



Sun Residences Condominium Corporation

España Boulevard, Cor. Mayon St., Brgy. Sta. Teresita, Quezon City 1114

Telephone Nos. (02) 711-5598 / (02) 917-7195

SUN RESIDENCES CONDOMINIUM CORPORATION ELECTION GUIDELINES 2018

The Election Guidelines shall govern the conduct of the election of Board of Trustees & Tower Committees during the Annual General Membership Meeting of the Sun Residences Condominium Corporation in order to ensure an honest, orderly, free and peaceful election and safeguard the right to vote their directors.

1. Election Day

The Annual General Membership Meeting shall be held on June 09, 2018, Saturday, 10 o'clock in the morning, at the 6th Floor Function Hall, Tower 2 of Sun Residences.

2. Eligibility to Vote

- a. The members of the Condominium Corporation shall be entitled to vote in accordance with their respective interests in the Condominium Corporation for each condominium unit and parking owned.

Membership as defined in the Amended Master Deed and Declaration of Restrictions of Sun Residences: *"Upon acquiring title to a Unit, an Owner automatically becomes a member of the Condominium Corporation. Membership in the Condominium Corporation is a mere appurtenance of the Unit, and cannot be transferred, conveyed, alienated or disposed independently of or separately from the Unit. A member who ceases to hold title to a Unit shall automatically cease to be a member of the Condominium Corporation."*

- b. Members who is/are subject to any disciplinary actions/s and is/are delinquent in any of their dues and assessments, such as but not limited to, water charges, violation ticket penalties, swimming pool use and the like, as of **May 16, 2018** shall not be qualified to cast their votes.
- c. The names of qualified voters/members in good standing shall be posted in the Administration Office bulletin board on **May 18, 2018**.
- d. In case a member cannot personally attend the meeting, a duly accomplished proxy form with the supporting documents must be submitted to the Administration Office not later than **June 01, 2018, 5:00 PM**.

3. Proxies

- a. The member may authorize any person to be his/her proxy for his/her specified condominium units.
- b. The member intending to appoint his/her proxy must conform with the following requirements:



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- i. The proxy shall be in writing and signed by the member giving the proxy, official proxy form is attached herewith.
- ii. The signature of the member in the proxy shall be verified on the specimen signature (Unit Owners' Information Sheet, Acceptance of Unit, Photocopy of Valid IDs, Special Power of Attorney) submitted to the Property Management Office.
- iii. The fully accomplished proxy shall be submitted to the Property Management Office on **June 01, 2018, 5:00 PM.**
- iv. In case the unit is owned by a corporation or juridical entity, a notarized Secretary's Certificate indicating the authorized signatories, representative with the official proxy shall be submitted to the Corporate Secretary through the Property Management Office not later than June 01, 2018, 5:00 PM. Late proxies shall not be honored and shall not be allowed to vote in the Special Election.
- v. A proxy holder may not withdraw a proxy which has already been submitted to the Corporate Secretary through the Property Management Office, except upon a duly notarized instrument from his principal conferring authority to withdraw such proxy.

4. Election Committee

- a. There shall be an Election Committee composed of five (5) members. All members of the Election Committee must not be delinquent in their dues and other assessments as of **May 16, 2018.**
- b. The Board of Trustees shall appoint the members of the Election Committee not later than **May 21, 2018.**
- c. The Names of the members of the Election Committee shall be posted in the Property Management Office bulletin board by **May 22, 2018.**
- d. The members of the Election Committee may not themselves be nominated as candidates for Board of Trustees and Tower Committees.
- e. The functions of the Election Committee shall be as follows:
 - i. Oversee the nomination and election of Board of Trustees & Tower Committees and act on all matters that will ensure the orderly conduct of the election;
 - ii. Determine the qualification of nominees for Board of Trustees and Tower Committees;
 - iii. Decide and act on all contests relative to the eligibility of voters;
 - iv. Collect, tally and canvass the ballots;
 - v. Decide on all the contests relative to the nomination and election of Board of Trustees & Tower Committees, and the tallying and canvassing of votes; and
 - vi. Such other powers and functions, relative to the election, as the Board of Trustees and Tower Committees may confer as deemed necessary.
- f. The powers granted to the Election Committee shall be exercised as a collegial body only and no individual member thereof is vested with any such powers.



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- g. A majority of the Election Committee shall constitute a quorum to transact business. The acts and decisions of the Election Committee shall be taken only upon a majority vote of those constituting a quorum.

5. Qualification of Board of Trustees

- a. The Board of Trustees shall consist of five (5) members. SM Development Corporation (SMDC) shall be entitled to two (2) members of the Board of Trustees, one as President and the other as Treasurer, for as long as SMDC owns unit(s) in the property, whether residential or parking.
- b. Only members of the Condominium Corporation who are not delinquent in their dues and assessments and who were not previously subjected to disciplinary action by the Board of Trustees may be nominated.
- c. Candidates shall be nominated in writing, which nomination shall be submitted to the Election Committee through the Property Management Office not later than **May 24, 2018, 12:00 NN**.
- d. The Election Committee through the Property Management Office shall prepare a list of nominees and post the final list of nominees in the Property Management Office bulletin board on **June 02, 2018**.

