

**GUIDELINES ON VOTING, COUNTING OF VOTES AND
DECLARATION OF WINNERS FOR THE ELECTION OF THE
BOARD OF TRUSTEES OF THE FILIPINO SOCIETY OF
COMPOSERS, AUTHORS AND PUBLISHERS, INC.
FOR 2018-2020**

WHEREAS, pursuant to Section 9, Article VI of the Amended By-Laws of the Filipino Society of Composers, Authors and Publishers, Inc. (“FILSCAP”), the Elections Committee has promulgated the Rules and Procedure for the Election of the Board of Trustees of the Filipino Society for Composers, Authors and Publishers, Inc. for 2018-2020 on 19 February 2018 (“Election Rules and Procedure”);

WHEREAS, pursuant to Article C of the Election Rules and Procedure, the Elections Committee will issue the guidelines on voting before the release of the Official List of Candidates on 11 April 2018;

NOW THEREFORE, pursuant to the power vested in it by the Amended By-Laws and in connection with Article C of the Election Rules and Procedure, the Elections Committee RESOLVED, as it hereby RESOLVES, to promulgate these Guidelines on Voting, Counting of Votes and Declaration of Winners for the Election of the Board of Trustees of the Filipino Society of Composers, Authors and Publishers, Inc. for 2018-2020.

**A. Members eligible to vote for the members of
FILSCAP’s Board of Trustees**

1. The members of the Board of Trustees shall be elected by the Regular Members eligible to vote at the regular membership meeting.
2. Each Regular Member eligible to vote shall be entitled to one vote.

3. Any person may solicit as many proxies as possible and represent them in any meeting for which his proxy warrants, except that no person shall be allowed to vote more than five (5) proxies.
4. FILSCAP's Membership Committee shall furnish the Elections Committee with a List of Regular Members of FILSCAP who are entitled to vote as of 9 May 2018, which shall serve as the basis for determining the Regular members who can cast their vote on 9 May 2018.
5. The proxies for voting purposes, which were authenticated and validated by FILSCAP's Corporate Secretary, shall also be turned over to the Election Committee prior to the start of the casting of votes on 9 May 2018.

B. Board of Trustees to be elected

1. A total of fifteen (15) members of the Board of Trustees shall be elected on 9 May 2018, consisting of ten (10) Writers (Composers and/or Authors) and five (5) Publishers.
2. The ten (10) Writers eligible for membership to the Board of Trustees shall be nominated and elected by the Writers-Members only.
3. The five (5) Music Publishers eligible for membership to the Board of Trustees shall be nominated and elected by the Publisher-Members only.

C. Registration of Members

1. Before the start of the regular membership meeting, the member or proxy shall register his or her

attendance with the Membership Committee for purposes of determining the existence of a quorum.

2. Members who have exercised their right to vote by mail, email or facsimile, pursuant to Section 6, Article III of the Amended By-Laws and in accordance with these Guidelines, shall be considered present for purposes of determining the quorum.
3. Proxies who have been appointed as such by Members, whether “for attendance purposes only” or “for attendance and voting purposes”, shall submit their Proxy Form to the Corporate Secretary **no later than 1:00 p.m. on 9 May 2018** for validation purposes. The submitted Proxy Forms shall also be considered for purposes of determining the quorum. Any Proxy Form submitted after said deadline shall not be received and shall not be considered for the regular membership meeting.
4. Members or their proxies are advised to bring at least one (1) valid government-issued ID for proper identification.
5. Upon registration, the Membership Committee shall issue a registration number to the member or proxy, as the case may be, with distinct registration numbers to be issued for Writers (Composers and/or Authors) and Publishers. Any member or proxy representing many members in the meeting shall only be entitled to one (1) registration number.
6. The Membership Committee shall report the number of members in attendance to FILSCAP’s Corporate Secretary, who shall determine the existence of a quorum. If the number of members in attendance is sufficient, the Corporate Secretary shall then declare the existence of quorum.

