 <p>Institute of Integrated Electrical Engineers of the Philippines, Inc. (IIEE) #41 Monte De Piedad Street, Brgy. Immaculate Concepcion, Cubao, Quezon City</p>	IIEE OPERATING GUIDELINES	
	Document Code: 001 Issue Number: E-01	
Title: GENERAL GUIDELINES ON THE CONDUCT OF THE IIEE ELECTRONIC VOTING	Revision Number:	Effectivity Date:
	2022-01	September 2, 2022

I. SCOPE OF THE GUIDELINES

As IIEE ushers in and embrace digital transformation, these guidelines are intended to set forth the components of a legal framework governing elections and to detail the standards relevant to each of the necessary components for transparent elections.

This is intended to contribute to uniformity, reliability, consistency, preparation, conduct of elections, canvassing of election returns and proclamation. Thus, these guidelines will provide guidance to the candidates and members of IIEE.

II. OBJECTIVES

1. Harmonize the IIEE database of members with the Membership and Chapter Development Committee’s data for mechanism of election process.
2. Efficient e-mailing and e-delivery system to reach out to all active members.
3. Exercise the powers, functions and jurisdiction of the Election Committee and the Canvassers.
4. Exercise direct and immediate supervision and control over IIEE’s National elections.


III. DEFINITION OF TERMS

- ELECOM – Election Committee
- NANOCOM – National Nominating Committee
- E-VOTING – Electronic Voting
- BOC – Board of Canvassers
- MCDC – Membership and Chapter Development Committee

The qualifications prescribed herein for elective positions in the Board of Governors (BOG) are continuing requirements and must be present for the duration of officer’s active tenure.

IV. NOMINATING PROCEDURE ON THE SELECTION OF CANDIDATES FOR BOARD OF GOVERNORS

The qualifications prescribed herein for elective positions in the Board of Governors (BOG) are continuing requirements and must be present for the duration of officer’s active tenure.

 <p>Institute of Integrated Electrical Engineers of the Philippines, Inc. (IIEE) #41 Monte De Piedad Street, Brgy. Immaculate Concepcion, Cubao, Quezon City</p>	IIEE OPERATING GUIDELINES	
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I. MANDATED CRITERIA PRESCRIBED BY THE NEW CONSTITUTION AND BY-LAWS

A. For Governor-at-large


1. Must be an active holder of Professional Electrical Engineer (PEE) or Registered Electrical Engineer (REE) license;
2. Must be a member of good standing and reputation; and
3. Must have served at least one (1) term as Regional Governor or have actively served in one (1) National Committee for at least two (2) years and completed a Leadership Program of the Institute or other accredited providers.
4. For a National Officer serving for nine (9) consecutive years will not be eligible to run for the incoming elections and must go on a one (1) year break.
5. That NO APPLICANTS shall qualify unless the necessary clearances of all accountabilities from the Institute have been obtained.

B. For Regional Governor

1. Must be an active holder of Professional Electrical Engineer (PEE) or Registered Electrical Engineer (REE) license;
2. Must be a member of good standing and reputation; and
3. Must have served at least two (2) terms as Chapter President or, served as Chapter President for one (1) year and Chapter Officer in any capacity for two (2) years and completed a Leadership Program of the Institute or other accredited providers.
4. For a Regional Governor serving for three (3) consecutive years will not be eligible to run for the incoming elections and must go on a one (1) year break.
5. That NO APPLICANTS shall qualify unless the necessary clearances of all accountabilities from the Institute have been obtained.

II. COMPULSORY REQUIREMENT

1. The Nominee must have at least three consecutive membership renewals with the institute at the time of the submission of his/her certificate of candidacy. A Certificate of Good Standing must be submitted along with the candidacy form.
2. The Nominee must be knowledgeable with the IIEE Constitution and By-Laws, the New Electrical Engineering Law (R.A. 7920), and its Implementing Rules and Regulations.
3. Must be cleared of all types of Account Payables to IIEE at the time of the submission of the candidates Certificate of Candidacy. Clearance Certificate from the Finance Department must be attached to the forms submitted.
4. Must not be directly or indirectly involved in any business transaction with the Institute up to the third degree of consanguinity or affinity.


