



CHAPTER ELECTION GUIDELINES 2023

UAP QATAR CHAPTER FY 2022-23
ELECTIONS FOR UAP QATAR
CHAPTER OFFICERS FY 2023-2024

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COMELEC & COMMITTEE ON NOMINATIONS

UAP QATAR CHAPTER FY 2022-2023

COMELEC & COMMITTEE ON NOMINATIONS

The COMELEC, headed by **Arch. Ricardo Sesbreño, uap**, together with **Arch. Maria Celene Conti, uap** and **Arch. Nikita Eufe Usal, uap, rmp**, shall have full authority to ensure a clean, transparent, and orderly election.

A Committee on Nominations has been established, composed of **Arch. Janel Hipolito, uap** and **Arch. Dawne Brown, uap** of the Membership Committee, as mandated by the UAP By-laws, to further solidify the resources and eligibility of the candidates.

The committee was appointed by the incumbent Executive Board and Board of Directors through **Board Resolution #07 Ref. U127-BOD-BOR-090523-007 Series FY 2022-2023 dated 09 May 2023** and shall be officially known as the 2023 UAP Qatar Chapter **COMELEC** and **Committee on Nominations**.

The Chapter COMELEC and Committee on Nominations, shall direct, supervise, and control the overall conduct of the elections; enforce rules and regulations, directives, orders, and instructions.

Official announcements by the Chapter COMELEC and Committee on Nominations shall be published in all official UAP Qatar Chapter online platforms i.e., Facebook page (UAP Qatar LLCG), Telegram Group Chat, Instagram (@uap_qatarchapter) and official email address: comelec@uap-qatar.org

COMMITTEE ON NOMINATIONS



Arch. Janel Hipolito, *uap*
Chairperson, Committee on Nominations
architects@uap-qatar.org



Arch. Dawne Brown, *uap*
Member, Committee on Nominations

COMELEC



Arch. Ricardo Sesbreño, uap
Chairperson, COMELEC
comelec@uap-qatar.org



Arch. Maria Celene Conti, uap
Vice Chairperson, COMELEC



Arch. Nikita Eufe Usal, uap, rmp
Member/Technical, COMELEC

ELECTION TIMELINE*

*Dates may change due to unforeseen circumstances.
Check any updates posted at www.uap-qatar.org/elections2023
and thru official UAP Qatar Chapter's social media channels.

MAY 17	START OF NOMINATION PERIOD Updated list of regular members, members qualified for nomination, chapter election guidelines will also be issued at the same time.
MAY 21	LAST DAY OF NOMINATIONS
MAY 22-23	SCREENING AND ASSESSMENT OF NOMINEES Committee on Nominations will filter and check on the potential candidates' eligibility and confirmation.
MAY 24	RELEASE OF THE OFFICIAL LIST OF CANDIDATES
MAY 25	CAMPAIGN PERIOD START
MAY 31	CAMPAIGN PERIOD ENDS Campaign period will be closed at exactly 5:00pm. See guidelines.

2023

ELECTION TIMELINE*

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JUNE 01	ELECTION PROPER
JUNE 08	ELECTIONS CLOSED Receiving of Ballots will end at exactly 11:59pm. See guidelines.
JUNE 09	CANVASSING, TALLYING, AND COUNTING OF VOTES
JUNE 10	PROCLAMATION OF WINNERS
JUNE 11-12	FILING OF ELECTORAL PROTESTS
JULY 07	SCHEDULE FOR THE OATHTAKING OF NEW OFFICERS

NOMINATIONS & QUALIFICATIONS

NOMINATIONS

- Any **regular member of the chapter in good standing** can nominate any qualified member, including him/herself. Self-nomination is highly encouraged.
- A nominee can only run for a single position. If he was nominated for more than one position, the nominee shall choose which position to pursue, in full coordination with the Committee on Nominations and Elections.

SUBMISSION OF NOMINATIONS

- The nomination and election process shall be completely **paperless**.
- An online form shall be published in all UAP Qatar online platforms which will be filled out by members who wish to submit their nomination.