6. Nomination Procedure

- a. Nomination forms enclosed herewith shall be signed by the member making the nomination.
- b. All nominations shall be submitted to the Election Committee through the Administration Office not later than **May 24, 2018, 12:00 NN**.
- c. *A member must accept his/her nomination. A member nominated for the position of both the Board of Trustees and Tower Committee shall accept the nomination for only one (1) position.*
- d. A nomination shall be deemed accepted if no objection is received by the Election Committee, directly or through the Property Management Office, on or before **May 29, 2018**, provided that:
 - i. All objections shall be in writing and signed by the member making the objection; and
 - ii. All objections shall state the reason/s for the objection.
- e. The Election Committee through the Property Management Office shall post its ruling/s resolving all contests relative to the eligibility of voters and qualifications of candidates for Board of Trustees and Tower Committees not later than **June 02, 2018**.

7. Election Procedure

- a. The nominees for the Board of Trustees and Tower Committees shall be elected by an official ballot and shall be present during the Special Meeting.
- b. Only official ballots shall be recognized for purposes of the election.



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- c. Each qualified member shall cast his vote by placing an "X" mark with the desired number of his vote/proprietary interest opposite the name of the candidate he wishes to vote for. The member shall then place his ballot inside the designated ballot box. The ballot box shall be opened only after the Election Committee has convened to canvass votes.
- d. Any protest regarding the conduct of the election must be made at the start of the canvass. Any protest relating to the canvass must be made before the proclamation of the winning candidates.
- e. Protests may be made verbally, but must be recorded by the Election Committee, which must forthwith issue a resolution. In case of a tie, the Election Committee shall break the tie by drawing of lots.
- f. Protests made beyond the period prescribed herein shall not be entertained by the Election Committee. All irregularities not raised during the proper period shall be deemed waived.
- g. Ballots for the election of Trustees and Tower Committees shall have a control number and shall contain the names of the candidates in alphabetical order.
- h. After the Election Committee has completed the canvass and has ruled on all issues presented to it, the three (3) candidates with the most number of votes shall be declared elected members of the Board of Trustees.

8. Appreciation of Ballots

- a. A member shall be entitled to such number of votes that corresponds to his percentage of interest in the Condominium Corporation, which shall be determined as follows:

b.
$$\frac{\text{Percentage of Interest in the Condominium Corporation}}{100} = \frac{\text{Floor Area of Residential, Parking, and Storage Unit Owned}}{\text{Total Floor Area of Residential, Parking, and Storage Unit in the Project}}$$

- y votes cast in favor of those candidates whose names appear in the official ballot shall be tabulated and counted.
- c. Cumulative voting shall be allowed. Each member shall have the option of cumulating his votes in favor of the candidate or candidates he has chosen.
- d. There are three (3) elected Directors. Considering that cumulative voting is allowed, a member who voted for only one (1) candidate and the number of corresponding votes is not indicated in the ballot, only such number of votes as the members' percentage of interest may allow shall be credited to such candidate.
- e. If a member voted for only one (1) candidate and the number of corresponding votes indicated in the ballot exceeds the members' percentage of interest, only such number of votes as the members' percentage of interest may allow shall be credited to such candidate.



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- f. If a member voted for only one (1) candidate and the number of corresponding votes indicated in the ballot does not exceed the members' percentage of interest, such candidate shall be credited with such number of votes indicated in the ballot.
- g. If a member voted for exactly three (3) candidates, each chosen candidate shall be credited with one third (1/3) of member's total votes/proprietary interest.
- h. If a member voted for more than three (3) candidates, the ballot shall be invalid and no vote shall be counted in favor of any candidate.
- i. If a member voted for more than one (1) candidate but not more than three (3) candidates and the number of corresponding vote is not indicated, chosen candidates shall equally share the member's total votes/proprietary interest and shall be credited to them.
- j. If a member voted for more than one (1) candidate but not more than three (3) candidates and the number of votes allocated to the chosen candidates exceeds the member's total votes/proprietary interest, chosen candidates shall equally share the member's total votes/proprietary interest and shall be credited to them.

9. Registration

Registration shall start at **8:30 AM of June 09, 2018** and shall close at exactly **9:30 AM**. All persons who have not registered within the prescribed period shall not be allowed to vote.

10. Material Dates

ACTIVITY	TIMELINE
Deadline of payment of dues and other assessment of members to be eligible voters	May 16, 2018
Posting of members in good standing/qualified voters	May 18, 2018
Deadline of submission of Intent to be a member of the Election Committee	May 18, 2018
Final Posting of Eligible Voters and Members in Good Standing	May 20, 2018
Appointment of Election Committee (Paper Approval)	May 21, 2018
Posting of Election Committee	May 22, 2018
Deadline of Submission of Nominations Forms for Board of Trustees and Tower Committees	May 24 2018
Briefing of the Roles & Responsibilities of Election Committee	May 25, 2018
Validation of Nominees by the Election Committee & First Posting of Nominees (names and photos)	May 26, 2018
Deadline of Objections, if any (Nominees)	May 29, 2018
Deadline of Submission of Proxy Forms	June 01, 2018
Final Posting of Nominees (No Objections)	June 02, 2018
Annual General Membership Meeting	June 09, 2018