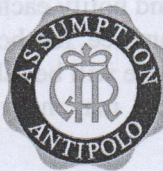


VISION

A Christ-centered school community
growing in the love and friendship
of Jesus Christ in His Church
and striving for peace
in the social and ecological order



MISSION

We, in Basic Education, commit ourselves –
to Transformative Education
as a Christ-centered school community
dedicated to the integral formation of persons
empowered to promote justice, peace,
care for creation and solidarity

Serve joyfully with boundless love.

School Thrust 2019-2020

January 6, 2020

Dear Assumption Antipolo Parents and Guardians,

Happy New Year!

The Family Council aims to promote, encourage, and foster a more active role for the parents and legal guardians of students of Assumption Antipolo as partners of the school in the education of their children. For this purpose, we are pleased to announce the convening of the AAFCI COMELEC and the start of the nomination period for the positions of a) Members of the Board of Trustees and b) Grade Level Chaircouples for SY 2020-2021.

Each parent/guardian may nominate one couple candidate from their level for the position of Grade Level Chaircouple.

Likewise, each parent may nominate up to three (3) candidates for the position of Trustee-couples to represent the elementary levels in the 7-seat Board of Trustees for school year 2020-2021.

Members of the COMELEC may not be nominated nor elected for these positions. **Deadline for submission of nominations is on January 24, 2020.**

Please see next page.

NOMINATION FORM (for current Kinder 3, Grades 1 to 5)

I AM NOMINATING THE FOLLOWING:

CHAIRCOUPLE (Please nominate one couple from your level)

Name: _____; Contact Number: _____

BOARD OF TRUSTEES (Please nominate up to three (3) couples from any of the current Kinder 3, Gr.1, Gr. 2, Gr.3, Gr. 4, or Gr. 5 parents)

1. Name: _____; Contact Number: _____

2. Name: _____; Contact Number: _____

3. Name: _____; Contact Number: _____

Name of Student

Level/Sec.

CN

Name/Signature of Parent

The AAFCI COMELEC will process the nominations and notify each parent-nominee to submit a nomination acceptance form. A parent member cannot be a nominee for both the positions of Trustee and Level Chaircouple. In such a case, the concerned parent nominee will be asked to choose between the Trustee or the Level Chaircouple position. The AAFCI COMELEC may help the concerned parent by presenting a summary of the number of nominations received.

The Level Chaircouple shall be elected by and from among the parent/guardian members in each grade level either in a meeting or by way of circular ballots to be sent through their daughters.

The duly-elected Level Chaircouple shall then convene within ten (10) calendar days to vote for the Members of the Board of Trustees by secret ballot. Said voting shall be conducted by the AAFCI COMELEC at the AAFCI office.

Please see attached Election Rules and Guidelines for complete details.

Your participation in the foregoing is a RIGHT given to every parent/guardian-member of the AAFCI. Please exercise this right to ensure a successful partnership between the school and the parents.

Sincerely yours,

COMELEC

Emerson and Catherine Carlos

Edwin and Love Non

Ricky and Agnes Henson

Rolly and Judy Maramo

Jun and Liza Mondragon

Noted:

Ms. Marie Grace B. Magtaas
School Director

ELECTION RULES AND GUIDELINES
Assumption Antipolo Family Council, Inc.
School Year 2019 - 2020

1. Committee on Elections (COMELEC)

1.1 Composition: A Committee on Elections (COMELEC) shall be constituted at least forty-five (45) *calendar* days prior to the Second General Membership Assembly. The Board of Trustees shall appoint the members of the COMELEC.

1.1.1 The COMELEC shall be composed of not less than three (3) nor more than five (5) competent and impartial member-couples. The COMELEC member-couples shall then elect a COMELEC Chaircouple.

1.1.2 The COMELEC shall likewise promulgate and administer such rules and regulations as may be necessary in the election of the new Board of Trustees and the new Grade and Year Level Chaircouple provided that such rules and regulations shall not be contrary to the provisions of existing laws and the AAFCI By-laws.

1.1.3 The COMELEC shall be the sole and final judge of all contests relating to the elections, returns and qualifications of nominees, and decide all questions affecting such elections including the right to vote.

1.2 Powers: The COMELEC shall:

1.2.1 Promulgate rules and regulations on the conduct of the election of Board of Trustees and the Grade and Year Level Chaircouple. The said election rules or guidelines shall be posted in the AAFCI office, on the AA Family Council (AAFCI) website, AAFCI Facebook page and by way of other sites or methods deemed appropriate by the COMELEC.

1.2.2 Supervise the nomination and election process.

1.2.3 Accept nominations in writing from the members.

1.2.4 Implement the rules of procedures for balloting and nominations.

1.2.5 Act as election inspectors.

1.2.6 Collect, tally and canvass the ballots.

1.2.7 Decide on all contests relative to the nomination and election of Trustees as well as the Grade and Year Level Chaircouple, the tallying and the canvassing of votes.

1.2.8 Ensure the proper and orderly conduct of the elections.

1.2.9 Hear and decide election protests.

1.3 Prohibition: Members of the COMELEC may not themselves be nominated nor elected as Grade and Year Level Chaircouples and the Board of Trustees.

1.4 COMELEC Actions:

- 1.4.1 All matters presented to the COMELEC shall be decided upon by the majority vote of the COMELEC members. All actions and decisions of the COMELEC on all matters within its jurisdiction shall be final and not subject to appeal.
- 1.4.2 The powers granted to the COMELEC may be exercised by it only as a collegial body, and no individual member thereof is vested with any such powers.
- 1.4.3 A majority of the COMELEC member-couples shall constitute a quorum to transact business. The acts and decisions of the COMELEC shall be taken only upon a majority vote of those constituting a quorum.
- 1.4.4 Each member-couple is entitled to one vote. For purposes of determining majority, each member-couple shall be considered as one member.

