



# Philippine Hospital Association

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## ELECTION RULES OF THE PHILIPPINE HOSPITAL ASSOCIATION (For Nov. 16, 2017 Election)

### ARTICLE I GENERAL PROVISIONS

#### *Section 1. Title.*

These rules and regulations shall be known as the Election Rules of the Philippine Hospital Association."

#### *Section 2 .Applicability.*

These rules shall govern the elections of the members of the Board of Directors and Officers of the Philippine Hospital Association (PHA).

#### *Section 3. Composition of the Committee on Nominations and Elections (COMELEC).*

The COMELEC shall be composed of at least FIVE (5) members but shall not exceed NINE (9). Members are appointed by the Board of Directors. No member of the Board shall sit in the COMELEC.

#### *Section 4. Powers and Functions of the COMELEC.*

The COMELEC, an autonomous body with full power and authority to supervise and control the election of PHA directors and officers, shall have the following powers:

- a) Screen and decide on questions of membership, qualifications of candidates and voters and the validity of votes cast.
- b) Recommend to the PHA Board Rules and Regulations regarding the nominations and conduct elections of the directors and officers at least FOUR (4) MONTHS before the PHA Annual Convention. Immediately upon approval of the Board, such rules and regulations shall be sent to all members of PHA at least THREE (3) MONTHS before the date of elections. Failure to make recommendations within the allotted time shall automatically make previous ELECTION RULES to be adopted.
- c) Conduct the election of Board of Directors and Officers.
- d) Conduct Referendum.
- e) Decide election protest/s.
- f) Search and recommend to the Board a Service Provider for computerized election
- g) Perform such other acts that shall ensure honest, efficient and transparent conduct of the electoral exercise of the association.

#### *Section 5 Voting Rights.*

Only regular members in good standing, through authorized representative, are eligible to vote or be voted upon during the Annual National PHA ELECTIONS. Each regular member in good standing shall be entitled to ONE (1) VOTE.

### ARTICLE II ELECTION OF BOARD OF DIRECTORS

#### *Section 1 Schedule of Elections.*

The election of the PHA Board of Directors shall be held during the Regular Annual Convention/Meeting of the PHA General membership during the 3<sup>rd</sup> week of November at such date, place and time as may be determined by the Board of Directors as provided in the By-Laws. The elections for the year 2017 shall be on **November 16, 2017**.

#### *Section 2 Composition of the Board.*

There shall be ELEVEN (11) MEMBERS of the Board of Directors to be elected annually by the members.

#### *Section 3 Regional Allocation.*

In order to provide adequate regional representation and afford equal opportunities for both government and private sectors to jointly and actively manage the affairs of the PHA, the membership in the Board of Directors will be by regional representation to be distributed as follows:

SEVEN(7) hospitals from Luzon, which include all hospitals under Health Regions CAR, I through V and NCR/MM; TWO (2) hospitals from Visayas, which include all hospitals under Health Regions VI through VIII;

TWO (2) hospitals from Mindanao, which include all hospitals under Health Regions ARMM, CARAGA, IX through XII.

On the basis of the foregoing regional allocation, the directors to be elected from the government and private sectors shall be as follows:

	<u>PRIVATE</u>	<u>GOVERNMENT</u>
LUZON	FOUR (4)	THREE (3)
VISAYAS	ONE (1)	ONE (1)
MINDANAO	ONE (1)	ONE (1)

### ARTICLE III NOMINEES AND NOMINATIONS

#### *Section 1 .Eligibility of Nominees.*

I.I A nominee shall be considered eligible for nomination if he/she possesses the following qualifications:  
Duly Appointed Representative of a Regular Member.

Pursuant to Section 2 (a), Chapter 1 of the amended by laws of PHA, a Regular Membership is "granted to Hospitals duly licensed by the Bureau of Health Facilities and services of the Department of Health, and whose application, upon favorable endorsement by their respective council or chapter, is approved by the Board. The Board may impose such further requirement/s as it may deem proper and necessary. They have the right to vote and be voted upon. Regular membership is by institution which shall be represented by the following:

- 1.1a. Chairman of the Board
- 1.1b. Medical Director
- 1.1c. Administrator
- 1.1d. Chief of Hospital
- 1.1e. Chief of Clinic

#### *Section 2. Manner of Nomination.*

Nomination Forms and copies of Election Rules shall be **made available** to the members starting **July 1, 2017**.

