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Article I. AUTHORITY

Pursuant to Article VI of the NATCCO MBI Bylaws, the Corporate Governance Committee (CGC) hereby promulgates the following rules and regulations in the conduct of the election.

Article II. DATE OF ELECTION

The election of the members of the Board of Trustees, whether in person or virtual, will be held during the Annual Meeting (AM), scheduled every last FRIDAY of May of each year on such time and place as may be decided by the Board of Trustees. Refer to Annex A: Guidelines for Hybrid Election.



Article III. VOTERS' QUALIFICATION


The following are considered as qualified voters:

1. Any individual member currently insured under Basic Life Insurance Plan (BLIP) product of NATCCO MBI and issued under his/her cooperative/institution, authorized by his/her cooperative/institution to carry proxy votes, for and on behalf of members who cannot attend the Annual Meeting. This must be covered by a Board Resolution to be submitted to CGC, at least fifteen (15) days before the election day.
2. Individual members who have signified their intent to join the Annual Meeting by sending to their respective cooperatives a letter rescinding/recalling their assigned proxy votes.
3. Living incorporating member/s as defined in the NATCCO MBI bylaws.

Article IV. QUALIFICATIONS AND DISQUALIFICATIONS OF CANDIDATES

Any member entitled to vote, who has the time, willingness, and ability to serve, is qualified to seek office as Trustee.

<p>Prepared, Reviewed and Endorsed by:</p>  <p>ADOLFO A. IBAÑEZ CGC Committee Chairperson Date: 0/03/2023</p>	<p>Approved by:</p>  <p>EVELIA BARDOS-TIZON BOT Chairperson Date: 03/13/2023</p>
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Qualifications of Candidates Seeking Office as NATCCO MBI Regular Board of Trustee:

1. Of legal age;
2. Recognized active member of any NATCCO MBI partner cooperative/institution;
3. Has an active BLIP policy;
4. Is willing to perform the functions of a trustee without any remuneration; and
5. Filed a Certificate of candidacy duly endorsed by his/her Primary Cooperative/Institution through a Board Resolution (only one candidate per cooperative/institution is allowed)

Disqualifications of Candidates Seeking Office as NATCCO MBI Regular Board of Trustee:

1. A regular member of the board of trustees having served for two (2) consecutive terms. After one (1) year they are qualified to run for the vacant position.
2. An independent trustee having served for nine (9) cumulative years.
3. Having a conflicting interest with the business of NATCCO MBI
4. Having been absent for two (2) cumulative board meetings without being excused. Acceptable reasons are as follows:
 - 4.1. Personal medical emergency and official travel
 - 4.2. Family emergencies
 - 4.3. Force majeure (natural or man-made)
 - 4.4 Internet connectivity problem
5. Holding any elective position in the government
6. Having been convicted of any crime involving moral turpitude, gross negligence, or gross misconduct in the performance of his duties or found culpable in any administrative case involving such offenses
7. Having exceeded the allowed optimal directorial seats other than NMBAI.
8. While the NMBAI AIBL provides that a Trustee is allowed to have a maximum of 5 directorial seats held at the time of the election, the CGC will consider the following factors to determine the capacity of the trustee to perform his duties diligently: (Ref: IC Circular Letter 31-2005 dated September 26, 2005)

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- 8.1 The nature of the business of the corporation/cooperative/organization where he is a director
- 8.2 Physical condition of the trustee;
- 8.3 Number of trusteeships/active memberships and officerships in other corporations or organizations
- 8.4 Possible conflicts of interest
9. Having been disqualified pursuant to disqualifications prescribed by law.
10. Cooperative/institution he/she seeks to represent in the board has already an incumbent trustee
11. Having a conflicting interest (an officer, employee, director of an institution primarily engaged in microinsurance or another MBA);
12. Related to any appointed officer within the 3rd civil degree by affinity or consanguinity

Article V. TERM OF OFFICE

The term of office of the Regular Board of Trustee and Independent Trustee is three (3) years.



In case an office becomes vacant due to death, resignation, retirement, disqualification, incapacity, or any other causes, the vacant position will be filled during the next election with the winning candidate to serve the unexpired term.


Article VI. FILING OF CERTIFICATES OF CANDIDACY

Section 1. Members who wish to seek office in NATCCO MBAI must file their Certificates of Candidacy with the CGC not later than the date set forth in the Notice of Annual Election.

