

Annex “B”

PACU Guidelines for the 2026 General Assembly, Elections and Ratification of Articles of Incorporation

1. General Assembly

The PACU General Assembly and Election will be held on September 26, 2026, at the Sheraton Manila Hotel, Pasay City.

1.1. Quorum

The quorum for general meetings of members is determined as 1/3 of the entire membership (under PACU By-laws) or a majority of the members entitled to vote (under the Revised Corporation Code and relevant SEC rulings), **whichever is higher.**

- 1/3 of 191 member schools = **64 members**
- The majority of members entitled to vote (147* eligible members) = **74 members**

Thus, **74 member schools** must be present at 8:00 am on 26 September 2026 to constitute a quorum for conducting business and holding elections.

****There are 147 eligible members as of August 19, 2026.***

2. Documentation of Proceedings

The entire duration of the general membership meeting will be recorded in compliance with the requirements of the Securities and Exchange Commission.

The PACU Secretariat shall keep the audio and visual recordings for future reference.

2.1. Eligibility to attend the General Assembly

All PACU member schools and their respective school officers are eligible to attend the General Assembly.

2.2. Eligibility to vote and be voted for

Only Charter or Active Member Schools that have paid their membership fees for School Year 2025-2026 on or before **5:00 p.m. on 11 September 2026, Friday**, are entitled to cast their votes for the members of the PACU Board of Trustees.

In consonance with established tradition, all eligible schools are automatically deemed nominated.

Should a school choose to withdraw itself from being voted for as a member of the Board of Trustees, it must submit a **Notice of Withdrawal** via email to the PACU Secretariat on or before 5:00 pm on Friday, 11 September 2026. Such withdrawal shall not disqualify the school from casting its votes.

2.3. School's Official Representative

It is presumed that the Chairman of the Board of Directors or the School President is automatically the school's official representative.

However, the member school may designate an alternate representative to officially represent the school in the voting process, provided an **AUTHORITY TO VOTE** in the **2026 GENERAL ASSEMBLY FORM** is submitted.

The authorization form must be submitted to the Secretariat along with the other requirements during the pre-registration process, **on or before 5:00 pm on 11 September 2026**.

2.4. Verification of registration

Once the member school's registration has been validated, PACU will send a confirmation email. For those members who will be eligible to vote, the unique access code for the election shall likewise be forwarded to them or their alternate representative at 8:00 am on September 26, 2026.

3. Election of Trustees

3.1. Administration

The PACU Commission on Elections (COMELEC) is overall in charge of the voting administration of the elections.

3.2. PACU Election Code

COMELEC shall furnish every member school a copy of the PACU Election Code alongside the login information for the General Assembly and Elections, upon validation of pre-registration.

The member schools, including their authorized representatives, shall be legally presumed to have a functioning knowledge of the PACU Election Code.

3.3. Voting in the General Elections

3.3.1. Election Buddy System

Voting is through an online system called **Election Buddy**.

The Election Buddy system is a straightforward, secure, fast, and easy platform to cast votes.

Upon registering, a unique access key and password will be assigned to an eligible voter. This information shall be inputted on the Election Buddy platform in order for the voter to cast his/her votes during the voting period, from **1:30 pm to 3:00 pm** on Saturday, 26 September 2026.

Every voter can only vote once, and voting choices remain anonymous.

Each ballot has one secure voting key. The vote is auditable, verifiable, and can be independently observed. It uses a two-factor verification SSL connection encryption to safeguard votes – the same security as major banks.

Election Buddy does not share or use voter data – thus, election details stay private and secure.

A step-by-step video guide on logging in to the Election Buddy system will be sent to the members.

3.4. Weighted Voting

Weighted voting is defined as the submission, by an Official Representative, of a single ballot to cast votes on behalf of multiple eligible members whom he/she represents.

3.5. Auditing of votes

An audit of the voting shall be conducted immediately following the close of the election.

This election is a multi-seat election, meaning that there are multiple vacancies for Trustee positions, to wit:

Nine (9) positions representing the Greater Manila Area;
Six (6) positions representing the Luzon region;
Four (4) positions representing the Visayas region; and
Four (4) positions representing the Mindanao region.

The candidate who receives the highest number of votes in their area/region wins the first seat. The candidate who receives the second-highest number of votes in the area/region wins the second seat, and so on, until all the seats for such area/region are filled.

In case of a tie, a random number generator process will be used to determine the winner.

3.6. Declaring the winner

At the end of the auditing of votes, the COMELEC will proclaim the new PACU trustees.

4. Ratification of Amended Articles of Incorporation

4.1 Proposed Amendments to the PACU Articles of Incorporation

A separate communication will be sent to inform the members of the proposed draft amendments to the PACU Articles of Incorporation.

4.2 Approval by the Board of Trustees

The proposed amendments will be submitted to the Board for approval prior to the General Assembly during a meeting where a quorum is present. To successfully introduce amendments or revisions to the Articles of Incorporation, a majority of the Board of Trustees must vote in favor. This requires at least **13 out of the 23 Trustees** to approve the amendments.

4.3 Ratification through Election Buddy

The proposed amendments, previously approved by the Board prior to the General Assembly, will be re-presented to the General Membership. Ratification of these amendments will occur concurrently with the General Elections through **Election Buddy**.

To successfully introduce amendments or revisions to the Articles of Incorporation, a majority of the entire membership in good standing must vote in favor. Only those members in good standing and with voting rights are counted. As of August 19, 2026, with 147 out of 191 members in good standing, the required majority is **74** members.

4.4 Filing of an amendment to the Articles of Incorporation with the SEC

The corporation must file the amended or new Articles of Incorporation with the Commission. The amended Articles of Incorporation shall only become effective upon the Commission's issuance of a certification confirming their compliance with the Code and other relevant laws.