

ALABANG HILLS VILLAGE ASSOCIATION INC.
Don Jesus Street, Alabang Hills Village, Brgy. Cupang
Muntinlupa City

2022 ANNUAL GENERAL MEETING
Meeting and Election Rules

RULE I
ANNUAL GENERAL MEETING

The 2022 Annual General Membership Meeting (the "2022 AGM") of the Alabang Hills Village Association, Inc. (the "AHV Inc.") shall be held on the **13th day of March 2022, Sunday**, at 2:00 p.m. This meeting shall be held entirely online via Zoom, an online video-conferencing application.

RULE II
PARTICIPATION OF MEMBERS

Section 1. Members in good standing.

- a. Only members in good standing as of the **28th day of February 2022** may participate in the 2022 AGM.

Members are defined as the registered lot owners or their heirs and assignees duly-registered with AHVA Inc.

Special members are owners of lots that are used for non-residential purposes who have existing special agreements with the Association.

- b. Subject to the by-laws of AHVA Inc., a member in good standing is one who complies with all the duties and obligations of a member as provided in the Articles of Incorporation, By-laws, and rules and regulations of the Association, including, but not limited to the payment of membership dues.

Section 2. Votes of members.

Each member in good standing (or his/her assign/s) shall be entitled to one (1) vote for every one (1) lot owned. A "special member" shall be entitled to such a number of votes as agreed upon with the Association.

RULE III
MODES OF PARTICIPATION

Members in good standing may participate in the 2022 Annual General Meeting (2022 AGM) through either of the following means, to wit:

1. Online or virtual presence;
2. Absentee Voting; or
3. Proxy.

Section 1. Online Participation

- R. Simpson*
- [Signature]*
- a. Members in good standing who intend to personally participate in the 2022 AGM shall register (1) by accomplishing the Google Form - <https://forms.gle/WrkM5vhaoyLeoDi57> ; or (2) by submitting a fully accomplished paper form to the AHVA Office (**Annex "A"**).
 - b. Members who may require assistance to register online, or download the Zoom platform on their respective devices or similar requirements may proceed to the village office where a Help Desk shall be set up to address such concerns.
 - c. Only members who have pre-registered at the AHVA website or through the AHVA Office, and whose email addresses have been verified and authenticated shall be granted access to the Zoom meeting. Members shall receive the meeting link to the 2022 AGM at least two (2) days before the meeting date via their authenticated e-mail addresses to be granted access to the Zoom meeting.
 - d. Deadline for online registration to the virtual meeting shall be at **5:00 p.m. of the 6th day of March 2022.**
 - e. To further assist members, step-by-step guidelines on how to register online for the 2022 AGM shall be issued subsequently and shall be disseminated widely to residents through the AHV website, the official Alabang Hills Community Viber Group, and shall also be supplemented by the house-to-house distribution of paper-based information.

Section 2. Nomination of Proxy

- [Signature]*
- [Signature]*
- a. Members may submit duly-accomplished, paper-based proxy forms to AHVA Inc. by **5:00 p.m. of the 6th day of March 2022.** Members may download and print the proxy form, a sample of which is enclosed herein as **Annex "B"**, through the AHVA website or use the printed forms to be provided by the village office. A drop box will be set up at the village office to receive physical submissions of the paper-based proxy forms.
 - b. Proxies who wish to participate online must register with the AHVA Inc. using the above-mentioned Google Form - <https://forms.gle/WrkM5vhaoyLeoDi57> ;
 - c. Only members in good standing may qualify for nomination as proxies.
 - d. Proxies may not be issued by children or children-in-law in behalf of their member-parents.
 - e. Proxies made by corporations and partnerships should be accompanied by the required Secretary's Certificate or Partner's Certificate. When proxies are submitted without the said certificates, confirmation and authentication may be made through other means.
- [Signature]*

