



The Philippine Association of Colleges & Universities (PACU) ELECTION CODE FOR GENERAL ELECTIONS (specifically applicable to the 2026 General Elections)

INTRODUCTION

PACU desires that recognized and reputable leaders of the Education Sector spearhead, in the spirit of consensus and collective effort, private educational institutions in the attainment of their shared values and aspirations. To this end, PACU ensures that the genuine will of its member schools is manifested in free, orderly, honest and credible elections.

The PACU Commission on Elections (COMELEC) undertakes to protect the sanctity, the integrity and the promptness of PACU's Election Process. This Compilation of the Policies, Rules and Regulations that governs the election of Members of PACU's Board of Trustees and its Officers is "Philippine Association of Colleges and Universities (PACU) Election Code for General Elections".

For this election, voting is through an online system called **Election Buddy**. The Election Buddy system is a straightforward, secure, fast, and easy platform to cast votes.

The PACU Election Code for General Elections is consistent with PACU's Articles of Incorporation and By-laws and conforms to the provisions of the Revised Corporation Code, and existing jurisprudence on corporate entities.

Any ambiguities in the interpretation of the Election Code, including the Election Process, shall be resolved by the PACU COMELEC summarily and in an expeditious manner, taking into account said Articles, By-laws, the Revised Corporation Code of the Philippines (Republic Act No. 11232, 20 February 2019) and the Omnibus Election Code (Batas Pambansa Blg. 881, 03 December 1985) having supplementary effect.

The PACU Election Code for General Elections supersedes all prior written election guidelines, procedures, precedence and practices that may be contrary to any of its provisions.

COMELEC

1. Scope of Responsibility

The COMELEC shall exercise exclusive administration, supervision, and control over the election of the Board of Trustees and Officers of PACU.

The COMELEC shall conduct the election through electronic mail-in ballots, and via the Election Buddy system as has been deemed appropriate and practical for the process of voting, counting of votes and canvassing/consolidation and transmittal of results of the online electoral exercises.

2. Composition

2.1. The Board of Trustees shall constitute and appoint the members of COMELEC at least three (3) months prior to an election;

2.2. COMELEC shall be composed of three (3) members;

2.3. PACU's Legal Counsel shall be the ex-officio Chairperson of COMELEC while PACU's Board shall appoint the other two (2) members;

2.4. PACU's Secretariat and all administrative personnel are automatically deputized as COMELEC staff concerning any election-related work.

3. Duties and Responsibilities

3.1. COMELEC shall administer, supervise and control the PACU Election for the Board of Trustees and the Officers, including but not limited to:

- a. briefing the Candidates about the PACU Election Code;
- b. verifying the member schools qualified to vote, and those who cannot vote by reason of unpaid membership dues;
- c. designing, printing, and controlling, with the administrative assistance of the deputized PACU Secretariat, all Election Forms, which may include, the Ballot, Roll of Voters and Candidates, Tabulation Sheets, Election Returns, and Minutes of the General Elections;

- d. overseeing the distribution of ballots by region, the casting and counting of votes;
 - e. investigating complaints and deciding all election issues;
 - f. validating the final results of the votes; and
 - g. informing the membership of the results, submitting the same to the Board of Trustees at its first meeting after the elections;
- 3.2. COMELEC may establish guidelines to administer the election process, or adopt the same, whether partial or in toto, from an information technology-capable person or service provider;
- 3.3. The COMELEC shall receive and accordingly answer and/or decide any question concerning the PACU Election;
- 3.4. The COMELEC shall conduct a periodic review of the Election Code and recommend to the PACU Board of Trustees any needed amendments.

4. Member Schools' Knowledge of the PACU Election Code

- 4.1. COMELEC shall furnish every member school a copy of the PACU Election Code.
- 4.2. The member schools, including their authorized representatives, shall be presumed to have a functioning knowledge of the PACU Election Code.

5. Board of Canvassers

The COMELEC may establish a Board of Canvassers composed of the PACU Secretariat, the Election Buddy facilitators/operators, and members of the COMELEC.

ELECTION – Board of Trustees

6. PACU Officers

- 6.1. The Board of Trustees is elected through secret balloting by the representatives of charter and active member schools in a General Meeting called for such purpose.
- 6.2. The Board consists of the following elected Trustees duly representing their Regions, to wit:

REGION	NUMBER OF TRUSTEES
National Capital Region (Greater Manila Area)	Nine (9)
Luzon Region (North, Central & Southern, Bicol)	Six (6)
Visayas Region (Eastern, Central & Western)	Four (4)
Mindanao Region (Western, Northern, Central & Southern)	Four (4)
TOTAL	Three (23)

- 6.3. All eligible voters should complete their ballot, meaning a vote must be cast for each available position that the voter is entitled to vote for. Abstentions are not permitted. Ballots with incomplete votes, and ballots with excessive votes shall be invalidated.
- 6.4. In its oversight function, the COMELEC convenes the newly elected members of the Board of Trustees to elect, by secret ballot, the Officers of PACU immediately after the Trustees' election.
- 6.5. The elected PACU Trustees shall vote from among themselves the following Officers:
- President,
 - First Vice President,
 - Second Vice-President,
 - Treasurer, and
 - Secretary.
- 6.6. For each region, the Trustee who receives the highest votes, among the eligible schools in the Region, shall be the Vice Presidents for National Capital Region (Greater Manila Area), for Luzon, for the Visayas and for Mindanao,

respectively; Provided, however, that said Regional Vice-Presidents may be elected for the positions of President, First Vice-President or Second Vice-President; Provided, further, that the Trustee with the next highest number of votes received in said Region automatically becomes the Vice-President for the region concerned for the vacancy, consequent to the one originally elected, but subsequently elected to a higher position.

