



PORT COMMUNITY MUTUAL BENEFIT ASSOCIATION, INC.

Bonifacio Drive, South Harbor, Port Area Manila

www.pcmbai.com / email address – pcmbaiservice@pcmbai.com / pcmbai@ppa.com.ph

Port Community Mutual Benefit Association Inc. (FB Page)

March 09, 2026

**SUBJECT : GUIDELINES ON THE CONDUCT OF ELECTIONS
FOR YEAR 2026**

In accordance with Article I, Meetings and Article II, Trustees of the PCMBAI By-Laws, the following procedures shall govern the conduct of nomination and election of the members of the PCMBAI Board of Trustees which will be held on March 24, 2026, from 1:00PM to 4:00PM:

1. QUALIFIED VOTERS

1.1. All PCMBAI members in good standing and have paid membership fee as of February 28, 2026, shall be qualified and eligible to vote.

2. PCMBAI shall provide the following information for the online links, forms, and system to every member on the conduct of the virtual PCMBAI as follows:

- Cisco Webex
- Voting Proper

3. NOMINATION PROCEDURE

3.1. The Nomination of candidates shall be done using the Nomination Form (See Annex A).

3.2. Forms not properly accomplished shall be declared invalid.

4. QUALIFICATION OF A TRUSTEE

4.1. He/she must be a member of the association, preferably occupying with supervisory/managerial position.

4.2. He/she should have been a member for at least two (2) years.

5. TERM OF TRUSTEES

5.1. The trustee shall hold office for two (2) years and until a successor is duly elected and qualified.

6. FUNCTIONS AND RESPONSIBILITIES OF BOARD OF TRUSTEES

The following are the functions and responsibilities of the Board of Trustees

6.1. Exercises general supervision and control over the affairs of the Association.

6.2. Prescribes policies consistent with By- Laws of the PCMBAI necessary for the management of its business, as well as for the guidance of its members/officers.

6.3. Shall be responsible for the strategic planning and direction- setting of the Association; and

6.4. Complies with the prescribed training for Board of Trustees.

7. ELECTION PROCEDURES

7.1. Any qualified member may be nominated by another qualified member using the ELECOM nomination form, provided that, such nomination is accepted/acknowledged/confirmed by the nominee and must be submitted through e-mail or any fastest form of communication to the ELECOM on March 9, 2026, and not later than 5:00 P.M. of March 13, 2026.

7.2. Candidates wishing to withdraw their candidacy must formally inform/write/email the ELECOM until 5:00 PM on March 18, 2026.

7.3. After evaluation, the ELECOM shall certify the list of qualified candidates; and shall post the official list of qualified candidates on March 20, 2026, at conspicuous places within the chapter premises.

7.4. Each qualified member should submit their full name, email address, ID NUMBER, and Mobile Phone number (As per the prescribed sheet) for the dissemination of links for GA/Election on or before March 18, 2026, to the Election Committee Officers through email:

pcmbai_eleccom2026@ppa.com.ph

8. CONDUCT OF ELECTION

- 8.1. The election shall be done through online voting via Microsoft forms.
- 8.2. Casting of online votes shall start at 12:00NN on 24 March 2026 and shall be declared closed at 3:00PM on 24 March 2026.
- 8.3. Respondent can only vote one time per ID Number, for retired indicate "RETIRED".
- 8.4 For respondents with multiple votes; the first (1st) vote cast will be the one considered and counted.

9. The following information shall be filled up in the Voting Form:

- 9.1. Voter's Full Name
- 9.2. Position
- 9.3. Contact Number
- 9.4. ID Number
- 9.5. RC/PMO
- 9.6. Select Candidate/s (Tick button):
 - 9.6.1. Trustee (3)

10. All votes shall be tallied in the presence of all members of the Election Committee.

11. Result of election (cast votes) is sent automatically by the Microsoft Link to the Election Committee which in turn shall send the result to the President and the Board Secretary.

12. Issues and concerns may be directly reported to the Election Committee through following mobile numbers:

Chairperson	: Ms. Krissa Marie M. De Guzman:	0916-4061281
Members	: Mr. Ramir V. Cruz	: 0905-4157120
	: Mr. Clave R. Hornilla	: 0977-7586686

13. CANVASSING OF VOTES

- 13.1. The canvassing of votes shall proceed after the online voting has been closed at 3:00PM
- 13.2. The ELECOM shall review/confirm the results generated.
- 13.3. In case of a tie after the canvassing of votes, toss coin shall be done to resolve the tie. This will be done in the presence of the candidates involved and the ELECOM.
- 13.4. The Election Committee shall certify the accuracy of the election proceedings/results and immediately submit a report to the Board of Trustees.

Prepared by:


KRISSA MARIE V. DE GUZMAN
Chairperson


RAMIR V. CRUZ
Member


CLAVE R. HORNILLA
Member

Noted By:


ASUNCION B. FLORES
President



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Annex A

PORT COMMUNITY MUTUAL BENEFIT ASSOCIATION, INC

NOMINATION FORM

Board of Trustees

**Signature of Nominee
(CONFORME)**

1. _____
2. _____
3. _____

Nominating Member

Received by

Signature over printed name

Election Committee

Department/RC

Date/Time

Deadline for submission of nomination forms to the PCMBAI Election Committee is on March 13 ,2026 not later than 5:00 PM.