- f. Proxies issued may be canceled by the issuing member by notifying the AHVA Inc. via email or written notice on or before **5:00 p.m. of the 6th day of March 2022**. Should the issuing member wish to participate online he/she may signify his intent to attend the 2022 AGM by submitting the proper form on or before **5:00 p.m. of the 6th day of March 2022**.
- g. Deadline for the submission and cancellation of proxy nominations, whether submitted online or paper-based proxy forms shall be at **5:00 p.m. of the 6th day of March 2022**. This deadline shall be strictly observed.
- h. Should a proxy be issued by a member to two (2) or more persons, the last proxy received by AHV Inc. (or that which was received closest to the deadline herein set) either through online or paper submission shall be considered as said member's final proxy nomination, and the earlier one/s shall be deemed canceled.
- i. A member's last submission of his/her mode of attendance to the 2022 AGM (or that which was received closest to the deadline stipulated above), whether through (i) registration of his/her virtual presence, or (ii) proxy nomination (either online or via paper submission), shall be considered as said member's final, valid and preferred mode of attendance; provided further that such stated preference meets the deadline of **5:00 p.m. of the 6th day of March 2022**.
- j. If a member-issuer does not or fails to indicate the name of the proxy, then the **President, or in his absence, the Secretary**, shall be considered the proxy holder.
- k. Should the named proxy fail to cast the vote for and on behalf of the proxy issuer, the presiding officer shall vote in his stead.
- l. The Election Committee reserves the right to validate all proxy nominations. Duly-validated proxies shall receive the meeting link to the 2022 AGM at least two (2) days before the meeting date via their authenticated e-mail addresses in order to be granted access to the Zoom meeting.
- m. When the ELECOM is validating a proxy that names a member of the ELECOM as a proxy holder, that ELECOM member cannot participate in confirming or validating the proxy.
- n. All efforts will be exerted to validate proxies.

Section 3. Absentee Voting

Members may likewise participate in the 2022 AGM by submitting duly accomplished paper-based ballots.

There shall be two (2) forms of paper-based ballots. One form is for the election of the Members of the Board, while the other form is for the approval of the items in the agenda of the 2022 AGM.

a. *Voting for Members of the Board*

Voting for the Members of the Board shall only be done by paper-based ballots submitted to the village office on or before **5:00 p.m. of the 12th day of March 2022**. There shall be no online voting for the members of the Board.

b. *Voting for the items in the Agenda*

The voting for the approval of the items in the agenda in the 2022 AGM shall be done by either of the following means:

b.1 **Online via Google form**, which shall be made available to the members as soon as the declaration of a quorum in the 2022 AGM is made. Thus, **VOTING ONLINE** for the items in the agenda **SHALL COMMENCE IMMEDIATELY** after the declaration of a quorum and **SHALL END ONE (1) HOUR AFTER** the meeting has been adjourned; or

b.2 **Paper-based ballots** for the approval of the items in the agenda, which shall be submitted to the village office on or before **5:00 p.m. of the 12th day of March 2022**.

c. Paper-based ballots, both for the election of the members of the Board and the approval in the items in the agenda shall be available in the AHVA Office.

d. There shall be one (1) paper-based ballot per one (1) lot or share.

e. Other rules pertaining to Absentee Ballots are further discussed in **Rule VI** below.

**RULE IV
MEETING PROPER**

Section 1. Meeting Format, Procedures for Electronic Proceedings

a. Participating members and proxies shall enter the meeting starting at 1:30 p.m. to give the Election Committee sufficient time to vet the Zoom account names (and email addresses) of those trying to enter or access the Zoom meeting.

b. The 2022 AGM will be conducted under Zoom webinar format.

**RULE V
QUORUM**

a. Pursuant to the provisions of the existing by-laws of AHVA Inc., a quorum for the 2022 Annual General Membership Meeting shall be FIFTY

PERCENT plus 1 (50%+1) of the total number of members in good standing as of the **28th day of February 2022**.

- b. Quorum shall consist of the total number of valid paper ballots and confirmed at the meeting itself by adding thereto the number of shares represented by the members who have attended online
- c. A quorum shall only be determined at the start of the meeting via roll call.