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	2022-01	September 2, 2022

5. Possess high degree of integrity and moral standard.
6. Abide by standard work ethics, in business as well as in the professional practice consist of matters including adherence to the Code of Ethics for Electrical Practitioners, the Code of Ethics of the IIEE and the Professional Practice Manual;
7. Must have a full grasp and understanding of the welfare and concern of Electrical Practitioners;
8. Demonstrate a good understanding of good governance principles and performance management;
9. Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
10. Think Strategically: Assess options and actions based on trends and conditions in the environment, and the vision and values of the Institute;
11. Exemplify skills in leadership, management and develop leadership competency of its co-members including;
 - a. Excellent interpersonal and both written and oral communication skills, has organizational abilities and able to foster teamwork to set and reach target goals.
 - b. Keenly supports the development of passion and leadership skills of fellow IIEE members to become active members, active officers or active Committee chairmen/members of IIEE committees;
 - c. Profoundly supports the leadership skills of active IIEE officers by shaping their competency to become officers of higher or more challenging position in IIEE specifically in the area of influence and expertise;
 - d. Supports all IIEE programs and undertakings including the ASEAN Engineering Registry (AER), ASEAN Chartered Professional Engineer (ACPE) & Asia Pacific Engineering Registry (APEC)
12. For incumbent members of the Board of Governors, they must have a satisfactory attendance record with no more than three (3) cumulative absences in regular IIEE board meetings at the time of filing of application for candidacy.
13. Any material false statement or declaration in the submitted forms/documents shall automatically disqualify the applicant for candidacy.

Note: The National Nominating Committee, in the interest of ascertaining compliance to all requirements; providing assurance to the Committee that the candidate possesses all the qualifications and requirements as provided herewith may invite the candidate to an oral interview and related details.

V. CONDUCT OF ELECTIONS

Pursuant to the provisions of the IIEE New Constitution and by-laws Article XIII, Section 1.0. "There shall be a conduct of an annual election of the Board of Governors by secret ballot or electronic voting of qualified members." The ELECOM shall:

 <p>Institute of Integrated Electrical Engineers of the Philippines, Inc. (IIEE) #41 Monte De Piedad Street, Brgy. Immaculate Concepcion, Cubao, Quezon City</p>	IIEE OPERATING GUIDELINES	
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	2022-01	September 2, 2022

A. PREPARATION OF LIST OF CANDIDATES


Article XIII, Section 1.3. The complete list of candidates with their corresponding profiles shall be made known to the members at least sixty (60) days before the start of the convention. Voting shall be done either through casting of election ballot, remote casting via internet, or any form of electronic voting as confirmed by the ELECOM with the approval from the Board of Governors.

B. SUPERVISION ON THE OFFICIAL ELECTION BALLOTS AND CANDIDATES' PROFILE

- i. Confirmation of recommended list of candidates with their corresponding profiles from the National Nominating Committee
- ii. Confirmation and approval of the official list of qualified voters endorsed by the MCDC
- iii. Casting of votes may be via email address or IIEE Membership Portal
- iv. ELECOM shall pick randomly via spin application for the arrangement of Governors at large candidates in the candidate's profile and in the e-voting system.

C. PROHIBITION ON THE ELECTIONEERING AND/OR PARTISAN POLITICAL ACTIVITY

- i. The official candidates and members of IIEE are prohibited from engaging in ANY electioneering and/or partisan political activity during the election period which starts on nomination until the canvassing.
- ii. The following are regarded as partisan political activities, which refer to acts designed to promote the election or defeat of a particular candidate:
 - a. Forming associations, clubs, committees, or other groups of persons physically or virtually for the purpose of soliciting votes and/or undertaking any campaign for or against a candidate;
 - b. Holding caucuses, conferences, meetings, or other similar assemblies physically or virtually for the purpose of soliciting votes and/or undertaking any campaign for or against a candidate;
 - c. Making speeches, announcements, or commentaries may it be on social media for or against the election of any candidate;
 - d. Publishing, displaying, or distributing campaign literature, or materials designed to advertise candidacy and support or oppose the election of any candidate;

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	2022-01	September 2, 2022

- e. Publishing, posting or displaying of the votes casted via social media or in any fora;
- f. Utilizing IIEE’s resources and activities directly or indirectly campaigning during a webinar, sponsored webinar or any other activities;
- g. Endorsement of any candidates by any person, organization, chapter or company should not be posted in any form of social media and SMS;
- h. Spearheading direct or indirect black propaganda or negative campaigning for a certain candidate/s is strictly prohibited;
- i. Coercion of ELECOM members, e-voting service provider and IIEE employees. - Any person who, directly or indirectly, threatens, intimidates, terrorizes or coerces ELECOM or any of the IIEE employees in the performance of his election functions or duties.

Note: Prohibition of electioneering is also applicable for election of National Officers.