Section 2. Incumbent members of the Board of Trustees seeking re-election need not resign from their position to allow performance of duties until a qualified successor is elected.

Section 3. Only the names of those candidates who completed all the requirements must be listed in the Master List of Candidates.

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Section 4. The CGC must validate and certify as to the correctness and integrity of all election materials.

Article VII. CAMPAIGN

Section 1. The CGC will publish the official List of Candidates at the polling place and at all NATCCO MBI social media accounts.

Section 2. Campaigns will be conducted professionally and will be limited to the presentation of programs and platforms and the candidates' qualifications and achievements.

Section 3. No candidate will be allowed to distribute campaign materials and to campaign through social media before and during the AM. NATCCO MBI will provide common campaign materials for all the candidates during the AM.

Article VIII. CONDUCT OF ELECTIONS

Section 1. The CGC, in quorum, must conduct the elections through paper or electronic ballot with utmost confidentiality.



Section 2. Prior to the AM, the Board of Trustees must appoint principal and alternate CGC members from the Board, who are not re-electionists to ensure quorum.


Section 3. The CGC must declare the number of authorized representatives present during the elections.

Section 4. The venue where the Annual Meeting is being held must be designated as the polling place.

Section 5. The CGC must present the candidates to the assembly before the casting of votes. Candidates must be present during the Annual Meeting, or their candidacy will be void.

Section 6. Floor nomination must not be allowed to fill-up positions. Such vacancy/vacancies must be filled-up by the majority members of the Board of Trustees, through appointment, during its

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organizational meeting. Provided that if the unexpired portion of the term is more than one year, the same shall be filled by election. Otherwise, filling up of position shall be by appointment.

Section 7. Official ballots must be prepared by the CGC described as follows:

- 7.1 Each official ballot must bear the NATCCO MBAI logo and must be in shape of a strip with stub and detachable coupon containing the voter's number and signature.
- 7.2 The following notice must also be printed at the bottom of the ballot: FILL OUT ALL THE ELECTION SEATS FOR BOARD OF TRUSTEES, OTHERWISE, IT WILL NOT BE COUNTED.

Article IX. CANVASS OF VOTES AND PROCLAMATION

Section 1. The CGC must declare the opening and closing of the polls before canvassing

Section 2. Before canvassing of votes, the CGC must announce the following:

- 2.1. Number of voting delegates
- 2.2. Number of casted ballots
- 2.3. Number of nullified ballots

Section 3. The CGC must canvass the votes, in full view of the members of NATCCO MBAI.



Section 4. Appreciation of ballots


4.1. Ballots with any of the following markings must be nullified.

- 4.1.1. Symbols/drawings
- 4.1.2. Torn Ballots
- 4.1.3. Color of ink other than the official one
- 4.1.4. Unknown names
- 4.1.5. Name of a candidate written more than once.

4.2. Erasures may be allowed when a line is drawn across the name, followed by the corrected one.

4.3. Votes must be counted in favor of any candidate based on the official list of names/aliases provided by the CGC.

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Section 5. In case of a tie and no one withdraws, the winner must be determined through toss coin. For multiple ties, draw lots will apply.

Section 6. The CGC must proclaim the winning candidates only after canvassing of votes is completed.

Section 7. The CGC must submit the official result of the elections to the assembly, through the Chairperson of the Board of Trustees.

Article X. ELECTION PROTEST

Section 1. Election protests must be filed with the CGC.

Section 2. Grounds. Any violation of the provisions of this Code must be a ground for an election protest.

2.1. Pre- Election Protest – must be filed at least five (5) calendar days before the day of election, by any representative, in writing, duly signed and accompanied by proof of the act/s complained of, and shall be decided upon within three (3) calendar days

2.1.1. Qualification of candidate, as provided for in Article IV of this Code

2.1.2. Violation during campaign period, as provided for in Article VI of this Code

2.2. Election and Post-Election Protest – must be filed on the same day on the floor, before the proclamation of winners, by any aggrieved candidate, and shall be decided upon before adjournment



2.2.1. Violations of the rules on appreciation of ballots and counting of votes


Section 3. Decision. The CGC will decide on all protests where judgment will be final and immediately executory.

ARTICLE XI. MANNER OF VOTING AND ELECTION

NATCCO MBI shall adopt any of the following systems of voting and election during Annual Meeting, provided that the members/representatives are notified at least 30 calendar days before any election.