The roll call shall be done by the presiding officer or his delegate, through the reading and announcement of the following:

- i. Names of those who registered to participate online;
 - ii. Number of those who are present online, determined from the AHVA registry of members who have been admitted to the Zoom meeting;
 - iii. Number of members represented by named proxies and by the presiding officer;
 - iv. Number of paper-based ballots received and shares they represent;
 - v. Total number of members present.
- d. Only the attendance of those members who have pre-registered their intent to participate online **AND** who have not cast **ANY** of their paper-based ballots will be counted for purposes of quorum.
 - e. For purposes of determining quorum, submission of paper-based ballots of **BOTH** the election of the Members of the Board and the approval of the items in the agenda, **shall only be considered as one attendance (corresponding to the number of shares represented)**.
- a. Members who join the meeting after the roll call is terminated shall not be counted for purposes of determining the presence of a quorum.

RULE VI QUALIFICATIONS AND NOMINATIONS

1. Only an individual member in good standing, not been convicted of a crime involving moral turpitude, and have resided in the Village for at least one (1) year prior to his/her nomination may be nominated and run as a candidate for, and be elected as, a member of the Board of Directors of the Association for two years from 2022 to 2024.
2. Any member in good standing may nominate up to seven (7) members in good standing as Director of the Association for the 2022 election by filling out the specified nomination form for each nominee herein attached as **Annex "C"**.

The nominees must expressly consent, in writing, to their nominations.

Each nomination should also contain a short biographical description of the candidate.

3. Nominations shall be submitted to the AHVA office on or before **5:00 p.m. of the 12th day of February 2022.**
4. The ELECOM shall post a list of confirmed nominees on **February 13, 2022** at the bulletin board at the Clubhouse, Community Bulletin in Viber, and the AHVA website.

RULE VII CAMPAIGN RULES

1. The campaign period shall be from **February 13 to March 12, 2022.**
2. Candidates/nominees may campaign via online, emails or social media platforms which they may deem proper and fit.
3. The Elecom shall be the sole approver of all postings of candidates, such as their names and personal backgrounds, on the official AHVA Community Viber Group and the Alabang Hills Village website. Official statements of candidates/nominees may likewise be put-up only at the designated areas determined and approved by the Elecom.
4. In view of the pandemic situation and in order to avoid the spread of the Coronavirus, door-to-door campaigning, mass or face-to-face gatherings, and the like are strictly prohibited.
5. Candidates/nominees and their supporters may put up tarpaulins at their respective gates.

RULE VIII ELECTION RULES AND PROCEDURE

1. There shall be no online voting for the election of members of the Board of Directors. All voting for the members of the Board shall only be via paper-based ballot.
2. Ballots shall be distributed to qualified members and sent to their respective residences as early as **February 13, 2022.** Each lot shall be entitled to one (1) paper-based ballot.
3. **Casting of votes for members of the Board of Directors shall be from February 13 to March 12, 2022 at 8:00am – 6:00 p.m.**
4. To ensure the credibility of the paper-based ballots, voters must attach a photocopy of any government-issued ID to their ballots (upper portion). Official ballots will be pre-numbered and stamped with a seal.

5. The ballots will be color-coded:

- White – for members voting in person
- Blue – for proxy holders

6. Ballots shall be cast in ballot boxes provided and located at the clubhouse lobby.

RULE IX VOTING

Members in good standing shall be voting for the following:

1. Members of the Board; and
2. Items in the Agenda

Each residential lot is equivalent to one (1) vote. Lots pertaining to special members are granted the number of votes as specified in their respective contracts with AHVA Inc.

Section 1. Absentee Voting

- a. Members in good standing may choose to submit duly accomplished absentee ballots at the designated drop box in the clubhouse.
- b. **There shall be two (2) kinds of paper-based ballots**, one for the Election of the members of the Board of Directors (**Annex "D"**) and one for the approval of the items in the Agenda (**Annex "E"**).
- c. Members voting in absentia shall submit as many ballots as they may have shares.
- d. As to Items in the agenda, any item left blank in the ballot shall be deemed as an abstention for that item, and can no longer be voted upon by the member during online voting at the 2022 AGM.
- e. Deadline for the submission of the ballots is at **5:00 p.m. of the 12th day of March 2022.**

Section 2. Online Voting for the Items in the Agenda

- a. Members shall vote online during the meeting. Members can only vote online once.
- b. Online voting shall be accomplished via Google Forms, the automated program adopted for the 2022 AGM which will serve as the online ballot form and which shall be given/posted upon the declaration of the presence of quorum.