Candidates for the Board of Directors shall be nominated in writing, **utilizing PHA Form 01**, which shall be submitted to and received by the Chairman of the COMELEC c/o Secretariat Office of the Philippine Hospital Association, # 14 Kamias Road, Quezon City, on or before 5:00 PM of **August 26, 2017**.

Nomination shall be done by an authorized representative of another member hospital of good standing. No self-nomination of member hospital is allowed.

#### *Section 3. Evaluation of nomination.*

The COMELEC shall immediately meet and evaluate the nominations after 5:00 PM of **August 26, 2017**

#### *Section 4. Notice of Nomination.*

The PHA COMELEC shall conduct screening, evaluation, validation of qualifications of the nominees and inform concerned by the most expeditious means either by telephone calls or text messages or emails or faxes but the official notice shall be sent in writing by special courier not later than **September 10, 2017**.

A list of requirements shall also be provided.

#### *Section 5. Acceptance of Nomination.*

In order to be proclaimed as Official Candidate, each nominee must signify their acceptance thereof in writing to the COMELEC in the same address as above stated, not later than 5:00pm of **October 10, 2017**.

*Section 6. Requirements from a Nominee:*

Together with the acceptance of Nomination, a nominee shall also be required to submit to COMELEC the following:

- a) Curriculum vitae with recent colored picture 2" x 2" in size.
- b) Proof of Designation as Authorized Representative of a member Hospital indicating there in his position/ function in the hospital in pursuance to Section 2a, Chapter 1 of the Amended By laws of PHA. Appropriate certification shall be issued by the following:
  - i. Government Hospitals: Appropriate appointing authority from the local Government or Legislative board or the Secretary of the Department of Health, as the case maybe, or any legal authority with direct supervision and control over the position.
  - ii. Corporations: Corporate Secretary's Certificate indicating therein the particulars of the minutes and the Board Resolution. Also acceptable as proof of Designation is an appointment from Chairman of the Board, President or CEO.
  - iii. Private, Single Proprietorship: Letter of affirmation as the Hospital Owner and representative or certificate from the hospital owner or ascendant authority.
- c) Certificate of Good Standing from the PHA secretariat.
- d) Disclosure of Plans and Program for PHA in the event of successful election to the PHA Board. This is an optional requirement that may be used for publication of Voters Information materials.

*Section 7. Official Candidates List.*

After evaluation of the qualifications of the nominee, COMELEC shall prepare the official list of Candidates to be voted upon at the regular annual meeting of the PHA membership. The official list shall be **made available** to the general membership **starting October 14, 2017**. Campaign period can start immediately.

*Section 8. Withdrawal of candidate.*

Any candidate may withdraw his/her candidacy anytime before the election. The withdrawal shall be in writing and duly notarized. Should it be impossible to delete name from the official list due to time constraint, all votes for the said candidate shall be declared null and void

*Section 9. Special provisions for Nomination during unusual events.*

In the event that there is no nominee or vacant position, the newly elected Board can decide.

**ARTICLE IV  
DISQUALIFICATION OF A CANDIDATE**

*Section 1. Transfer of region*

A *bona-fide* candidate for a particular region shall be automatically disqualified if such candidate transfers to another region, or loses qualification to be an authorized representative as defined under section 2 (a) and section 7 of Chapter 1 of the Amended PHA By laws

*Section 2. Insanity and incompetence.*

To protect the integrity of the association, any candidate who is insane or incompetent in the discretion of the COMELEC after a consultation made with a competent authority shall be disqualified to be a candidate and to hold office as director or officer of PHA.

*Section 3. Expiration of term of office of an officer.*

Pursuant to section 6, Chapter 111 of the amended by laws of PHA, "The term of office of the officers and the Board of Directors is one (1) year or until their successors have been elected, proclaimed and qualified PROVIDED THAT no officer shall serve in the same position for more than two (2) consecutive years. He is, however, again eligible for the same position after the lapse of the year immediately following his or her last term. PROVIDED FINALLY THAT, any Board or Officer who has already served for the highest position for a cumulative number of six (6) years shall no longer be available to be elected to the Board"

*Section 4. Termination, separation or retirement from member institution.*

Any Nominee or Candidate, who is terminated, separated or has retired from his/her represented institution is automatically disqualified. In the same manner, a candidate who shall not be able to complete his term of office for reason of an expected retirement shall be disqualified,

*SECTION 5. Censure, Removal and Expulsion as Officer and member of the Board of Director.*

Any officer or Board of Director of the association, who was removed, censured or expelled from his or her position, as provided for in Chapter III Section 8 of the amended by-laws of PHA, may be disqualified as a nominee or candidate for re-election based on the penalty meted by the Board. In the same manner, any member of the Association penalized by the Board maybe disqualified as a candidate.

