



*A society that advances ethical and effective communication, bridges social divides, and shapes futures.*

Philippine Social Science Council Building, Commonwealth Avenue, Quezon City  
www.philscomsoc.org | info@philscomsoc.org  
facebook.com/philscomsoc | twitter.com/philscomsoc

## **The Philippines Communication Society Election Rules and Regulations July 2025**

### **I. GENERAL PROVISIONS**

**Article 1: Purpose.** These rules and regulations govern the conduct of elections for the Board of Directors of the Philippines Communication Society (PCS), ensuring fair, transparent, and democratic processes in accordance with the organization's constitution and bylaws.

**Article 2: Election Committee (COMELEC).** The Election Committee shall oversee all aspects of the election process, including nomination verification, candidate qualification review, voting procedures, and vote counting.

### **II. ELIGIBILITY AND QUALIFICATIONS**

**Article 3: Voter Eligibility** To be eligible to vote, members must:

- Be a regular member of PCS in good standing
- Have paid membership dues/deposits during the fiscal year (2025-2026)
- Complete payment by August 20, 2025 (final deadline for good standing status)

**Article 4: Nominee Qualifications.** To be eligible for nomination as a Board member, candidates must:

- Be a regular member of PCS in good standing
- Have paid membership dues/deposits for the past two years
- Demonstrate active participation by attending PCS events and activities
- Be nominated by a qualified member in good standing
- Accept the nomination within the specified timeframe

### **III. NOMINATION PROCESS**

**Article 5: Nomination Period**

- Nomination period: August 11-18, 2025
- Nominations shall be submitted through the official Google Form created by the Election Committee.
- The public announcement of the nomination opening shall be made through official publicity materials by August 11, 2025.

**Article 6: Nomination Requirements.** The nomination form shall include:

- Nominee's complete information and contact details
- Nominator's information and verification of membership in good standing
- Nominee's biography and qualifications
- Evidence of the nominee's active participation in PCS activities
- Confirmation of the nominee's membership dues payment status for the past two years



*A society that advances ethical and effective communication, bridges social divides, and shapes futures.*

Philippine Social Science Council Building, Commonwealth Avenue, Quezon City  
www.philcomsoc.org | info@philcomsoc.org  
facebook.com/philcomsoc | twitter.com/philcomsoc

#### **Article 7: Nomination Review**

- COMELEC shall review all nominations on August 19-20, 2025
- Only qualified nominees meeting all requirements shall proceed to the next stage
- COMELEC shall contact qualified nominees for acceptance confirmation between August 21-23, 2025

#### **Article 8: Final Candidate List**

- The final list of accepted nominees shall be published by August 24, 2025
- Candidate affiliation, 100-word biographies, and qualifications shall be made available to all members

### **IV. VOTING PROCEDURES**

**Article 9: Election Date.** The election shall be conducted on August 30, 2025, during the General Assembly meeting.

**Article 10: Voting Methods** The election shall employ a hybrid voting system:

**On-site voting:** Google Form with multiple choice options for participants, with optional Paper ballots for members physically present

**Online voting:** Google Form with multiple choice options for remote participants

**Expected voters:** number of PCS members in good standing who paid the membership fee until August 20, 2025

#### **Article 11: Virtual Participation Rules**

- Members may attend the General Assembly virtually via Zoom.
- Virtual attendees are eligible to vote.
- Link sharing for virtual access is prohibited.
- In-meeting verification of voters is required.

#### **Article 12: Voting Security Measures**

- Strict controls shall be implemented to prevent voting violations.
- There will be no link sharing for virtual meeting access.
- Identity verification is required before voting.
- Only one vote will be allowed per qualified member.
- Designated COMELEC members shall supervise vote counting.

#### **Article 13: Ballot Counting**

- Votes shall be counted immediately after the voting period closes.
- COMELEC shall assign specific members to handle vote counting.
- Results shall be announced during the General Assembly.
- A report on the nomination and election process shall be provided for transparency.



*A society that advances ethical and effective communication, bridges social divides, and shapes futures.*

Philippine Social Science Council Building, Commonwealth Avenue, Quezon City  
www.philscomsoc.org | info@philscomsoc.org  
facebook.com/philscomsoc | twitter.com/philscomsoc

## V. TECHNICAL REQUIREMENTS

### Article 14: Google Form Setup for voting

- Dr. Christine Cox, a COMELEC member, shall create and test the Google Form for nominations and voting.
- The form shall include multiple-choice options to facilitate voting.
- Technical testing shall be completed before the election date.
- A backup paper ballot system shall be available.

### Article 15: Documentation

- All nominations, acceptances, and voting records shall be appropriately documented.
- COMELEC shall maintain records of all election-related communications.
- Election results shall be officially recorded and filed.

## VI. TIMELINE AND DEADLINES

**Article 16: Critical Dates** All members must adhere to the following schedule:

**August 11, 2025:** Opening of nomination period and pubmat release

**August 18, 2025:** Closing of nomination period

**August 19-20, 2025:** COMELEC review of nominations

**August 20, 2025:** Final deadline for membership payment (good standing requirement)

**August 21-23, 2025:** Contact nominees for acceptance confirmation

**August 24, 2025:** Publication of final candidate list

**August 30, 2025:** Election day

## VII. RESPONSIBILITIES

### Article 17: Key Personnel Assignments from the COMELEC

**Prof. Christine Cox:** Create and test Google Form, handle housekeeping files, results announcement

**Prof. Jonalou Labor:** Summarize discussions, create detailed timeline, coordinate election logistics, results announcement

**Prof. Nef Luczon:** Overall supervision, candidate verification, vote counting, results announcement

**Prof. Felipe Salvosa II:** Send nomination template, provide nomination reports, results announcement

## VIII. FINAL PROVISIONS

**Article 18: Compliance** All members, nominees, and election officials must strictly comply with these rules and regulations. Any violations may result in disqualification or invalidation of votes.

**Article 19: Amendments.** These rules may only be amended by majority vote of the current Board of Directors before the start of the nomination period.



*A society that advances ethical and effective communication, bridges social divides, and shapes futures.*

Philippine Social Science Council Building, Commonwealth Avenue, Quezon City  
www.philscomsoc.org | info@philscomsoc.org  
facebook.com/philscomsoc | twitter.com/philscomsoc

**Article 20: Effectivity.** These Election Rules and Regulations shall take effect immediately upon approval by the Board of Directors and shall govern the 2025 Board of Directors elections.

#### OFFICIAL ELECTION TIMELINE

| Date               | Activity  | Responsible Party     |
|--------------------|---|-----------------------|
| August 11, 2025    | Opening of nomination period<br>Release of nomination publication materials | Election Committee    |
| August 11-18, 2025 | Nomination period (7 days)  | All Qualified Members |
| August 18, 2025    | Closing of the nomination period  | Election Committee    |
| August 20, 2025    | Final deadline for membership payment (good standing)                       | All Members           |
| August 19-20, 2025 | COMELEC review and verification of nominations                              | Election Committee    |
| August 21-23, 2025 | Contact nominees for acceptance confirmation                                | Election Committee    |
| August 24, 2025    | Publication of final candidate list and biographies                         | Election Committee    |
| August 30, 2025    | <b>ELECTION DAY</b> - General Assembly and Board Elections                  | All Members/COMELEC   |

**Authors:**

Cox, Christine Anne  
Labor, Jonalou  
Luczon, Nef  
Salvosa, Felipe II

**Approved by:**

The Board of Directors  
Philippines Communication Society

**Date: August 2, 2025**