- Atsicon
- c. Members/nominated proxies who are present in the 2022 AGM may start voting as soon as the link to the Google form is posted by the Elecom and up to one (1) hour after the adjournment of the meeting.
 - d. In online voting, members with multiple shares, or holders of multiple proxies shall not be allowed to split their votes. The online voting system has been so designed to disallow vote splitting.
 - e. Members who join the 2022 AGM after the roll call has been terminated and there is a quorum, shall be allowed to cast their votes online.
 - f. If, however, a member is also acting as a nominated proxy for another member, and he/she joins the 2022 AGM after the roll call, the vote/s represented by such nominated proxy shall be endorsed to the Presiding Officer for quorum determination and voting purposes. As such, the Presiding Officer shall vote as proxy for all the members represented by such nominated proxy who join the meeting late.

RULE VI
APPRECIATION/CANVASSING OF ABSENTEE BALLOTS AND ONLINE VOTES

Section. 1. Election of Members of the Board

- W
- a. After all the items in the agenda shall have been presented and discussed in the open forum, the Elecom shall immediately canvass the ballots for the election of the Board Members.
 - b. Results of the canvassing shall be announced immediately after completion of the canvass.
 - c. The candidates who will receive the seven (7) highest number of votes will be proclaimed as winners immediately after the completion of the canvassing.

In case of a tie in the 7th place, the winner shall be determined by toss coin.

- Buy
- d. In voting, the members may write either the full name, last name, or first name of the candidates/nominees they wish to vote for.


A misspelled name shall be considered in favor of the candidate, provided it can be clearly determined who is being voted.

- W
- e. A ballot, where there are more than seven (7) names shall be considered a stray ballot and shall not be considered for purposes of the election.
 - f. A member in good standing may protest the election of a candidate. The protesting member shall file a verified copy of his protest with the Elecom, furnishing a copy to the candidate, within 24 hours after the announcement of the results of the election. The candidate shall file his/her answer within 24 hours from receipt.

- g. The Elecom shall hear the protest and the answer, with or without the assistance of a counsel. The committee shall terminate the hearing within three (3) hearing days. Within twenty (24) hours after the termination of the hearing, Elecom shall render its decision.

In the event that the protest is upheld the candidate who garnered the next highest vote shall be deemed elected.

Section 2. Items in the Agenda

- At Suwon*
- a. Submitted paper-based ballots and the online votes shall be canvassed immediately after the closing of the online voting.
- a. Canvassing of online votes cast online shall likewise be done through Google Forms.
- b. Through an algorithm inherent in the system, Google Forms shall have the ability to canvass/count the exact number of votes cast by members with multiple shares. Votes cast by members holding multiple proxies shall likewise be captured by Google Forms.
- c. The official voting results for the approval of the items in the agenda, after validation of all online votes, shall be announced at least five (5) working days after the 2022 AGM.
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RULE VII GENERAL PROVISIONS

- Handwritten signature*
1. In applying these rules, the ELECOM shall resolve all doubts in favor of providing members in good standing every reasonable and lawful opportunity to participate in Association meetings and cast their votes.
2. Decisions of the ELECOM regarding the validation of proxies or the conduct of the election for Directors of the Association shall be final.
- Handwritten signature*

RULE VIII HLURB, SEC, AHVA Inc. By-laws etc.

The existing laws, issuances, rules and regulations of the HLURB and SEC on the conduct of online meetings by the homeowners' associations and by the AHVA Inc. by-laws shall be applied suppletorily.

APOPTED, this ____ day of January 2022, Muntinlupa City.



