

RULES & REGULATIONS
IN THE CONDUCT OF THE FEBRUARY 23, 2021 ELECTION OF
SHELL CLUB15 PLUS, INC. BOARD OF TRUSTEES

1. ROLE OF THE ELECTION COMMITTEE

To conduct and manage the elections for the new set of 15 Trustees of the Shell Club15 Plus, Inc. for the forthcoming period (March 2021 to February 2023).

Objectives:

- Ensure an open, honest, peaceful and orderly election
- Facilitate the Nomination process
- Canvassing/tabulation of votes
- Decide on election issues/protests
- Declaration of winners

Note: The election committee members have formally agreed amongst themselves on 10 February 2021 that for this specific election, they will inhibit themselves from voting.

2. AUTHORITY OF THE ELECTION COMMITTEE

Authority emanates from the Club's Board of Trustees which appointed the members of the Election Committee to conduct the election of the new set of Trustees during the General Assembly on February 23, 2021, as directed by the Club's By-Laws, as per the minutes of the previous Board meeting.

The Election Committee for 2021 is composed of Bing Pingul, Emma Maceda and Atty. Rubin Cura.

3. QUORUM

This will be declared at the opening of the General Assembly (GA) and before the Club President's annual report.

4. ELIGIBILITY TO VOTE

Only regular members as at January 31, 2021 in the updated master list of the Shell Club15 Plus, Inc. Office are eligible to vote in the election. (*Regular Member is defined in the Shell Club15 Plus, Inc. By-Laws as: A Filipino citizen who is either an active or a retired employee who has completed a minimum of fifteen (15) years of continuous service with the Shell group of companies either in the Philippines or abroad may become a regular member*).

The election committee members are inhibiting themselves from voting as stated in Section 1.

5. PROXIES

- A. Any regular member can execute a Proxy Form On-line if he cannot vote in person during the GA. The Proxy Form allows a member to have another member represent him during the GA, inclusive of the right to vote or be voted upon. The relevant advice on how to execute proxy forms on-line have been distributed to all regular members starting February 1, 2021. The member who cannot attend the GA must accomplish the proxy form on-line on or before February 15, 2021 until 5:00pm.

6. MANNER OF ELECTION:

- A. The Election of this Year's Shell Club15 Plus, Inc. Board of Trustees (BOT) shall be done on-line and all regular members may participate in the election of a new set of officers on February 23, 2021 virtually during the GA at via Zoom Meeting.
- B. A unique four-character alpha-numeric Voter Code (VC) will be generated and will be distributed to proxy voters on 16 February 2021. Said VC will be used by the proxy voter to be able to vote on-line.
- C. A regular member who has opted to execute a Proxy Form and appointed a person of choice to vote in his/her behalf will not be given a VC anymore as his/her VC will instead be given to the appointed Proxy. The Proxy therefore will receive aside from his own VC the same number of VCs equivalent to the number of members who appointed him as Proxy (i.e. if there are 5 members who appointed him as Proxy, he will receive a total of 6 VCs).
- D. Proxy Voting will be allowed from February 17 up to 11:59 pm on February 18, 2021 to enable the Proxy voter ample time to cast votes for the members he is representing. The voting system will be password protected at this time and can only be accessed by proxies who will be casting votes. They need to request access from the secretariat. Secretariat will start to distribute access and voter codes to proxies by Feb 16. For Proxy pre-voting, the Election system will be open from February 17 up to 11:59 pm on February 18, 2021. Only valid proxies

will be given access during this period and they will be allowed to cast proxy votes during this time only but may extend on election day itself especially if he is not done yet. Secretariat should make sure that they are only giving access to valid proxies during these dates. Note that it is the actual attendance of the Proxy in the GA that will make his vote count. Thus, while pre-voting will be allowed to all the Proxies on Feb 17 up to 11:59pm on February 18, the Proxies are nonetheless required to virtually attend the GA on February 23, 2021 and must have their attendance recorded on the actual day of the election itself to have their votes counted. Otherwise, all the votes cast by the Proxies during the pre-voting will be nullified.

- E. We need to disable the system by February 19 to give time to secretariat to distribute the regular members' election access and VCs. During this time, some regular members may already receive their access and they might access the system so we have to disable it until the actual election day. Distribution of election access and VCs will continue until February 23 to all regular members.
- F. On the day of the GA, the election system will be open at a specific time only. - At this time, secretariat should already have finished distributing the election access and VCs to regular members but should standby to support in case a member did not receive or forgot his VC. When a request for VC is received by the Secretariat during the AGMM, Secretariat will post the VC privately to the requesting member via the Chat Room.
- G. Voting process:
 1. Member should specify if he is voting for himself or if he is voting as a proxy in behalf of another.
 2. If voting as a proxy of another, he is required to input his VC, then he is required to input the VC of the member he is voting for. This is for tracking and control purposes.
 3. **The VC is unique, once it has already been used, it will be rejected by the system if a voter uses the same VC again.**
 4. A voter can select up to fifteen candidates or even less should he/she so desire. Once the maximum of 15 candidates are selected, the checkboxes will be disabled and the voter won't be able to select anymore, unless he deselects a candidate so he can opt to vote for another candidate.
 5. Once the member finalizes his vote, he can click on submit and the ballot will now be accepted by the system.

6. Election results are real time and can be monitored by Comelec through the backend system.
7. Tabulation of votes will be done electronically, i.e., upon submission of the ballot, the vote will be accordingly reflected in the electronic tabulation containing the list of the nominees to facilitate summation and reporting.
8. The ranking of candidates will be based on highest vote count to the lowest vote count.
9. The top 15 candidates garnering the greatest number of votes in the tabulation will be declared winners.
10. In the event of a tie in a given slot in the 1-15 slots, the tie will be broken via a toss coin process to be administered by the incumbent Club President. The winner gets the regular slot and the non-winner gets the succeeding lower slot. The tie-breaking process will continue until all the 15 positions are filled.
11. The Comelec can validate and compare the automated results by viewing the vote overview of the individual ballots sent via email.
12. Once validated, the Comelec can announce the winners.

H. Declaration of Winners:

1. The Election Committee in the same GA meeting declares the winning candidates as the new set of Trustees.
2. The new set of Trustees will take their oath in a separate meeting to be determined and announced after the new Board's election of officers.