

PAWD COMMITTEE ON ELECTIONS

CIRCULAR NO. 01, S. 2009

**TO : THE MEMBERS OF THE BOARD OF DIRECTORS
& ALL GENERAL MANAGERS**

FROM : PAWD COMMITTEE ON ELECTIONS (PAWD COMELEC)

**SUBJECT : GUIDELINES IN THE CONDUCT OF THE 2010 ELECTIONS FOR THE
BOARD OF GOVERNORS AND EXECUTIVE COUNCIL OF THE
PHILIPPINE ASSOCIATION OF WATER DISTRICTS, INC.**

DATE : 14 DECEMBER 2009

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I. DATE, TIME AND PLACE OF ELECTION

In accordance with Sec. 2, Art. III of the Amended By-Laws of the PAWD, the election shall be held on February 18, 2010 starting from 8:00 a.m. until 4:00 p.m. at the Opal Room of the Crowne Plaza Galleria, Ortigas Center, Quezon City.

II. WHO ARE ENTITLED TO VOTE AND BE VOTED UPON

A. REGIONAL CHAPTER REPRESENTATIVE TO THE BOARD OF GOVERNORS

All attending Regional Chapter Chairmen or representative duly designated as such through a chapter resolution, by each of the fifteen (15) Regional Associations of water districts formed and existing under the amended By-Laws of PAWD, shall be entitled to vote and be voted upon in the election of the Chairman and Vice Chairman of the Board of Governors.

The Chapter Resolution designating such Chairman or representative must be received by the PAWD Comelec through the PAWD Office on or before 6:00 p.m. of February 17, 2010.

In case there is no regional association in any one or more of the fifteen (15) regions entitled for representation in the Board of Governors, all Chairmen of the Boards of Directors of the water districts in such region(s) present during the elections and in good standing, shall convene and elect from among themselves, the region's representative to and in the Board of Governors. The PAWD Comelec shall supervise said election, and the electee(s) shall be declared as members of the Board of Governors.

The immediate past chairman (2008-2009) Chairman of the Board of the Board of Governors and the incumbent President (2008-2009) shall likewise be declared as members of the same board as provided for under Section 1, Art. IV of the amended By-Laws.

B. EXECUTIVE COUNCIL OF OFFICERS

All General Managers of water districts who are present and registered participants of the PAWD 2010 Convention and are in good standing as of 6:00 p.m. of February 17, 2010 shall be entitled to vote in the election of officers of the Executive Council.

In cases where a water district has no incumbent or duly appointed general manager at the time of elections, the Officer-In-Charge, Acting General Manager or Interim General Manager of such district shall be allowed to cast the vote but only upon presentation of a Board Resolution evidencing his/her appointment or designation as Officer-In-Charge, Acting General Manager or Interim General Manager of such district. A copy of such Board Resolution must likewise be presented or sent by fax to the PAWD Comelec through the PAWD Office on or before 6:00 p.m. of February 17, 2010.

“In good standing” means that the water district has paid all its dues and other accountabilities with PAWD. The treasurer shall issue a certificate evidencing such status. In the event that payment has been made but is still in transit or is not yet received by PAWD as of 6:00 p.m. of February 17, 2010, the Water District should present proof of payment (copy of the check/money order/deposit slip) drawn in favor of PAWD.

C. PROXY VOTING

Proxy voting shall not be allowed.

III. REQUIREMENTS FOR CANDIDATES FOR PAWD PRESIDENT AND EXECUTIVE VICE PRESIDENT

A. Certificate of Candidacy and Board Resolution

A candidate for the PAWD President and Executive Vice President shall file his/her certificate of candidacy with the PAWD Comelec c/o PAWD Office, 2nd Floor, LWUA Building, Katipunan Road, Balara, Quezon City. The certificate must be received (by mail, fax or hand carried) on or before **January 29, 2010** attached thereto a Resolution of the Board of Directors endorsing his/her candidacy and authorizing him/her to run for any elective position in the PAWD and to serve in the PAWD Executive Council if elected.

B. List of nominees for appointive executive council positions

A presidential candidate must likewise submit a list of his/her nominees to the positions of VP for Luzon, Visayas and Mindanao, Secretary, Treasurer, Auditor, Press Relations Officer, Government Relations Officer and the three Sergeants-At-Arms: one each from Luzon, Visayas and Mindanao on or before 6:00 p.m. of February 17, 2010.

IV. REQUIREMENTS FOR NOMINEES TO APPOINTIVE EXECUTIVE COUNCIL POSITIONS

All nominees to appointive executive council positions must submit a Certificate of Willingness to Serve and a Board Resolution authorizing them to serve the PAWD Executive Council on or before 6:00 p.m. of February 17, 2010.

V. LIST OF QUALIFIED CANDIDATES AND NOMINEES

The list of qualified candidates and nominees shall be released by the PAWD Comelec on or before February 17, 2010 at 12:00 noon.

VI. CONDUCT OF ELECTION

The conduct of election shall be held as follows:

A. Executive Council

February 18, 2010
8:00 a.m.-4:00 p.m.
Opal Room

1. Pursuant to Sec. 5, Art. VI of the PAWD By-Laws, the President and the Executive Vice President shall be elected through secret balloting. Each candidate shall be given 15 minutes to speak on the evening of February 17, 2010.
2. Casting of votes shall be until 4:00 p.m. only. Those who are already inside the Opal Room before closing time shall be allowed to vote.

B. Board of Governors

February 18, 2010
2:00 p.m., place to be designated by the PAWD Comelec and to be announced during the convention

VII. CANVASS OF VOTES

- A. Immediately after the last ballot has been dropped in the box provided for the purpose, the PAWD Comelec shall canvass the votes cast and proclaim the winning candidate(s) within the shortest possible and reasonable time.
- B. Any candidate may, by himself, or a representative duly authorized for the purpose, watch the issuance of official ballots in the casting and canvassing of votes.
- C. The qualified nominees for VP for Luzon, Visayas and Mindanao, Secretary, Treasurer, Auditor, Press Relations Officer, Government Relations Officer and

three Sergeants-At-Arms: one each for Luzon, Visayas and Mindanao of the elected President shall be declared as members of the Executive Council.

- D. The Immediate Past President (2008-2009), the Regional Chapter Presidents, including the President of the Luzon Association of Water Districts (LAWD), Visayas Association of Water Districts (VAWD) and the Mindanao Association of Water Districts (MAWD) shall likewise be declared as members of the Executive Council in accordance with Sec. 1, Art. V of the amended By-Laws.

VIII. PROTESTS

- A. Challenges against voter and candidate's qualifications may only be entertained before the ballots are cast, and shall be decided upon by the PAWD Comelec.
- B. Protests of any nature must be filed with the PAWD Comelec immediately after proclamation of the concerned winning candidate(s) and shall be decided upon by the PAWD Comelec before induction of the new set of the Board of Governors and Executive Council.
- C. The decision of the PAWD Comelec shall be final and unappealable.

THE PAWD COMELEC

(Sgd.) LINDLEY C. SANTILLAN
Chairman

(Sgd.) ANTONIO M. ORTEGA
Member

(Sgd.) JOSE D. TABUGA, JR.
Member