found guilty by the general assembly of any of the above delinquencies in Article IX,
- b. A two-thirds vote of the council members present in the general assembly meeting approved the suspension upon hearing their defense, and
- c. The members to be suspended were informed through a written notice of the proceedings not later than five (5) days before the meeting is called for that purpose.

**Section 2.** The general assembly shall decide the period for which the council member shall be suspended provided it shall not exceed thirty (30) days

**Section 3.** Suspended council members shall not be allowed to participate in deliberations, vote and exercise their duties and power as a council members.

**Section 4.** Suspended members shall have their names stricken from the roll of the University Student Council during each period of their suspension and therefore will not be included in any quorum

**Section 5.** Suspended council members may be allowed to attend meetings and address the body provided a majority of the council members present are in agreement.

## **Article XI Funds of the Council**

**Section 1.** The General Fund of the Council shall consist of the Student Welfare Fund collected from every student by the duly authorized representative of the University Student Council every registration including summer period and shall be deposited in a bank with the Chairperson or the Vice-Chairperson and/or treasurer as signatories

- (a) The Student Welfare Fund will be appropriated as follows: 40% for the University Student Council and 60% for the local student council fund
- (b) The USC shall be responsible for the appropriations of local council funds upon the request of the local student council
- (c) The amount to be collected shall be defined in the USC By-laws

**Section 2.** The University Student Council shall formulate and adopt a budget which shall embody a work plan or program with estimated expenditures for the incoming year

**Section 3.** No disbursement of funds of the council shall occur except in the pursuance of an appropriation authorized by the council

**Section 4.** The balance of the council funds shall be returned as the funds for the next succeeding term

**Section 5.** The USC shall publish a financial statement at the end of the term

## **Article XII Amendments**

**Section 1.** Any amendment to or revision of, this Constitution may be proposed by the University Student Council after an affirmative vote of at least two-thirds of the general assembly.

**Section 2.** The proposed amendment must be presented in writing at the previous meeting of the council or not later than ten days before holding of the meeting to decide upon it.

**Section 3.** Any amendment shall be valid only after it has been approved and ratified by the University Student Body in a referendum following its publication and proper dissemination.