Election Committee:



MACRINA B. AURELLADO
Member



MARIANO V. ARANETA JR.
Member



MARIO VICTOR A. BATACLAN
Member



RUBY T. SIOSON
Member



ATTY. LEVY P. ORDOÑEZ
Chairperson

ANNEX "A"

ALABANG HILLS VILLAGE ASSOCIATION INC.

Don Jesus Street, Alabang Hills Village
Barangay Cupang, Muntinlupa City

2022 Annual General Meeting

INTENT TO PARTICIPATE ONLINE IN THE 2022 ANNUAL GENERAL MEETING

Date: _____

To the Election Committee:

This is to signify the undersigned's intention to participate online in the 2022 Annual General Meeting of the AHVA Inc.

The following are the details that the Elecom may need in confirming and/or verifying this intent:

Email address : _____

Mobile No. : _____

Landline No. : _____

I am authorizing any of the members of the Election Committee or its support staff to contact me via email for confirmation and verification.

Submitted this ____ day of _____ 2022, Muntinlupa City.

Name and signature

Address:

No. of lots owned:

ANNEX "B"

ALABANG HILLS VILLAGE ASSOCIATION INC.

*Don Jesus Street, Alabang Hills Village
Barangay Cupang, Muntinlupa City*

2022 Annual General Meeting

PROXY NOMINATION FORM

(Name of Nominated Proxy)

a resident of _____

Or in his/her absence

the **President or Secretary.**

is hereby appointed to be the true and lawful attorney-in-fact of the undersigned member of AHVA Inc. to attend and be present at the:

_____ Alabang Hills Village Annual General Meeting for 2022;

_____ Alabang Hills Village Annual General Meeting for 2023;

and to take part in all the deliberations and to vote, in accordance with the Rules, any manner the lot/s under my name as owner/assignee.

He/she may be *and he may be contacted through the following:*

Landline no. :
Mobile no. :
email address :

EXECUTED this _____ day of _____ 2022, in Muntinlupa City.

Name over signature

Address:

No. of lots owned:

ANNEX "C"

ALABANG HILLS VILLAGE ASSOCIATION INC.

Don Jesus Street, Alabang Hills Village
Barangay Cupang, Muntinlupa City

2022 Annual General Meeting

NOMINATION OF CANDIDATES FORM

The undersigned member in good standing of the Alabang Hills Village Association, Inc. (AHVA Inc.) does hereby NOMINATE the following candidate/s:

	Nominee Name and address	Consent of the Nominee (signature over printed name)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

The members herein nominated are residents of Alabang Hills Village and are qualified to be members of the Board of Directors.

Done this ____ day of February 2022 at Muntinlupa City.

Name and signature

Address:

ANNEX "D"

ALABANG HILLS VILLAGE ASSOCIATION INC.

Don Jesus Street, Alabang Hills Village
Barangay Cupang, Muntinlupa City

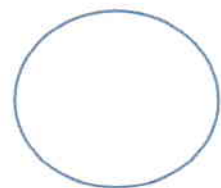
2022 Annual General Meeting

SAMPLE BALLOTS FOR THE ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS

Election Ballot No. _____

	NAME
1	
2	
3	
4	
5	
6	
7	

Thumbmark:



Election Ballot No. _____

Signature

ANNEX "E"

ALABANG HILLS VILLAGE ASSOCIATION INC.

Don Jesus Street, Alabang Hills Village
Barangay Cupang, Muntinlupa City

2022 Annual General Meeting

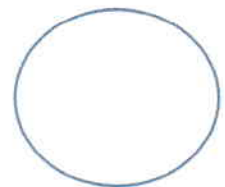
SAMPLE BALLOTS FOR THE APPROVAL FOR THE ITEMS ON THE AGENDA

Agenda Ballot No. _____

Kindly check the appropriate box/es:

	Agenda Items	Approve	Disapprove	Abstain
1.	Approval of the Minutes of the 2021 AGM			
2.	Audited financial statements			
3.	Appointment of External Auditor			
4.	President's Annual Report			

Thumbmark:



Agenda Ballot No. _____

Signature