D. Date, Time and Place of Voting

1. The election of the Board of Trustees for 2018 to 2020 shall be held on 9 May 2018 during the regular membership meeting at The Elements at Centris, Eton Centris, EDSA corner Quezon Avenue, Quezon City.
2. **The casting of votes shall start at 3:30 p.m. and shall end at 5:30 p.m.**
3. Members or their proxies who have registered for the regular membership meeting and who have presented themselves to the Elections Committee prior to the close of voting at 5:30 p.m., but have not been able to cast their votes, shall be allowed to cast their votes.

E. Manner of Voting

1. The voting for the election of Trustees shall be by ballot. As such, Official Ballots with serial numbers shall be prepared by the Elections Committee for the election on 9 May 2018.
2. There will be two (2) sets of Official Ballots, one for the election of the ten (10) Trustees representing the Writers (Composers and/or Authors), and one for the election of the five (5) Trustees representing the Publishers.
3. Members or proxies may register their vote on the Official Ballot by putting an (X) or (/) on the tick box beside the candidates' names. Although a Composer-Member may elect less than ten (10) candidates, the Member-Composer may only elect a maximum of ten (10) candidates; on the other hand, a Publisher-Member may elect less than five (5)

candidates but may elect only a maximum of five (5) candidates. **Should the tick boxes exceed the maximum number, none of the votes shall be deemed valid and the ballot shall be considered spoiled.**

4. Each member eligible to vote shall be entitled to one vote, which he may exercise in any one of the following means:
 - a) In person;
 - b) By proxy;
 - c) By mail, email or facsimile.

5. For orderly conduct of elections, the casting of votes in person or by proxy shall be made in the following order:
 - a) Publisher-Member's representative or proxy;
 - b) Composer-Member in person; and
 - c) Composer-Member by Proxy.

If Publisher-Member's representative or Composer-Member has also been designated as a proxy for voting purposes, he/she can simultaneously cast his vote and that of the other Publisher-Members or Composer-Members, as the case may be, who appointed him or her as their proxy.

F. Voting in Person

1. Publisher-Member

- a) The Support Staff of the Elections Committee shall call the registration numbers of the

Publisher-Members to proceed to the designated polling place in the venue. Before entering the polling place, the Publisher's representative shall be asked for a valid government-issued I.D. to determine his or her identity and examine if he or she is the designated representative of the Publisher-Member as stated in the Secretary's Certificate.

- b) If eligible to vote, the Publisher-Member's representative shall be allowed to enter the polling place and shall be given an Official Ballot.
- c) After filling up the ballot, the Publisher-Member's representative shall place the completed ballot in the Ballot Box for Publisher-Members.
- d) If the Publisher-Member's representative has also been appointed as a proxy by one or several other Publisher/s-Member/s, he or she will be allowed to vote simultaneously for the Publisher-Member that he or she represents as well as for the Publisher-Members which appointed him or her as a proxy. He or she shall place the completed ballots in the Ballot Box for Publisher-Members.
- e) In case there is any problem, the Support Staff shall refer the matter to the members of the Elections Committee, which will resolve the issue.

2. Composer-Member

- a) The Support Staff of the Elections Committee shall announce the registration numbers of the Composer-Members, who are voting in person, to proceed to the designated polling place. Before entering the polling place, the Composer-Member shall be asked to produce his or her FILSCAP I.D. or valid government-issued I.D. to determine his or her identity.
- b) If eligible to vote, the Composer-Member shall be allowed to enter the polling place and shall be given an Official Ballot.
- c) After filling up the ballot, the Composer-Member shall place the completed ballot in the Ballot Box intended for Composer-Members who voted in person.
- d) If the Composer-Member has also been appointed as a proxy by one or several other Composer/s-Member/s, he or she will be allowed to vote simultaneously his or her personal vote as well as those of his or her proxies. He or she, however, shall place the completed ballot/s for the proxies in the Ballot Box intended for the Composer-Members who voted by proxy.
- e) In case there is any problem, the Support Staff shall refer the matter to the members of the Elections Committee, which will resolve the issue.

G. Voting by Proxy

1. The natural person duly named, constituted, and appointed in the Proxy Form, other than the

General Manager of FILSCAP, may vote during the regular membership meeting on behalf of the member giving the proxy.