**ARTICLE V  
REGISTRATION OF VOTERS**

*Section 1. Registration.*

All duly authorized representative of regular members under Section 2 (a) Chapter 1 of amended PHA By-Laws shall register at designated registration tables. Upon registration, the voters shall be issued a PIN code

*Section 2. Change of duly authorized representative.*

For purposes of voting, in case of change of the duly authorized representative of the regular member as recorded in the PHA Roster, a corresponding written authority or Board resolution must be submitted to and recorded by the COMELEC up to the date of election.

**ARTICLE VI  
VOTING**

*Section 1. Election date and time.*

Election shall be held on the second day of the PHA Annual National Convention which falls on **November 16, 2017**. It shall start at 8:00 o'clock in the morning and ends at exactly 4:00 o'clock in the afternoon of the same day.

*Section 2. Authorized Voter.*

Only regular members in good standing, through Authorized Representative, are eligible to vote during the Annual National PHA ELECTIONS. Each regular member in good standing shall be entitled to ONE (1) VOTE. . Proxy vote is not allowed. An authorized substitute representative maybe allowed to vote after proper verification and approved by the COMELEC.

*Section 3. Manner of Voting.*

Manner of voting shall be "Computer Assisted". The votes are made secret in a reasonably isolated area where deputized and trained COMELEC personnel are present to assist.

*Section 4. Counting of votes.*

The counting of votes shall be "Computer automated". The computer automation software shall be developed by a reputable organization recommended by COMELEC and authorized by the PHA Board. The chosen computer company (**UNITED LABORATORIES, INC.**) shall also provide technical assistance to the COMELEC during the election.

*Section 5. Back up Procedure.*

In the unforeseen event where computer assisted election becomes impossible, Manual election shall commence.

*Section 6. Rules for the appreciation of ballots in a Manual Election*

- a) In the event the name/s of the candidates is written at space other than the space provided for which a candidate is nominated (i.e., it is placed in the Luzon side instead of Visayas or Mindanao and vice-versa), the vote/s shall be considered stray and will not be counted.
- b) Where TWO (2) or more candidates running for the same position have the same surname, and only the surname is written on the ballot, the vote shall be counted in favor of the incumbent member. If none or both of the candidates are incumbent members of the Board of Directors, the vote shall not be counted in favor of either.
- c) A ballot containing the candidate's names of LESS than ELEVEN (11) candidates shall be NULL and VOID.

- d) A ballot containing candidate's name of MORE than ELEVEN (11) candidates shall be NULL and VOID.
- e) All ballot containing a candidate's name written more than once shall **not** be VALID, except that the vote for the particular candidate whose name appears more than once shall be counted only as ONE (1) VOTE.
- f) A ballot which includes the name/s of person/s who is/are not a candidate to the election shall not render the entire ballot as INVALID, however, that particular vote for a non-candidate shall not be counted.
- g) A ballot where a candidate's name is misplaced ( i.e. a government hospital\_candidate is placed in a private hospital column) shall not render the whole ballot as INVALID. The vote is rectified and counted where it should have been written.
- h) A ballot where a candidate's name is misplaced (i.e. private hospital candidate is placed in a government hospital column) shall not render the whole ballot as INVALID. The vote is rectified and counted where it should have been written.

**ARTICLE VII  
CANVASS AND PROCLAMATION**

*Section 1. Canvassing –*

**After 4:00 P.M. of NOVEMBER 16, 2017** the casting of votes shall be deemed concluded and the ballots shall be immediately canvassed by computer automated process. The COMELEC, who shall also serve as the Board of Canvassers, shall determine the validity and correctness of results. If valid, the COMELEC shall certify the candidates elected, indicating there on the number of votes garnered from the highest to the lowest. The tally sheet shall be authenticated by the COMELEC with their signatures. The candidates who garnered the highest number of votes in accordance with the regional allocation distribution as provided in Section 3 of Article II shall be declared elected and proclaimed by the COMELEC.

A printout shall be authenticated and certified by the members of COMELEC by affixing their signatures. A certified copy is posted in a conspicuous and accessible place by all delegates to the convention.

**Section 2. Breaking of Ties.**

Ties shall be decided by drawing of lots.