D. SUPERVISION OF THE E-MAILING/E-DELIVERY OF BALLOTS AND CANDIDATES’ PROFILE TO ALL QUALIFIED MEMBERS

- i. The ELECOM shall review thoroughly the candidates’ short profile with corresponding picture before uploading in the system.
- ii. The ELECOM shall supervise the sending of ballot/link thru e-mail blast at least 60 days before the Annual National Convention.
- iii. The ELECOM shall supervise the progress of ELECTION in the e-voting system until closing of the ELECTION not later than 12NOON on the last day of the ANC using their personal access e.g., number of votes casted, bounce mail, etc., per IIEE e-voting process.
- iv. The ELECOM shall supervise the canvassing held by the election canvassers.

E. DECIDE ANY AND ALL ELECTORAL PROTESTS PERTINENT TO THE ELECTION AND WHOSE DECISION SHALL BE FINAL AND EXECUTORY

- i. The ELECOM shall be the sole judge of all protests relating to the elections for Governor-at-large and Regional Governors
- ii. Election contest for Governor-at-large and Regional Governor

A sworn petition contesting the election of the Governor-at-large and/or Regional Governor shall be filed with the ELECOM by any candidate or a bona fide IIEE member, within five calendar days after the proclamation of the results of the election.

	Institute of Integrated Electrical Engineers of the Philippines, Inc. (IIEE) #41 Monte De Piedad Street, Brgy. Immaculate Concepcion, Cubao, Quezon City	IIEE OPERATING GUIDELINES	
	Title: GENERAL GUIDELINES ON THE CONDUCT OF THE IIEE ELECTRONIC VOTING	Document Code: 001 Issue Number: E-01	Revision Number: 2022-01

- a. Procedure in election protests. - The ELECOM shall prescribe the rules to govern the procedure and other matters relating to election protests pertaining to Governor-at-large and Regional Governor not later than five calendar days after proclamation. Such rules shall provide a simple procedure for the expeditious disposition of election protests.
- b. The decision of ELECOM on the election protests will be rendered within ten working days upon filing thereof and shall be deemed final and executory.

F. APPOINTMENT OF ELECTION CANVASSERS

The Council of Former National Presidents shall nominate the members of the election Canvassers prior to the Annual National Convention.

Article XIII, 1.5. *"The Board of Canvassers composed of two (2) members each representing Luzon, Visayas, Mindanao and foreign region, nominated by the Council of Former National Presidents and confirmed by the Board of Governors..."*


G. PROCLAMATION OF THE WINNING CANDIDATES

Article XIII, 1.6. *"In the case of electronic voting, guidelines and procedures shall be established by the ELECOM and recommend the same for approval and adoption by the Board of Governors."*

I. CANVASSING PROCEDURE

Spearheaded by the Board of Canvassers with the presence of the Poll Watchers and ELECOM, the canvassing shall officially start at 12NN on the last day of the Annual National Convention. The results of the canvassing shall include the following:

- i. Statistics on total number of ballots cast and as percentage of total Active Members per chapter (Screen capture for documentation);
- ii. Statistics on total number of ballots cast and as percentage of total Active Members per region (Screen capture for documentation);
- iii. Statistics on general total number of ballots cast and as percentage of general total Active Members (Screen capture for documentation);
- iv. Checking of the Tally sheets and Finalization of Election Result by the Board of Canvassers. (Screen capture for documentation).

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Title: GENERAL GUIDELINES ON THE CONDUCT OF THE IIEE ELECTRONIC VOTING	Revision Number:	Effectivity Date:
	2022-01	September 2, 2022

v. Checking of Audit Trail by the Board of Canvassers in case of election protests.

vi. Notify all candidates before the canvassing period to stand by for call/text, to apprise them of the election result, and to prepare a barong/filipiniana if he/she won a seat in the election.

II. ELECTION OF NATIONAL OFFICERS

vii. After canvassing of ballots and declaring the successful candidates, the ELECOM will present the election mechanics for national officers.

viii. The elected candidates for Governors-at-large and Regional Governors will give a short message before the election starts.


ix. The elected Governors-at-large and Regional Governors shall by themselves elect the National Officers from roster of Governors-at-large by Virtual Secret Voting in the presence of the ELECOM, Board of Canvassers, COFNAP Members as observers, and the IIEE staff designated by the BOG.

x. The sequence of voting starts with the election of the President. The eleven Regional Governor elect and the 7 Governors-at-large all comprising the IIEE BOG for 2023 shall vote the Governor at large who is his choice for President and everyone submit their ballots to the Board of Canvassers who determines the Governors-at-large with the highest votes and confirmed by the ELECOM. The next position to be elected is the Vice President-Internal Affairs, Vice President-External Affairs, Vice President-Technical Affairs, National Secretary, National Treasurer; the last Governors-at-large becomes the National Auditor.