2. Any person may solicit as many proxies as possible, but no person may be allowed to vote more than five (5) proxies for the election of the Board of Trustees.
3. The Support Staff of the Elections Committee shall announce the registration numbers of the proxies to proceed to the designated polling place. Before entering the polling place, the proxy shall be asked for a valid government-issued I.D. to check if he or she is the duly appointed proxy.
4. If eligible to vote, the proxy shall be allowed to enter the polling place and shall be given Official Ballot/s on behalf of the member/s that he or she represents, which shall not be more than five (5) proxies.
5. After filling up the ballot, the proxy shall place the completed ballot/s in the Ballot Box intended for Composer-Members who voted by proxy.
6. In case there is any problem, the Support Staff shall refer the matter to the members of the Elections Committee, which will resolve the issue.

H. Voting by Mail, Email or Facsimile

1. Should any member intend to vote through mail, email or facsimile, such member should confirm his intention to do so by sending an email ("Confirmation Email") to comelec@filscap.com.ph **no later than 20 April 2018.**
2. Upon receipt of the Confirmation Email, the Elections Committee will send the member an

Official Ballot with the corresponding serial number in .pdf file through email.

3. The member shall print a copy of the Official Ballot and fill up the ballot. The member shall then send the completed Official Ballot:

a) In a sealed envelope through registered or courier mail to:

The Elections Committee
Filipino Society of Composers, Authors and Publishers Inc.
140 Scout Rallos Street, Brgy. Sacred Heart
Quezon City 1103

b) By scanning and emailing it to: comelec@filscap.com.ph; or

c) By sending it through facsimile at 441-0181 and Attention to: Elections Committee.

4. The member should ensure that the Elections Committee shall receive the mail, email or facsimile **on or before the closing of voting on 9 May 2018, specifically at 5:30 p.m.**, otherwise, the ballot shall not be considered during the counting of votes.

5. The sealed envelope, email printout or fax message shall be turned over to the Elections Committee by FILSCAP's Membership Committee, which will open it during the counting of votes.

I. Multiple Votes

1. Should a member attend the regular membership meeting despite having earlier issued a proxy or despite having voted by mail, email or facsimile, his

proxy or vote by mail, email or facsimile shall be revoked or cancelled.

2. Should a member appoint a proxy to attend the regular membership meeting and cast a vote, but said member nevertheless casts his or her vote via mail, email or facsimile prior to the regular membership meeting, the member's vote by mail, email or facsimile shall be cancelled and the vote cast by the proxy shall remain valid. The member's vote by mail, email or facsimile shall only be deemed valid if he or she categorically revokes the issued proxy in writing, and provided that the revocation is received by FILSCAP's Membership Committee on or before 6 May 2018.
3. Should a member vote via mail, email or facsimile or any two of these modes of voting, the most recent submission by the member which was received by FILSCAP shall be considered as his vote. The vote sent via mail shall be considered received by FILSCAP on the day of its mailing.

J. Counting of Votes and Declaration of Winners

1. After performing the requisite preliminary matters, the Elections Committee shall immediately conduct the counting of the votes after the close of voting at 5:30 p.m.
2. The Elections Committee shall declare the elected members of the Board of Trustees after the completion of the counting of votes.
3. Whenever it shall appear immediately after the counting of the votes cast in the election of the Board of Trustees that two or more candidates have received the same number of votes for the last place or places in the number of Trustees to be elected,

the Elections Committee shall call the candidates affected, or if not all are present, also call at least ten (10) members present to witness the drawing of lots. The Elections Committee, bearing in mind the number of candidates affected by the tie, shall produce an equivalent number of pieces of paper of equal sizes and of the same make and quality, and on each piece of paper the name of a candidate affected shall be legibly written by a member of the Elections Committee. The pieces of paper shall then be equally folded two times and placed in an empty container. The Chairman of the Elections Committee shall pick from the container one piece of paper, in case there is a tie for only one position, and the candidate whose name is printed thereon shall be proclaimed as the winning candidate. The Chairman shall pick two (2) pieces of paper or the corresponding number or lots in case there is a tie for two (2) or more seats. The same rule shall be followed should there be a need to break a similar tie.

**THE ELECTIONS COMMITTEE
FILIPINO SOCIETY OF COMPOSERS, AUTHORS AND
PUBLISHERS, INC.
11 APRIL 2018**

FILSCAP