



Online Micro Sellers Multipurpose Cooperative

Unit 907 & 908, One Park Drive 8th Avenue Corner 11th Drive
Bonifacio Global City, Barangay Fort Bonifacio Taguig City
Registered with the Cooperative Development Authority - Manila Extension Office
CDA Registration No. 9520-101600000039775 CIN 16201739775 | TIN 50157-206-00000

**ONLINE MICRO
SELLERS
MULTIPURPOSE
COOPERATIVE**

**ELECTION POLICIES AND
PROCEDURES 202**



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OMSMPC ELECTION POLICIES AND PROCEDURES

I. TITLE

This paper shall be known as “OMSMPC Election Policies and Procedures”.

II. GENERAL PROVISIONS

Section 1 - Applicability – These Election Policies and Procedures shall govern the conduct of General Assembly and Election of Officers of ONLINE MICRO SELLERS MULTIPURPOSE COOPERATIVE (OMSMPC).

Section 2 – Definition of Terms – The following terms shall be defined as follows to govern and have a uniform interpretation as mentioned in these guidelines.

- a. General Assembly – shall mean the full membership of the cooperative duly assembled for the purpose of exercising all the rights and performing all the obligations pertaining to cooperatives, as provided in RA No. 9520, its articles of cooperation and by-laws.
- b. Audit Committee – refers to a committee elected by the General Assembly tasked to audit the performance and monitor the adequacy and effectiveness of the cooperative’s management and control system.
- c. Board of Directors - shall mean that body entrusted with the management of the affairs of the cooperative under its articles of cooperation and by-laws.
- d. Election - refers to the process of choosing the members of Board of Directors and Other Elective Officers through secret ballot.
- e. Election Committee or “ELECOM” - refers to a committee elected by the General Assembly as prescribed in the Cooperative By-laws responsible for the preparation, conduct, supervision, and control during election.
- f. Master List of Voters - refers to a certified roster of bonafide member who are qualified to vote.
- g. Voter / Member Entitled to Vote - refers to a bonafide member who possesses all the qualifications and none of the disqualifications, who are entitled to vote in accordance with the by-laws.



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Section 3 — Date/s of Election — The conduct of Election shall be held on the specific date/s to be determined by the Board of Directors or during the Annual General Assembly within 90 days after the end of the year.

Section 4 – Notices of Election – A written notice on the conduct of election shall be sent to all the members stating the purpose/s, place/s, date/s and specific time/s of the conduct of election.

Such notice shall also be posted in strategic places not less than one (1) week before the date of election.

The written notice shall be delivered thru email to each member of the cooperative, in addition; print and/or broadcast in social media may also be availed of, if necessary.

III. ELIGIBILITY TO RUN AND FILING OF CERTIFICATE OF CANDIDACY

Section 1 – Qualifications. Any member who is entitled to vote and has the following qualifications can be elected in the following positions in the cooperative:

- a. Board of Directors
- b. Audit Committee
- c. Election Committee

The qualifications of a candidate to run as Member of the Board of Directors and committee members shall be in accordance with the provision of the by-laws such as:

- 1. Has paid the minimum capital requirement.
- 2. Has no delinquent account with the cooperative.
- 3. Has continuously patronized the cooperative services.
- 4. A member entitled to vote for the last two (2) years.
- 5. Completed or willingness to complete within the prescribed period the required education and training whichever is applicable.

Positions	Additional Requirements
Board of Director	Relevant and/or equivalent experience or credentials stated in the OMSMPC Code of Governance and Ethical Standards. Has served at least 1 complete term as



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	an appointive or elective committee member.
Audit Committee	Relevant and/or equivalent experience or credentials stated in the OMSMPC Audit Policies and procedures.
Election Committee	Relevant and/or equivalent experience or credentials stated in the OMSMPC Articles of Cooperation and By-Laws.



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Section 2 - Disqualifications - The disqualifications of a candidate to run as Member of the Board of Directors and committee members shall be in accordance with the provision of the by-laws, particularly:

1. Holding any elective position in the government, except that of a party list representative being an officer of a cooperative he/she represents.
2. Members holding any other position directly involved in the day-to-day operation and management of the cooperative.
3. Having direct or indirect personal interest with the business of the cooperative.
4. Having been absent for three (3) consecutive meetings or in more than fifty percent (50) of all meetings within the twelve (12) month period unless with valid excuse as approved by the Board of Directors.
5. Being an official or employee of the Cooperative Development Authority, except in a cooperative organized among themselves.
6. Having been convicted by final judgement in administrative proceedings or civil/criminal suits involving financial and/or property accountability, and
7. Having been disqualified by law.
8. Failure to complete the mandatory training during his/her term should be ground for future election or appointment in any position in the cooperative.

Section 3 – Filing of Certificate of Candidacy – Qualified members shall secure from the ELECOM and/or Election Technical Working Group an official form of the Certificate of Candidacy. After it is duly accomplished, the same, together with the other required documents, shall be filed at the designated ELECOM/Screening Committee office during office hours, not later than thirty (30) days before the election date.