xi. The ELECOM and Board of Canvassers will confirm the election result for 2023 IIEE Board of Governors and affixed their electronic signature in the election result forms which will be sent via email by the IIEE Staff.

xii. Words of Wisdom from the Council of Former National Presidents.

xiii. After confirming the results of the election, the elected NATIONAL OFFICERS and REGIONAL GOVERNORS shall be proclaimed by the Chairman of ELECOM at the closing ceremony of IIEE Annual National Convention and together with the Guest Speaker render the oath of office of the newly elected IIEE Board of Governors.

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Title: GENERAL GUIDELINES ON THE CONDUCT OF THE IIEE ELECTRONIC VOTING	Revision Number:	Effectivity Date:
	2022-01	September 2, 2022

III. ROLE OF BOARD OF CANVASSERS

Role of Board of Canvassers as per New by Laws	Action for the Board of Canvassers	Remarks
<p>Article XIII, 1.6. <i>In the case of electronic voting, guidelines and procedures shall be established by the ELECOM and recommend the same for approval and adoption by the Board of Governors."</i></p>	<p>Board of Canvassers shall check and confirm the following:</p> <ul style="list-style-type: none"> - Number of active Members and members participated in the election. - This is done per chapter and per region 	<p>To validate the process, Board of Canvassers may make a random sampling per chapter to verify the following:</p> <ul style="list-style-type: none"> - If indeed casted vote of a particular member is counted <p>Should abnormality be observed then, manual canvassing may be considered for a particular chapter or perhaps counts maybe considered void.</p>
<p>The e-voting system shall be opened by the ELECOM and Board of Canvassers with the presence of observers from each region and the votes counted on the last day of convention</p>	<p>Board of Canvassers shall:</p> <ul style="list-style-type: none"> -Check the result of votes per chapter and per region -Confirm and certify the electronic voting per chapter and affix their signature electronically. 	<p>Board of Canvassers role is to ensure the integrity of the counting. They should be working hand in hand with the service provider and not to wait for the service provider's report.</p>
<p>Before the closing of the Annual National Convention, the Board of Canvassers, Observers shall submit the final results of their canvass to the ELECOM who shall in turn, determine the winning candidates</p>	<p>Before the closing of the Annual National Convention, the Board of Canvassers shall submit the final results of their canvass to the ELECOM who shall in turn, determine the winning candidates</p>	<p>Result of election shall be forwarded to ELECOM for the proclamation.</p>

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		2022-01	Effectivity Date: September 2, 2022

IV. ELECTRONIC VOTING PROCEDURE

A. ELECTRONIC VOTING SYSTEM

Illustration 1.



Illustration 2.

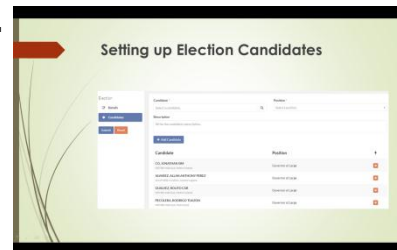


Illustration 3.

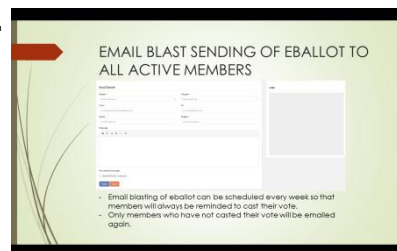
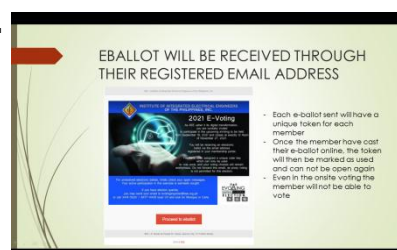


Illustration 4.





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#41 Monte De Piedad Street, Brgy. Immaculate Concepcion, Cubao, Quezon City

IIEE OPERATING GUIDELINES

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Title: GENERAL GUIDELINES ON THE CONDUCT OF THE IIEE ELECTRONIC VOTING

Revision Number:

Effectivity Date:

2022-01

September 2, 2022

Illustration 5.



Illustration 6.

