



ASSOCIATION OF GOVERNMENT ACCOUNTANTS OF THE PHILIPPINES, (AGAP), INC.

c/o Department of Budget and Management, Malacañang, Manila

Election Guidelines, Rules & Regulations CY2023-2024

The Articles of Incorporation and By-Laws of the Association of Government Accountants of the Philippines (AGAP), Inc., were duly approved by the Securities and Exchange Commission on April 22, 2015 with Registration No.: CN201507583. These rules shall be liberally construed in order to promote the effective and efficient implementation of the objectives of ensuring the holding of free, orderly, honest, peaceful and credible elections.

Rule I Board of Trustees

Section 1. Board of Trustees – Pursuant to the Article VI of the Articles of Incorporation, there shall be fifteen (15) Board of Trustees (BoT) to be elected by the members of the AGAP. The members of the BoT shall come from the National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned and/or Controlled Corporations (GOCCs) and Constitutional Commissions. The Commission on Audit (COA) and Department of Budget and Management (DBM), as oversight agencies, are entitled to two (2) seats each in the members of the Board and all the other agencies are entitled to one (1) seat only.

Section 2. Qualifications – The candidate for election to the BoT must be a member of good standing, as defined in the Rules on Membership, for at least one year before the election and has not committed any offense mentioned in Section 3 hereof.

Section 3. Disqualification – No member convicted by final judgment of an offense punishable by imprisonment for a period exceeding six (6) months, or a violation of the Corporation Code, committed within five (5) years prior to the date of election, shall qualify as a Trustee of the AGAP.

Section 4. Term – The members of the BoT shall serve for a period of two (2) years and until their successors are duly elected and qualified.

Section 5. Vacancies – Vacancies in the Board caused by death, resignation or for any other reason except by removal or expiration of term may be filled by at least a majority of the remaining Trustees, if still constituting a quorum, otherwise said vacancies shall be filled by the existing BoT in a regular or special meeting called for the purpose. The elected Trustee shall hold office for the unexpired portion of the term and until his/her successor shall have been elected and qualified.

Rule II
Membership

Section 6. Rights of Members – A member shall have the following rights:

- a. To be eligible to any elective or appointive office of AGAP, subject to the provision of Section 2, Rule I of this Rules and Regulations;
- b. To participate and vote in all deliberations/meetings of AGAP; and
- c. To take part in the activities and/or undertakings of AGAP.

Rule III
Specific Rule of Elections

Section 7. Committee on Election - There shall be a Committee on Election (ComElec) created consisting of four (4) members: a Chairperson and three (3) members. The Committee members shall come from the outgoing Officers of the AGAP. The ComElec shall have the following functions:

- a. Prepare the election guidelines, rules and regulations;
- b. Conduct an orderly and peaceful election.
- c. Ensure that the following are performed:
 - c.1 Prepare the Notice of Elections;
 - c.2 Manage the filing and screening of eligible nominees/candidates for Board of Trustees;
 - c.3 Prepare election materials such as nomination/candidacy forms, ballots, etc.
 - c.4 Document the voting process/es;
 - c.5 Canvass votes and proclaim the duly elected BoT;
 - c.6 Communicate all management decisions related to elections; and
 - c.7 Turn-over the documents of the elections to the AGAP’s Secretary for proper custodian.

Section 8. Schedule of Elections - The ComElec shall schedule the elections of the members of the BoT every two (2) years, which may be conducted in the regular convention of AGAP or on a special date as may be determined by the BoT.

Section 9. Filing of Certificate of Candidacy - Qualified candidate as specified under Section 2, Rule I of this Rules and Regulations shall file a Certificate of Candidacy on a specified time and date set by the ComElec. Interested candidates or nominees for election should seek the approval of the head of agency to ensure commitment, and attendance in all the activities of AGAP once elected. The Advisory for the purpose shall be communicated through the AGAP’s website or through any other means of communication.

Section 10. Screening and Approval of Qualified Candidates – The members of the ComElec shall assess the Certificates of Candidacy received based on the qualifications set in this Rules and Regulations and consequently approve the same, if warranted. Any candidate who does not possess the qualifications set forth herewith shall be disqualified from continuing as a candidate. The disqualified candidate may

file a petition for disqualification to the ComElec any day before but not later than the date of proclamation.

Section 11. Posting of Qualified Candidates – The list of qualified candidates shall be posted in the AGAP’s website or at the place of convention where the elections shall be conducted at least one day before the election day.

Section 12. Campaign Period – Unless otherwise fixed in special cases by the ComElec, the election period shall commence one (1) day before the day of election.

Section 13. Official Ballots – The ComElec shall design the appropriate official ballots to be used in the election of the BoT. The following actions, but not limited herein, shall be undertaken:

- a. The official ballots shall be electronically pre-numbered, if applicable;
- b. Official ballots shall only be issued electronically during the election day at a time and designated place as identified by the ComElec;
- c. Official ballots shall be issued to qualified voters as specified in Sections 2 and 3 of this Rule;
- d. Proxies are not allowed; and
- e. Only one official ballot may be issued to each qualified voter.

Section 14. Voter’s Qualification – Every qualified member has the right to vote. To qualify, the member must be in good standing for at least one (1) year before the election and present during the date of election, physically or virtually.

Section 15. Casting of Votes – The qualified voter shall vote for not more than fifteen (15) BoT from among the declared qualified candidates and may cast the vote by using the electronic mean or online voting system that the ComElec of AGAP may develop and establish. The qualified voter may only access the electronic mean or online voting system on election day and the ComElec shall provide the instruction on the use of the system. For purposes of the election, the online voting system shall serve as the repository of the votes cast and be considered as the official ballot box and the page in the system where the names of qualified candidates appear shall be considered as the official ballot.

Section 16. Counting of Votes - The counting of votes shall be made automatically by the online voting system and under the supervision of the ComElec. As soon as the votes are counted and tabulated, the ComElec shall submit to the incumbent President and Secretary of the BoT the official result containing the number of votes garnered by each of the official candidates. Counting of the votes shall commence after the closing of the voting.

Section 17. Proclamation of Duly Elected BoT - Upon the completion of the canvass/counting of the votes by the ComElec, the candidates obtaining the highest number of votes shall be declared elected; but in case of tie in the 15th slot, a toss coin lot shall be made. Winners of the Election will be proclaimed in the joint meeting or during the convention with the presence of the outgoing and newly elected Board of Trustees on the date and place to be designated by the BoT.