Section 1. Face to Face Election

<p>Prepared, Reviewed and Endorsed by:</p>  <p>ADOLFO A. IBAÑEZ CGC Committee Chairperson Date: 0/03/2023</p>	<p>Approved by:</p>  <p>EVELIA BARDOS-TIZON BOT Chairperson Date: 03/13/2023</p>
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- 1.1. Traditional Paper Ballot – conducted in a face-to-face manner where filling out and counting of ballots are done manually
- 1.2. Electronic election – conducted in a face-to-face manner where filling out and counting of ballots are done electronically

Section 2. Digital election – conducted in a virtual manner where casting and counting of votes are done using digital platform duly approved by CGC.

Article XII. AMENDMENTS



Amendments to this Election Code may be adopted by two-thirds (2/3) vote of the members of the Board of Trustees present at any regular or special Board Meeting.


Article XIII. SEPARABILITY CLAUSE

Should any part of this Code be declared unconstitutional or violating of any law, the rest of the provisions will remain valid.

Article XIV. VALIDITY CLAUSE

This Election Code will take effect upon approval of the Board of Trustees. Adopted this _____ day of _____ in the year of our Lord, Two Thousand _____ in Quezon City.

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ANNEX A – HYBRID ELECTION (FACE-TO-FACE AND VIRTUAL ELECTION)

NATCCO MBAI HYBRID ELECTION GUIDELINES

In any event that the NATCCO MBAI Annual Election cannot be done 100% in person, NATCCO MBAI shall adapt the hybrid set-up, wherein Voting Representatives may join in person or virtually.

1. PREPARATION FOR ELECTION

All appointed Representatives of partner-institutions must submit official e-mail address, messenger account and cellphone number to CGC, at least fifteen (15) days before the election day. NATCCO MBAI assures protection of the personal information as per Data Privacy Act.

The official email address of NATCCO MBAI for the purpose of virtual election will be included in the CGC letter to members for filing of candidacy.



2. The guidelines for the Filing of Candidacy during election in person will also apply to virtual setup.


3. Campaign

3.1 Two (2) weeks before election, the CGC will email the official List of Candidates, which will include their qualifications and achievements, to the registered email address of the members and representatives of partner-cooperatives. This serves as the campaign material for all the candidates. The same will also be posted at the NMBAI website and Facebook page.

3.2 No candidate will be allowed to distribute campaign materials and to campaign through different digital channels before and during the AM.

3.3 During the virtual presentation of candidates, campaigns will be conducted professionally and will be limited to the presentation of the candidates' programs and platforms. This will be done through NMBAI's designated digital channel.

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4. Release of Election Link

To ensure the proper and orderly conduct of the virtual election, the election link and the e-ballot number will be emailed, a day before the Annual Meeting, to the registered email address of the voters. But this link can only be accessed once the opening of the election has been declared. The email will also include the official NMBAI cellphone number and Messenger account to address possible connectivity problems.

5. Conduct of Election

5.1 The election will start and end upon announcement of the CGC Chairperson.

5.2 Voters will log-in to their registered email account where the election link was sent. The voter clicks the link and casts his/her vote.

5.3 In case of power failure or poor internet connection, the voter must inform the CGC thru NATCCO MBAI's official cellphone number or Messenger account. After validation, the CGC will then advise the voter on the alternative method of casting votes.

- Authorized staff, with the presence of the CGC, will encode in the e-ballot tally sheet, the votes received thru messenger and SMS upon validation.
- Proper documentation on votes received thru messenger and SMS will be undertaken.

6. Appreciation of E-ballots and Proclamation of Winners



6.1 The Corporate Governance Committee will validate the votes based on the following unique identifications:


- assigned ballot number
- registered email account

6.2 The assigned ballot number and the registered email address must match. If not, it will be declared void.

6.3 Only votes of those confirmed in attendance will be counted. Votes casted by those not in attendance will be considered void.

6.4 To ensure the integrity of the election results, the Corporate Governance Committee will appoint an Election Assistant tasked to access the final results thru google form.

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6.5 In case of a tie and no one withdraws, the winner must be determined through toss coin. For multiple ties, the digital wheel will be used to determine the winner.

6.6 CGC presents the result of the virtual election in the shared screen of the designated digital channel and declares the winners accordingly.

Virtual Election Forms




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