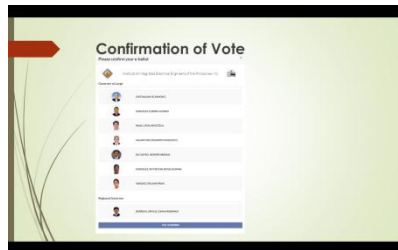


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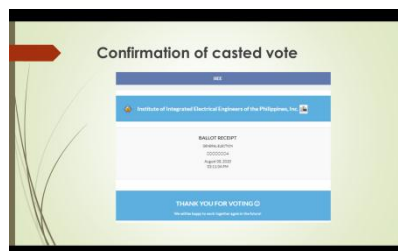


Illustration 8.

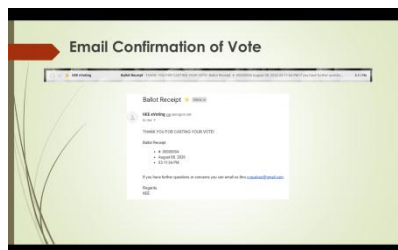
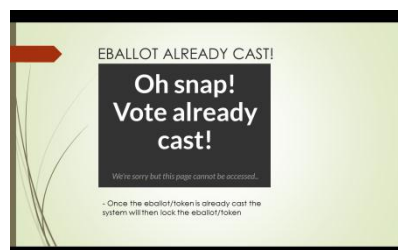


Illustration 9.





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#41 Monte De Piedad Street, Brgy. Immaculate Concepcion, Cubao, Quezon City

IIEE OPERATING GUIDELINES

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September 2, 2022

Illustration 10.

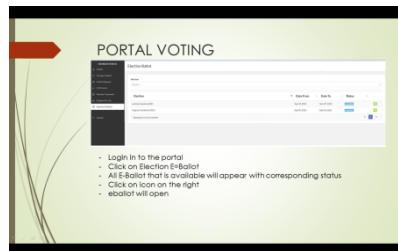


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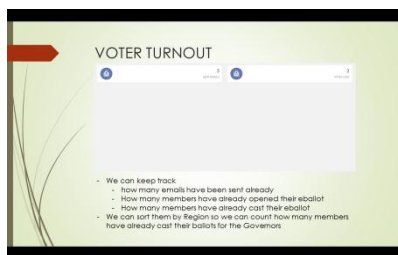
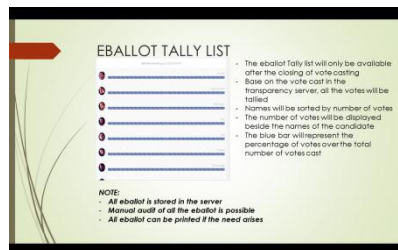
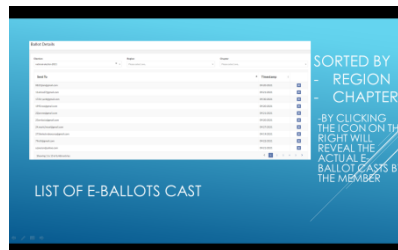


Illustration 12.



B. ONLINE CANVASSING

Illustration 1.





Institute of Integrated Electrical Engineers of the Philippines, Inc. (IIEE)
 #41 Monte De Piedad Street, Brgy. Immaculate Concepcion, Cubao, Quezon City

IIEE OPERATING GUIDELINES

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2022-01

September 2, 2022

Illustration 2.

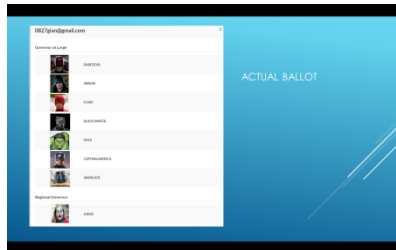
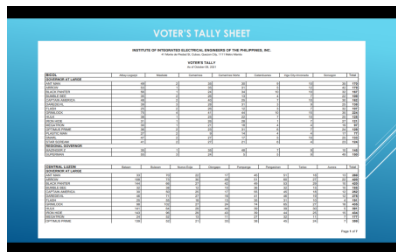


Illustration 3.



C. NATIONAL OFFICERS ELECTRONIC VOTING

Illustration 1.

VOTING PROCESS

- Winners are tagged for voting eligibility.
- Winners should login to their membership portal.
- The voting link will be given once all winners has already logged in.

Illustration 2.

VOTING PROCESS

- All members should be in this form to proceed.
- Voting will be on the sequence of National President to VP- Internal Affairs, VP- External Affairs down to National Auditor.
- When voting starts the IIEE will choose a name for the specific position and click submit.
- Once all members have already voted the winner will be revealed.
- The position will then be occupied by the winner and their name will be highlighted.
- Process will continue until the last position is occupied.