Section 4 - Requirements needed upon filing of Certificate of Candidacy. All candidates shall submit the following requirements together with the certificate of candidacy:

- a. Resume with Photo.
- b. Certificate of Candidacy.
- c. NBI Clearance
- d. Certificate of Completion of CDA mandatory trainings for Cooperative Officers.

Section 5 – Certificate of Candidacy – No qualified member of the cooperative shall be elected as member of the Board of Directors, member of the Audit Committee, member of the Election Committee and Other elective positions, unless he/she has filed a sworn Certificate of Candidacy.



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Section 6 – Screening Procedures – The application by and screening of candidates shall involve the following procedure:

1. Application -
 - a. Prospective applicant/candidate shall secure a form or Certificate of Candidacy from the duly authorized member of the ELECOM and/or Election Technical Working Group and shall acknowledge receipt thereof. Applicant/candidate shall submit also his/her duly Sworn Certificate of Candidacy with necessary attachment, hereof which shall be accomplished whether online or hard copy to be determined by elecom.
 - b. . ELECOM and/or Election Technical Working Group assigned shall acknowledge receipt thereof, certifying the completeness of attachments, date, and time of receipt to be recorded.
2. Screening -
 - a. The Election Technical Working Group, in addition to the qualifications/disqualifications of the applicants as prescribed in the by-laws shall consider the following pre-qualification requirements:
 - i Membership Records Status - indicating the date of approval of membership.
 - i Lazada Records Status- indicating the date of membership and that he/she is a client in good standing.
 - ii Outstanding accountabilities/delinquency with the cooperative indicating the amounts and dates incurred. The Screening Committee shall set standards to comply with the above pre- qualification requirements.
 - b. To submit the list of screened and qualified candidates to the ELECOM for their approval.
3. Posting of List of Qualified Candidates -
 - a. It shall be the responsibility of the Election Committee to post the list of qualified candidates in at least 10 days before the election.

Section 7 – Withdrawal or Cancellation of Certificate of Candidacy – No Certificate of Candidacy duly filed shall be considered withdrawn or cancelled unless the candidate



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files with the Election Committee a sworn statement of withdrawal or cancellation at least one (1) day before the election.

IV. PROHIBITED ACTS OF CANDIDATES

Section 1 - Prohibited Acts of Candidates – The Board of Directors thru the ELECOM shall identify the prohibited acts of candidates before and during the election period. The Election Committee will enumerate the prohibited acts during election period including but not limited to the following:

- a. Vote-buying and vote-selling
- b. Conspiracy to bribe voters
- c. Wagering upon result of election
- d. Coercion of other members
- e. Threats, intimidation, terrorism, use of fraudulent device or other forms of coercion.
- f. Coercion of election officials and employees.
- g. Unlawful electioneering.
- h. Use of cooperative funds,
- i. Carrying of deadly weapons in the voting places, and
- j. Candidates who are intoxicated and under the influence of prohibited drugs.

V. DETERMINATION OF MEMBERS ENTITLED TO VOTE

Section 1 – Members Entitled to Vote – Any regular member who meets the following conditions is a member entitled to vote:

- a. Paid the membership fee and the value of the minimum shares required for membership
 - a.1. Completed the membership requirements in the previous year and approved by the Board on or before December 31;
- b. Not delinquent in the payment of his/her share capital subscriptions and other accounts or obligations;
- c. Has actively participated in one (1) of the following programs and projects prescribed by the Board of Directors in the past calendar year (C.Y) as follows:
 - c.1. Community-based programs and other engagement events (e.g. Community Connect, FB events and contests)
 - c.2. Exclusive skills trainings by the Education & Training Committee (e.g. Ka-Sellers with Experts)



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- d. Has participated in the affairs of the Cooperative and patronized its businesses as follows:
- d.1. Reached a minimum-required payout GMV as proof of patronage to the Cooperative's business (GMV of previous and calendar year).
 - d.1a. For "Corporate Sellers" under OMSMC, minimum required GMV is PHP 3,000,000 (three million pesos);
 - d.1b. For "Corporate Sellers" who graduated from the cooperative, minimum required GMV is PHP 3,000,000 (three million pesos) or fully paid share capital and continuously patronizing the other businesses of the cooperative.
 - d.1c. For "Individual Sellers", minimum required GMV is PHP200,000 (two hundred thousand pesos)
 - d.2. No records of having transaction irregularities on the Lazada platform or suspicions of violations of the Seller Agreement or Seller Terms & Conditions
- E. Has attended previous General Assembly

Section 2 – Master list of Voters – It shall be the responsibility of the ELECOM to prepare in not less than sixty (60) days before the election, copies of the Master List of Voters. The Master list of Voters shall be verified by the General Manager and certified by the Board Secretary. Any disagreement to the list shall be filed in writing with the ELECOM for evaluation based on submitted documents. Said disagreement shall be resolved within five (5) days before the election. Those that are not included in the Master list of Voters shall not be allowed to vote.