2. Eligibility To Vote and Quorum

- 2.1. Only members who are fathers, mothers, or in the absence of the parents, the guardians in good standing of the students of the school may vote or be voted for in the election.
- 2.2 In the exercise of suffrage and for purposes of quorum, a parent/guardian couple shall be considered as a single member but shall be entitled to a number of votes equivalent to the number of children they have enrolled in the school.

3. Nominations and Candidacy

3.1 Grade and Year Level Chaircouple

To qualify as an official candidate for election as a Grade or Year Level Chaircouple, a nominee must be nominated by a member who is from the same Grade level or Year level as that of the nominee. Each member may nominate one candidate for their Grade or Year Level Chaircouple.

3.2 Board of Trustees

The Trustee-couples to be nominated shall come from the respective divisions in the general membership in accordance with the corresponding grouping for election of trustees, specifically: one (1) trustee-couple from the Kinder 1-3 membership, three (3) trustee-couples from the primary and intermediate grade school membership, three (3) trustee-couples from the high school membership, for a total of seven (7) trustee-couples in accordance with the number

of trustees required under Article 6 (as amended) of the Articles of Incorporation. Each member is allowed to nominate as many candidates for their division in accordance with the number of trustees to be chosen from their division.

3.3 No parent member can be a nominee for both the positions of Trustee and Grade/Year Level Chaircouple at the same time.

3.4 All nominations must be in writing obtained through circulars given to the parent-member through their daughters announcing the convening of the COMELEC and the start of the nomination period. Reply slips indicating the nominees and contact details shall be returned to the AAFCI COMELEC by way of class advisers no later than seven (7) *school* days from the time the circulars are distributed to the students. This period may be extended by COMELEC as may be warranted by the circumstances.

3.5 Nominating members and their nominees must be members in good standing. A member in good standing is one who has paid his member dues to the AAFCI as of the date that the nominating member has made his nomination and/or the nominee has accepted his nomination.

3.6 The COMELEC will verify all nominations, notify nominee-couples, release and post the list and a short background of the official candidates in the AAFCI Office, AAFCI website, AAFCI Facebook page and by way of other sites or methods deemed appropriate by the COMELEC. Such list may be amended subject to the acceptance of the nominees and their compliance with these guidelines:

3.6.1 The COMELEC shall notify the nominating members and the nominee-couples if the nominations are valid, the nominee-couples are qualified and if the nominee-couples have accepted the nominations within reasonable time after its receipt and evaluation of the nominations.

3.6.2 Nominee-couples shall accept the nomination in writing and are required to submit their required nomination acceptance form to the COMELEC within seven (7) *school* days from notice of their nomination and qualification. An acceptance by at least one member of the nominee-couple is deemed sufficient. The nomination acceptance form can be obtained from the AAFCI office. This period may be extended by COMELEC as may be warranted by the circumstances.

3.6.3 Candidates who withdraw their nomination must do so in writing and duly received by the COMELEC. COMELEC shall convene to decide on matters of withdrawal of candidacy

4. Election Procedure

4.1 The elections may be held at any time after the nominee-couples have been qualified, their acceptance forms received by the AAFCI COMELEC, and the list as well as a short background of the candidates published in accordance with Section 3.6 of these Rules and

Guidelines. The elections should however be held not later than fifteen (15) calendar days prior to the 2nd General Membership Assembly.

4.2 The Grade/Year Level Chaircouples shall be elected by and from among the parents/guardian members in each grade and year level either in a meeting or by way of circular ballots to be sent to the member's daughter through the class adviser.

4.3 Only official circular ballots from the AAFCI COMELEC shall be recognized for purposes of the election.

4.4 Each member qualified to vote shall cast his/her vote for his/her respective Grade or Year Level Chaircouple by indicating his/her choice in the reply slip of the circular ballot. The member shall then submit his/her reply slip of the circular ballot to the class adviser which shall then be turned over to the AAFCI COMELEC.

4.5 All reply slips of the circular ballot must be submitted to the class adviser within seven (7) school days from the time the circular ballot was distributed to the students. This period may be extended by COMELEC as may be warranted by the circumstances.

4.6 Any protest regarding the conduct of the election must be made at the start of the canvass. Any protest relating to the canvassing must be made before the proclamation of the winning candidates.

4.7 Protests may be made verbally, but must be recorded by the COMELEC, which must forthwith issue a resolution.

4.8 Protests made beyond the periods prescribed herein shall not be entertained by the COMELEC. All irregularities not raised during the proper period shall be deemed waived.

4.9 After the COMELEC has completed the canvass and has ruled on all issues presented to it, the nominee-couple with the most number of votes for each grade and year level shall be declared as the elected Grade or Year Level Chaircouple for each of the grade and year levels. In case of a tie, the COMELEC chaircouple shall break the tie by a drawing of lots.

4.10 The Grade/Year Level Chaircouples shall convene, within ten (10) calendar days at the most, upon promulgation by the COMELEC of the duly elected Level Chaircouples and shall then proceed with the voting for the Board of Trustees by secret ballot, to be conducted by the AAFCICOMELEC at the AAFCI office. Each Level Chaircouple is entitled to one (1) vote for as many nominees as there are positions for Trustees, but each voter may not cast more than one (1) vote for each nominee. Election shall be by plurality. In case of a tie, another secret ballot will be conducted to break the tie but only with respect to the affected nominee-couples.

4.11 The winners for Grade/Year Level Chaircouples and Board of Trustees shall be posted at the AAFCI Office, AAFCI website, AAFCI Facebook page and by way of other sites or methods deemed appropriate by the COMELEC.