



PHILIPPINE ASSOCIATION OF COLLEGES OF PHARMACY (PACOP)

ELECTION GUIDELINES 2016

1. Election is to be conducted according to the most recently ratified PACOP Constitution & By Laws.
2. The Election Committee shall be constituted by the President of PACOP with recommendations from the Board of Directors. The Council of Advisers is always part of the Comelec with the PACOP Administrative Personnel as one of the members. At least one of the Council of Advisers will preside the election proper. In the absence of the Advisers, they can assign a representative from PPhA Board of Directors. Comelec will be chaired by a PACOP Dean/Program Head as approved by the BOD. A maximum of five members constitute the COMELEC. The Chair will appoint the additional members of the COMELEC.
3. The functions of the COMELEC are to:
 - 3.1 prepare the nomination and election guidelines for 2016; previous year's guidelines may be adopted as approved by the BOD ;
 - 3.2 coordinate with the Secretary to ensure widest dissemination of the notice or invitation for submission of nominations, using all forms of social media – email, facebook and PACOP website;
 - 3.3 receive nominations;
 - 3.4 declare formal acceptance when the set deadline for nomination is closed;
 - 3.5 finalize the list of nominees for BOD 2016 - 2018;
 - 3.6 inform institutional members on the final list of nominees;
 - 3.7 prepare official ballots;
 - 3.8 monitor the actual voting process on the set date for the election – during the Business meeting and General Membership Assembly - 20 April 2016
 - 3.9 tally the results

4.0 announce the results to PACOP institutional members

4. All Deans/Program Heads of PACOP member schools who are physically present during the election day may cast their votes. Official representative of the Dean/Program Head (through an authorization letter) may participate in the voting process in case of his/her absence.
5. All nominees who have confirmed their acceptance of nomination can be elected in absentia, provided an official letter or advisory with valid reason is received by the President at least a day before the election day.
6. Casting of votes is through secret balloting using the official ballots prepared by the COMELEC. Only original ballots are counted.
7. Cluster Vice-Presidents will be elected by the members belonging to their respective regions.
8. Prior to the proclamation of the elected members of the BOD, the COMELEC shall rank the members according to the number of votes received, and the top 11 will be considered as the Board of Directors.
9. The 3 cluster VPs and 11 BODs will be proclaimed.

ELECTION OF PACOP OFFICERS FOR SY 2016-2018

The President, Executive Vice-President, the Secretary, the Assistant Secretary, the Treasurer, the PRO, the Auditor and Business Manager, shall be elected by and among the 11 Board of Directors during the next regular meeting immediately following the election date. The 3 cluster VPs can likewise vote for the officers.



PHILIPPINE ASSOCIATION OF COLLEGES OF PHARMACY (PACOP)

NOMINATION GUIDELINES 2016

1. Nominations are open to all current institutional members. Only one nomination per school member shall be accepted.
2. All Deans or Program Heads (if there is no Dean of Pharmacy) or their equivalent from PACOP member schools, who are registered pharmacists, may be nominated.
3. All nominees should submit a conforme or confirmation of acceptance of their nomination.
4. As the nominees will come from the pool of PACOP Deans or Program Heads, potential candidates should have the following characteristics:
 - 4.1.1 They must possess strong leadership capabilities and must be strategic thinkers since the Board is responsible for the long-term governance and directions of PACOP.
 - 4.1.2 They must be committed and willing to serve for the duration of their term in the Board.
 - 4.1.3 They must be willing to become Ambassadors and communicate on behalf of PACOP.
 - 4.1.4 They must have a clear leadership vision or advocacy/ies for PACOP.
5. Upon approval by the Board of the guidelines, nomination forms will be sent to all member schools via email by the PACOP Administrative personnel and COMELEC member.
6. Accomplished forms by the nominator with the conforme of the nominee shall be returned at least a day before the election at 12:00 noon. All accomplished nomination forms will be sent to the Chair of the Committee on Election, for summarization.