GENERAL QUALIFICATIONS OF CHAPTER OFFICERS

- Regular membership in continuous good standing for at least two (2) years including the current fiscal year;
- Active participation in the affairs of the Chapter for at least two (2) years
- Demonstrated leadership in professional, civic or community undertakings;

GENERAL QUALIFICATIONS OF CHAPTER OFFICERS

- Good moral character and adherence to the Architect's National Code, Code of Ethical Conduct and Standards of Professional Practice;
- At least two (2) consecutive years of active practice of the profession;
- Qualified by the Committee on Nominations and Elections.

CAMPAIGN GUIDELINES

PURPOSE

- The purpose of the Campaign Guidelines is to set the rules that shall govern election campaigning and to provide the Committee on Election with guidelines for dealing with campaign violations, complaints, sanctions, and appeals.
- It is expected that all candidates will conduct their campaigns in an honest and ethical manner, with particular consideration for the rights and privileges of fellow candidates.

DEFINITION OF CAMPAIGNING

- Campaigning is defined as promoting one's candidacy to the UAP Qatar Chapter's general membership. This includes, but is not limited to, speeches and campaigning. Additional campaigning activities will be at the discretion of the COMELEC.

Campaigning should highlight:

- *Presentation of the personal qualifications and accomplishments of the candidates;*
- *Discussing a candidate's stand on issues; and*
- *Discussing a candidate's goals and objectives.*

CAMPAIGN GUIDELINES

- Rules are meant to ensure fairness, keep order, and preserve the integrity of the UAP election. In general, candidates should try to maintain the “spirit of the campaign” which is an atmosphere of friendly competition with others and respect for the election process.
- All candidates are responsible for their campaign posters and materials, which includes others whom they know are campaigning for them. It is the responsibility of all candidates to know the campaign rules and to ensure that their campaign helpers follow the rules.

CAMPAIGN GUIDELINES

- Only the candidates are allowed to post. Comments in the UAP Qatar Chapter Facebook Group and/or Facebook Page will be turned off in all campaign-related posts.
- Campaigns should not violate any existing provisions of the UAP Bylaws, COMELEC rules or policy or destructively interfere with the COMELEC's job to run the election and preserve its integrity and other candidate's campaigns.

CAMPAIGN GUIDELINES

- No candidate may campaign before or after the time set by the Committee on Elections. For the UAP Qatar Chapter Elections 2023, campaign period **commences on 25 May 2023**, Thursday, and **ends on 31 May 2023**, **Wednesday, 5:00 PM**.
- Any campaign activities that will occur after the mentioned dates will be considered as a violation.

CAMPAIGN GUIDELINES

- Candidates may be allowed to form groups, teams or parties in order to exercise fairness to all candidates.
- The Chapter COMELEC shall publish the official list of candidates and all related materials in all UAP Qatar online platforms.

CAMPAIGN CHANNELS

- **CAMPAIGN SPEECH VIDEO**

Candidates are required to provide a 3-minute campaign speech video and are free to post on all UAP Qatar Chapter social media platforms and/or forums. The video speech shall not violate any of the set campaign guidelines.

CAMPAIGN CHANNELS

- **UAP QATAR CHAPTER TELEGRAM GROUP**

Candidates may post their campaign materials to the official Telegram group chat.

Spontaneous discussions regarding the candidates' platform will not be limited. However, all participants to the discussion must observe proper etiquette and the COMELEC shall have the right to ensure any violating participant. (Refer to Facebook group channel guidelines)

CAMPAIGN CHANNELS

- **UAP QATAR CHAPTER FACEBOOK GROUP**

The COMELEC shall have the **right to take down any post which the COMELEC deems inappropriate** (*such as, but not limited to, profanity, abusive content, adult content, illegal content, offensive content, poor choice of words, threats, etc.*) and/or any post NOT conforming to the set election campaign guidelines.

CAMPAIGN CHANNELS

- **PERSONAL SOCIAL MEDIA PAGES**

Candidates are free to post on their personal social media pages in any manner, as long as it is conforming to the set campaign guidelines set forth by the COMELEC.

GROUNDS FOR DISQUALIFICATION

DISQUALIFICATION

- Shall there be any member who believes that a candidate/s should be disqualified, the concerned member has 48 hours from date of the announcement of the list of candidates.
- Petition will be reviewed and assessed by the Nomination body based on the evidences presented by the petitioners.