- 6.7. When two (2) candidates, in an Election for Trustee or any PACU position, receive identical votes (a tie), the COMELEC will utilize an electronic random name selector to choose the winner.
- 6.8. The candidate who obtains the next highest number of votes in the region shall automatically fill up any vacancy as a consequence of death, disability, resignation or retirement.

VOTERS

7. Qualifications

- 7.1. Only Charter or Active Member Schools, who have paid their Membership Dues for School Year 2025-2026 on or before 5:00 pm on September 11, 2026, are considered eligible voters who are entitled to vote and be voted for. Due to the fact that we retain Election Buddy as our election application, they are required to register between September 23 and September 25, 2026.
- 7.2. Members who have successfully registered on or before 5:00 pm on September 25, 2026, and received confirmation of such registration, may vote.
- 7.3. By default, the School's Official Representative authorized to vote is the school official indicated as such in the PACU Directory, who may be the institution's Chairman of the Board of Directors/Trustees or the President.
- 7.4. However, the member school may designate a replacement or name any other representative/proxy who will be allowed to vote only when the latter presents a Secretary's Certificate and/or resolution of the Board of Directors/Trustees designating him/her as the Official Representative of such member school.

7.5. The Commission on Elections shall certify those qualified to be elected to the Board of Trustees by announcing their names and the names of the member schools they represent: Provided, however, that said announcement may be dispensed with when each school representative is given a copy of the Roll of Candidates prior to, or simultaneous with the actual election.

8. Failure to meet Qualification(s)

Before the election, the COMELEC shall notify any charter or active member school which fails to meet the qualifications, notably the payment of PACU Membership Dues, of its ineligibility to vote or be voted for, by way of striking the School's name from the Roll of Voters and Candidates.

9. Withdrawal of Candidacy as Trustee

A charter or active member school may withdraw from an election by advising the COMELEC of such withdrawal through a written, signed statement from its Official Representative.

ELECTION

10. Schedule of Voting

10.1. Voting via Election Buddy shall be conducted from 1:30 pm to 3:00 pm on September 26, 2026. Access codes/passcodes to Election Buddy will be sent at 1:00 pm on September 26, 2026 to the email address registered by the member school's official representative. It is only after receipt of the access codes/passcodes that the eligible voters may access the Election Buddy platform and submit their votes.

11. Roll of Voters and Candidates

11.1 In conformity with the usual practice, all eligible member schools are entitled to vote and be voted for.

11.2 COMELEC shall provide each duly recognized member school with the final List of Candidates.

12. Election Procedure

The requirement on quorum in accordance with the requirements of the PACU By-laws and the Revised Corporation Code must be met in order to have a valid election.

Responsibility		Action
Secretariat	1	Assist COMELEC in securing all election forms and materials;
	2	Assist COMELEC in creating the Roll of Voters and List of Candidates;
COMELEC	2	Announces the official method and procedures for elections and the designated period within which votes cast are valid;
	3	Checks off the qualified voters who will cast their votes against the Roll of Voters;
	4	Conduct a briefing on the Election Code prior to the adjournment of the Annual General Convention and prior to the election of trustees;
	5	Makes available, election ballots or forms for use via election buddy or electronic mail-in voting
Voter	6	Receives election ballots or forms via election buddy or electronic mail-in voting.
	7	Cast his/her vote for his/her choice of Trustees by clicking the corresponding choices in the election buddy system or encoding them on the ballot for electronic in-mail voting.
	8	Click "submit" via election buddy or email the accomplished electronic ballot with signature for in mail voting.
COMELEC	9	Announces the Closing of the Voting Process provided all qualified member schools had a reasonable opportunity to vote;
	10	Prepares the Minutes of the General Election, indicating the Date and Time the Election was held, the number of qualified voters who actually voted per Region and any issues or controversies arising from the conduct of the Election;
	11	The Minutes and other election receipts, documents, forms and paraphernalia shall be recorded, documented and transmitted to the Secretariat to be kept on file at the office of PACU.

PROCLAMATION

13. Canvassing Procedure

- 13.1. COMELEC may convene the Board of Canvassers, prescribing its duties and responsibilities, for the counting and recording of votes cast during the elections.
- 13.2. COMELEC may prescribe the manner and procedure of counting the votes under the automated system or adopt the same, partial or in toto, from an information technology-capable person or service provider.
- 13.3. The COMELEC may also prescribe another manner or procedure for the canvassing and consolidation of votes.

13.4. The Chair of the COMELEC shall promulgate the names and total number of votes of the winning Trustees, per region, and accordingly declare the winners.

Administrative Provisions

14. Election Documents & Paraphernalia: Custodianship & Accountability

The Secretariat of PACU is the official custodian of all reports and minutes related to the election, as well as all other forms and paraphernalia used for the conduct of the election, and shall retain the same for a period of two (2) years from the date of election; Provided, that the said documents and paraphernalia shall be disposed of within a reasonable time after such period, witnessed by PACU or its external auditor, unless COMELEC orders the further retention of the same due to any pending election question and/or protest.

15. Separability Clause

Any part or provision of this Code which may be held invalid shall not affect the effectivity of its remaining parts or provisions.

16. Repealing Clause

Any existing policies, rules and regulations which are contrary to or inconsistent with any provision of this Code shall be deemed repealed, superseded, or modified accordingly. Any provision or regulation contained in the previous Election Rules and Regulations or similar document which is not mentioned herein shall be considered repealed.

17. Amendatory Clause

The COMELEC may introduce further amendments to the PACU Election Code.

ADOPTED for the 2026 PACU General Elections, 26 September 2026, Pasig City, Philippines.