

2016-2017 CSWCD STUDENT COUNCIL ELECTION GUIDELINES

A. Calendar for the 2016 CSWCD Student Council Election

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| March 14, 2016 | : Filing of certificates of candidacy with the Office of Student Activities (OSA), and at the Student Records Office (SRO), CSWCD |
| March 18, 2016 (12nn) | : Deadline for filing of certificates of candidacy with supporting documents |
| March 18, 2016 (4 p.m.) | : Meeting of CSEB to review and approve application of candidates and |
| March 28, 2016 | : Release of first official list of candidates |
| March 30, 2016 (12nn) | : Deadline for filing of protests on Candidates |
| April 1, 2016 | : Meeting of CSEB to finalize list of Candidates. Release of final list of Candidates. |
| April 5, 2016 | : Posting of list of electors |
| April 6, 2016 | : Signing of Commitment to Ethical Guidelines for the 2016 Student Council Elections |
| April 6-20, 2016 | : Official campaign period (room to room campaign with permission of the Faculty) |
| April 16, 2016
(Vinzon's Hall, 8am-12pm) | : Special elections for Graduate students |
| April 19, 2016 (6 – 7 pm) | : Meet the SC Candidates (for Grad students) |
| April 20, 2016
(College: 10-12am CSWCD walkway)
(University: 2-5pm Palma Hall steps) | : Miting de Avance and last day for campaign |
| April 21, 2016 (9:00AM-7:00 PM) | : ELECTION DAY |
| April 22, 2016 | : Official announcement of election results and proclamation of winners |

- April 22-29, 2016 (12nn) : Last day for filing of election protests
- May 2, 2016 : USEB/ CSEB meeting on election protests
- June 2016 : Turn-over and oath-taking ceremony

B. QUALIFICATION OF CANDIDATES

To qualify for any of the CSWCD Student Council positions, a candidate must possess/satisfy the following qualifications:

1. He/She must have one year of residence prior to occupancy of the position in the University and at least one semester of which is in the College.
2. He/She is of good standing at the CSWCD, this means that he/she has no grade of "4.0" and "5.0"; Incomplete grades must have been completed at the time of filing of candidacy; and must have a GWA of at least 2.25 for undergraduate and 2.0 for graduate student in the immediate preceding semester.
3. He/She must carry the normal CSWCD load of no less than 15 units for undergraduate students and 6 units for graduate students and must not enroll in Fieldwork Instruction (FI) during his/her incumbency;
4. He/She must not have been found guilty in any disciplinary case of any act of involving moral turpitude as defined by University rules;
5. He/She must have paid the CSWCD Council fee for the Second semester, 2015-2016.

CSWCD COUNCIL POSITIONS

The positions that are open for CSWCD election consist of the following:

- CSWCD Council Chairperson
- Vice-Chairperson for Internal Affairs
- Vice-Chairperson for External Affairs
- Secretary General
- Treasurer
- BSCD Representative,
- BSSW Representative,
- Graduate Representative

C. REQUIREMENTS FOR FILING OF CANDIDACY

A CSWCD student wishing to file his/her certificates of candidacy should submit the following to the office of the student records/office of the CSWCD College Secretary;

1. Letter of intent, specifying the position he/she is seeking and a brief platform
2. Certificate of Candidacy (Forms are available at the SRO)
3. He/she has not been found guilty in any disciplinary case of any act involving moral turpitude
4. He/she is primarily enrolled and is currently carrying the normal load prescribed by the unit (at least 15 units for undergraduate students and 6 units for graduate students).
5. He/she is in good standing in the immediate preceding semester.

D. ELECTION PROCEDURES

1. The CSWCD Electoral Board will post the list of CSWCD bonafide students who qualify as electors;
2. Qualified student voters include: full/part time CSWCD undergraduate and graduate students who are enrolled as majors in the program offerings of the College, i.e., Community Development, Social Work, Women and Development, Doctor of Social Development.
To qualify to vote, the student voter should present his/her ID or any valid ID which indicates he/she is officially enrolled for the second semester, 2015-2016 or if not available, Form 5 with the official imprimatur of enrollment also for the said semester and has paid the CSWCD Student Council fee for the second semester, 2015-16, but who otherwise meet the other qualifications, will be allowed to vote upon payment of the fees. The SRO/OCS has the right to certify that the voter is a bonafide student.
3. Automated voting procedure will be conducted on April 2 (9:00 am – 7:00 pm) at the CSWCD Administrative Section Lobby.
4. The counting of votes will follow shortly after the close of the voting schedule at the CSWCD Conference room. The votes shall be tallied and the election results shall be officially certified by the inspectors designated by the CSWCD Electoral Board; There shall be two inspectors for each party and one each for independent candidates.
5. The official results will be announced on April 22, 2016 and transmitted by the Office of the College Secretary to the University Electoral Board;

E. COMPOSITION OF CSWCD STUDENT ELECTORAL BOARD (CSEB)

1. College Secretary as ex-officio Chairperson
 2. Two faculty members of the College. The two faculty representatives to the college electoral board are assigned by the chairs of the Department of Community Development and Department of Social Work
 3. Two students who shall be selected by the accredited college – based student organizations. The student members must be qualified electors in their respective units and must not be candidates for any elective position in the UP Student Council or in any College Student Council, nor be accredited as officers of any University-wide or College-wide political party.
- NO MEMBER OF THE BOARD SHALL BE INVOLVED IN ANY PARTISAN POLITICAL ACTIVITY WHILE SERVING IN THE BOARD, EXCEPT TO VOTE AS IN THE CASE OF THE STUDENT MEMBERS. ANY MEMBER OF THE BOARD VIOLATING THIS RULE SHALL BE SUBJECT TO CORRESPONDING DISCIPLINARY ACTION.

F. FUNCTIONS OF THE 2016 CSWCD CSEB

1. The two faculty members and two students duly designated by the Department Chairpersons and student organizations serve as members of the CSWCD CSEB. The College Secretary serve as the convenor and Chair of the CSEB.
2. Participate in the following functions of the CSEB matters:
 - Screening of the applications for candidacy and approve qualified candidates
 - Setting up the specific guidelines/criteria deemed appropriate for the CSWCD Student Council Elections; and
 - Implementing, monitoring, and supervision of the elections to its successful conclusion.
3. The CSEB adopts the University rules concerning campaign materials and procedures. (However, streamers and tables containing campaign materials shall not be allowed in CSWCD premises.)