VIOLATIONS & PENALTIES

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- Any action contrary to the allowed campaign guidelines is considered a violation.
- Candidates in violation will be given a warning. In the event that the warning is ignored, thus, ensuing a second violation, will lead to the grounds of disqualification from candidacy.

VIOLATIONS & PENALTIES

- Member/s in violation will be given only one (1) warning, and the erring member is required to do corrective actions. In the event that the warning is ignored, the erring member's ballot shall be refuted.
- COMELEC has the right to take any immediate action depending on the severity of the situation.

STATEMENT OF COMMITMENT

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- All official candidates to the UAP Qatar Chapter Position are required to **sign the Statement of Commitment** to commit themselves to make the election transparent, honest, clean and democratic.
- Statement of Commitment shall be sent to the official email account of UAP Qatar Chapter COMELEC **on or before 01 June 2023, Thursday.**

MANNER OF ELECTIONS

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- The election process shall be a completely paperless process. Electronic ballots shall be sent to registered voters via the official email address of UAP Qatar Chapter COMELEC on 01 June 2023, Thursday, 12:00am.
- Polls shall be open **from 01 June 2023, Thursday, 12:00am to 08 June 2023, Thursday, 11:59pm.** Any ballots received in the form **after** the declared end date and time is **considered null / invalid.**

MANNER OF ELECTIONS

- The results of election shall be released one day after voting has been officially declared closed by the committee.
- The election report shall contain the number of votes and corresponding percentage received by each candidate. Voting shall remain anonymous.

QUALIFIED VOTERS

- All regular chapter members in good standing are qualified to vote. A list of qualified voters will be published by the Chapter COMELEC in all UAP Qatar online platforms.

CANVASSING, TALLYING, AND COUNTING OF VOTES

CANVASSING, TALLYING, AND COUNTING OF VOTES

- The canvassing, tallying, and counting of votes shall be done in a closed-door environment under the direct supervision of UAP Qatar COMELEC with two (2) representatives from the Chapter BOD and one (1) regular member as poll watchers. No candidates shall be allowed inside the canvassing room.
- The Chapter COMELEC shall resolve any challenged electronic ballots before the votes are counted. The committee shall keep a record of decisions made and explain the reason for each voter eligibility decision to observers.

REASON FOR REFUTING/ INVALIDATING BALLOTS

- During the canvassing, tallying, and counting of votes, the Chapter COMELEC shall determine if a ballot is valid or not. The committee shall keep a record of decisions made, explaining the reason for invalidating ballots.
- If a voter submitted his ballot more than once, only the first instance of his ballot shall be considered valid.

RESOLUTION OF TIES

- When two (2) or more candidates garnered the same number of votes for any position, COMELEC after officially recording the fact, shall break the tie by toss coin. In case of ties for 3 candidates, draw lots.

CERTIFICATION OF ELECTION RESULTS

- After the completion of canvassing, the election results shall be duly certified by the Chairperson and Members of the Committee on Elections. All election documents shall be properly secured and properly turned-over to the UAP Qatar Chapter Secretariat.

PROCLAMATION OF WINNERS

- The Chair of the Chapter COMELEC shall officially proclaim the winners in the Chapter Elections as duly certified on **10 June 2023, Saturday.**

ELECTORAL PROTEST

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- Any protest contesting the result of the Elections shall be filed within the forty-eight (48) hours after the proclamation of the winning candidates. The protest shall be filed with COMELEC in writing through the official UAP COMELEC email address which is limited only on the objections to the conduct or results of the election accompanied by specific allegations that if proven true would have a probable impact on the outcome of the election.
- After the required forty-eight (48) hours and no protest had been filed, the proclamation of the winning candidates by the COMELEC shall become final and irrefutable / executory.

ADMINISTRATION OF THE ELECTION

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- If any party within the organization feels that the COMELEC is not correctly and justly performing its duties, that party may petition to the BOD to dissolve the current committee and reinstate a new one through an official resolution, as the BOD deemed fit after thorough assessment.

INDUCTION OF NEWLY-ELECTED OFFICERS

- The Induction of the newly-elected officers shall be done **on or before 07 July 2023.**
- The Induction of the newly-elected officers shall be under the auspices of the incumbent Chapter Board of Directors.