VI. ELECTION TECHNICAL WORKING GROUP

Section 1 - Election Technical Working Group Members - This is composed of management employees recommended by the General Manager to the ELECOM approved by the Board of Directors.

Section 2- Function and Responsibilities - The Election Technical Working Group shall assist and report directly to the Election Committee before, during, and after the Election specifically on the following activities:

- a. Conduct of orientations, information dissemination, forums and other methodologies for the campaign of Cooperative Election.
- b. Assistance in the selection of candidates from the applicants.
- c. Assistance in the overall process during Election



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- d. Assistance in the selection of Election platforms.
 - e. Anything that will be assigned by the Election Committee to be coordinated with the General Manager.

Section 3 - Term - They shall only serve from the time of appointment by the Board of Directors until the Election for the current year is officially done and complete.

VII. OFFICIAL BALLOT

Section 1 – Official Ballot – The cooperative shall prescribe their own Official Ballot in virtual and/or digital form which will generally include the following details:

- Official and Unique Voter's Identification
- Roster of Election Candidates and their profile
- Clear instructions on how to cast the vote

Other information such as visual requirements, organization, specific application or platform will be determined by the Election Committee depending on available proposals.

Section 2 – Prevention of Fraud – To prevent fraud and tampering of ballots the Election Committee shall devise measures to ensure and adopt digital safekeeping and authentication methods of the Official Ballots as well as the distribution of each to registered voters.

VIII. CASTING OF VOTES

Section 1 – Voting Hours – The Election Committee shall set the official voting time in consultation with the Board of Directors. The election shall begin upon the declaration thereof by the ELECOM.

Section 2 - Online Election Tool - The Board of Directors shall approve an online election platform upon the recommendation of the ELECOM in consultation with the Election Technical Working Group.

Section 3 - Procedures of Voting – The election shall be done through electronic voting. The ELECOM shall devise the mechanics in the conduct of the voting, such as:

- a. Preliminaries of Voting
- b. Voting application or platform
- c. Order of Voting
- d. Preparation of Official ballots
- e. Casting of votes



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- f. Canvassing of votes
 - g. Determination and Declaration of disqualified votes
 - h. Challenge of Illegal Voter/s

Section 4 – Minutes of Voting – The ELECOM and/or Election Technical Working Group shall prepare and sign a statement in four (4) copies setting forth the following:

1. The time the voting commenced and ended.
2. The number of ballots received.
3. The number of ballots used, and number left unused.
4. The number of voters who cast their votes.
5. The number of voters challenged during the voting.
6. The time the counting of votes commenced and ended.
7. The number of excess ballots as compared to the register of voters.
8. The number of valid ballots, if any, retrieved from the Election Technical Working Group.
9. The number of ballots read and counted and
10. The record of protest, if any, and action taken by the ELECOM.

Section 5 – Submission of Election Documentations – The minutes of voting and other relevant documents shall be collated in digital format and will be signed off by ELECOM for proclamation.

IX. CANVASS OF VOTES AND PROCLAMATION OF WINNERS

Section 1 - Canvassing of Votes - The ELECOM shall supervise the electronic canvassing of votes with the assistance of Election Technical Working Group.

Section 2 - Tied with Same Records - In case of a tie and no one withdraws, the winner shall be determined by a virtual toss coin by two wins out of three trials (2 out of 3). In case of triple tie or more, the winner shall be determined by drawing lots or through a digital wheel.

Section 3 - Proclamation of Winners - The ELECOM Chairperson shall proclaim the candidates who garnered the highest number of votes, as the duly elected candidates. A sole candidate to any elective position shall be declared winner by acclamation, or the ELECOM at its option may count the votes cast for the said candidates and likewise proclaim him/her as duly elected candidate.

X. ELECTION PROTEST

Section 1 – Jurisdiction – The ELECOM shall have jurisdiction over all post-election protests relating to the election of the members of the Board of Directors, members of the Audit



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Committee and Election Committee. Post- election protests which cover the irregularities on the conduct of election shall be filed within Twenty-four (24) hours after the proclamation of the results of the election.

Section 2 – Resolution on Protest – The members of the ELECOM shall decide all post-election protests brought before it within seventy-two (72) hours from the date the protest is submitted. The resolution of the ELECOM is final and executory unless appealed /elevated to the CDA. Such appeal shall be resolved within the policy of the regulatory body. The By-Laws provide that the decision for all election and election related cases except those involving the ELECOM or its members itself are solely for the ELECOM.

Section 3 – Notice of Resolution – The ELECOM shall furnish copies of the resolution to the parties concerned.

XIII. AMENDMENTS

Amendments to this election policy may be adopted by the majority votes of the Board of Directors within 30 days after submission by the Election Committee.

XIII. EFFECTIVITY

This Policy shall take effect upon the approval of the Board of Directors and ratification of the majority of all Members present and entitled to vote in the Annual General Assembly.



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