**ARTICLE VIII  
ELECTION OF OFFICERS**

*Section 1. Officers of PHA.*

Immediately following the election of the members of the Board of the regular annual meeting, the newly elected members of the Board shall elect from among themselves the following:

- a) PRESIDENT,
- b) Three (3) VICE PRESIDENTS, one (1) each from Luzon, Visayas, and Mindanao-Sulu,
- c) SECRETARY,
- d) TREASURER,
- e) PRESS RELATIONS OFFICER.

*Section 2. Manner of election of officers:*

Nomination is by viva voce. Voting shall be done by secret balloting.

*Section 3. Proclamation of officers.*

The Comelec shall immediately proclaim the elected officers. Result of the election of Officers shall likewise be posted in a conspicuous place where all the delegates may see.

*Section 4. The Oath of Office.*

*Section 1. Failure to Assume Office.*

The Office of any Board of Director and Officer elected who fails or refuses to take his Oath Office within THIRTY (30) DAYS from the proclamation shall be DECLARED VACANT, unless said failure is for a cause or causes beyond his control. The PHA Board shall determine whom it shall elect from among themselves as substitute officer to the office vacated. In the event that the vacancy is that of a member of the Board of Directors, the candidate who garnered the next highest

The Oath of office of elected officers and members of the PHA Board of Directors shall be administered before the adjournment of the regular Annual Convention.

**ARTICLE IX  
ELECTION CONTEST**

*Section 1. Rules and Procedures of Election Contest.*

In the event of election contest, the following rules of procedure shall govern:

- a) The COMELEC shall receive complaints regarding the elections within 24 hours of a regular working day. Only **notarized** complaint or charges submitted under oath shall be accepted and investigated by the COMELEC
- b) After its investigation, the COMELEC shall render decision within a reasonable period of time.
- c) The COMELEC may admonish or reprimand a candidate, cancel one's candidacy or annul the results of the election for any candidate after the investigations and verification of any violations of COMELEC rules and regulations.

*Section 2. Decision of the COMELEC is FINAL, EXECUTORY AND UNAPPEALABLE.*

**ARTICLE X  
CAMPAIGN PRACTICES**

*Section 1. - Prohibited Electioneering Practices*

The following Election & Campaign Practices are STRICTLY prohibited:

- a) Campaigning outside the campaign period. The campaign period starts as soon as the official list of candidates shall have been circulated by the PHA COMELEC.
- b) Defamatory or derogatory statements against any candidate made orally or thru any mode of communication.
- c) Offering to pay or actually paying transportation, food and hotel expenses of a voter before and during the election.
- d) Conducting campaign activities outside the COMELEC Designated Areas during the Convention Days and the Election Day. The Designated Areas shall be provided for, by the COMELEC, and only within the Designated Areas, must campaign activities be conducted.
- e) Practices that creates undue noise, disturbance or discomfort to delegates of the Convention.

**Section 2. ALLOWED CAMPAIGN PRACTICES:** Listed below are allowed campaign practices:

Obtain list of hospital members, their addresses, phone numbers, and e-mail addresses from the PHA Secretariat.

- a) Send letters of solicitation of votes
- b) Call voters by phone
- c) Send text or e-mail messages
- d) Produce and distribute flyers and other campaign materials
- e) Use designated areas in the convention site to approach voters and distribute flyers.

A candidate and supporters may use a name tag on a distinctive apparel to identify himself, the position he is seeking, his group and sectoral representation and party affiliation if any.

Other practices that may be permitted by COMELEC after a formal request has been made and granted.

**ARTICLE XI  
VACANCIES**

vote from the same regional and sectoral groupings shall assume the vacant position of Board of Director.


**ARTICLE XII  
SANCTIONS**

*Section 1. Sanctions.* The COMELEC is authorized to impose such necessary sanction for violation of any of the foregoing prohibitions, including disqualification of candidates.

**THE COMMITTEE ON NOMINATIONS AND ELECTION (COMELEC)**



**Dr. Emmanuel F. Acluba**  
Chairman



**Dr. Jeremias M. Gonzales**  
Vice Chairman




**Dr. Jose Rene D. De Grano**  
Member

**Atty. Jhihann C. Hairun- Natividad**  
Member

**Sister Normita L. Guevara, MHA**  
Member



**Dr. Ephifania Simbul**  
Member



**Sr. Adelina B. Javellana, SPC**  
Member



**Dr. Prudencio Z. Sta. Lucia Jr.**  
Member



**Dr. Bernardino Vicente**  
Member