



Big Bend Filipino-American Association, Inc.

KAISAHAN · BAYANIHAN · DAMAYAN

P.O. Box 227, Tallahassee, FL 32302-0227 • <http://www.bbfaa.org>

BBFAA POLICY ON ELECTION OF OFFICERS AND BOARD MEMBERS

Objective:

The purpose of this document is to develop a comprehensive and standardized procedural policy in conducting BBFAA elections to ensure that the process is free, fair, and honest. The BBFAA Election Committee is empowered to execute these policies with utmost integrity and impartiality to maintain the trust of the general membership in this democratic process.

I. The Election Cycle and the Election Committee

1. The BBFAA election cycle occurs every two years over a two-month period beginning the month of October through the first week of December. During this period, solicitations for nomination, filing of candidacies, voter certification, issuance and submission of ballots, vote tallying, and announcement of election results are carried out by the BBFAA Election Committee.
2. The following offices are up for election every two years: President, Vice President, Secretary, Treasurer, Auditor, Public Relations Officer, and at least 5 members of the Board of Directors.
3. The Chair of the election Committee is appointed by the President
4. The Election Committee shall be composed of no less than 3 members.
5. No member of the Election Committee shall engage in any campaign or influencing votes on behalf of, for, or against any candidate.
6. No members of the Election Committee can run for office.
7. Any member of the Election Committee shall step down from the committee should a member of his/her immediate family (spouse, children, siblings) runs for office.
8. All members of the committee shall fill up and sign the Conflict-of-Interest Disclosure Form prior to discharging their duties.

II. Election Procedure

A. Nomination period

1. The nomination period starts in early October. The Election Committee shall ask the current members of the Association for nominations for each office.

2. The Election Committee shall obtain records from the Membership Chair as verified by the Treasurer to determine members that are eligible to be nominated. Nomination Forms shall be mailed out to the members with a self-stamped-self-addressed return envelope. The nomination form must be accompanied by a list of members that are eligible for nomination and must include clear instructions on how to accomplish the form.

3. The Election Committee shall publish an election timetable to be disseminated to the membership and shall be included in the nomination forms. The schedule must include:

- a. date when nomination forms were mailed out
- b. deadline for sending in the Nomination Forms (post office marked).
- c. deadline for a nominee to accept the nomination
- d. date and location when nomination forms are to be opened & tallied
- e. date when election ballots are to be mailed
- f. deadline for sending in Election Ballots (post office marked).
- g. date and location when ballots are opened & counted

These dates can be changed if there are unforeseen circumstances during the election cycle.

4. Original Nomination Forms must be turned in only by mail and shall be opened and tallied at a designated date and location. The tallying of nomination ballots is open to all members of the Association.

5. The Election Committee shall contact **all** eligible nominees who were nominated, and if they wish to be a candidate, their names shall be in the Election Ballot.

6. Who can nominate? Only members of valid standing are allowed to nominate candidates. Members of valid standing are those defined in Art. II Sec. 2 of By-Laws. Honorary members are considered members of good standing and can nominate.

7. Who can be nominated? Any regular member of good standing with the Association and has been a registered member of the BBFAA for the **last two consecutive years** and at least 18 yrs old may be nominated. Members may nominate themselves. Members can nominate **more than one** person for any office.

B. Election and Campaign Period

1. When the roster of candidates is complete, the Election Committee shall generate a ballot containing the names of eligible candidates for each open position. The Election Committee shall mail out the election ballots to eligible voters with a self-stamped-self-addressed return envelope. The election committee shall acquire the updated contact information (address, email, phone number) from the membership committee prior to affixing the mailing labels on each envelope containing the ballots.
2. The Election Committee shall publish to the listserve a list of eligible voters by the first week of November **and before** the election ballots are sent out. The voters' list shall be available at any time upon request from any member of the Association and shall be provided within 48 hours of request.
3. Proxy voting is allowed as long as the Chair of the Committee is informed before the ballot is mailed.
4. **Who can vote?** Eligible voters are those members defined in Art. II Sec. 2 By-Laws. Members of good standing with the Association can vote. For each family, each spouse is entitled to one vote. A single individual who is a regular member is entitled to one vote (Art IV. Sec 1, 2 By-Laws). Student members are entitled to one vote. Members who paid dues by October 31 (Art. III, Sec. 2 By-Laws), pro-rated or otherwise, are eligible to vote. Honorary members defined in the By-Laws (Art. II Sec.1b) are not eligible to vote.
5. **Returned mail.** For a returned mail, the member will be contacted to obtain their current mailing address, then, the unopened mail will be re-mailed to the new address.
6. **Lost or delayed ballot.** A voting member who did not receive their ballot in time may request a replacement ballot by contacting the Committee. A replacement ballot with the same number and required signatures as the original may be hand-delivered to the voter if the Committee Chair deemed that the deadline cannot be met even if the ballot is sent by USPS Priority mail. The voter may elect to either return the filled ballots personally to the Chairman or use USPS Priority mail if time allows.

C. Ballot Submission

1. Original Election Ballots must be turned in using the self-addressed-self-stamped envelope provided for the purpose. They must be either mailed to a designated address or be dropped off in ballot boxes located in prominent places, as determined and announced by the election committee. The election committee shall devise a safe and secure procedure for the delivery of ballots.
2. Ballots should be filled out appropriately. If the ballot number is tampered or erased, the ballot shall be deemed invalid and shall not be counted.

D. Ballot Secrecy

To ensure the sanctity and the secrecy of the ballot the following procedure shall be adopted:

1. The election committee shall print a quantity of ballots equivalent to the total number of eligible voting members. These ballots shall be sequentially numbered by the election committee and endorsed with the original hand-written signature of the Election Committee Chairman. The presence of this signature on each ballot shall serve as a means to verify the legitimacy of the ballots during the counting process.
2. The ballots shall be shuffled and assigned to eligible voters. The Election Committee Chair shall make a complete list of voters along with their assigned ballot numbers. This master list shall serve as a guide if a new ballot is needed due to loss or non-delivery. A designated folder shall hold the list, marked with the range of serial numbers for counting purposes (e.g. ballots 001-248). Prior to vote tabulation, this master list shall be destroyed by cutting or shredding and properly disposed of in the presence of the attending public.
3. On the day of tallying of votes, all ballots shall first undergo verification. All ballot envelopes shall be opened. The chairman of the election committee shall announce the serial number of all returned ballots. A group of appointed observers, alongside committee members, shall verify that no duplicate serials exist. Following this scrutiny, the Election Committee chairman shall authenticate the legitimacy of each ballot signatures.
4. The following ballots shall be deemed invalid and excluded from the count:
 - a. Multiple ballots sharing identical serial numbers
 - b. Ballots bearing an incorrect or unassigned serial number
 - c. Ballot with an unverifiable signature

- d. Tampered ballots
- e. Ballots whose envelopes were opened prior to the event

5 . At no point in the process, from mailing out to tallying, that ballots be handled by anyone other than the members of the Election Committee.

E. Tallying of Votes

1. All ballots shall be opened at the same time and counted by the Election Committee at the designated date and location. The counting and tallying of Election Ballots are open to all members of the Association.
2. After verifying the validity of ballots (procedure II.D.3-4 above), the Chair of the Committee shall assign at least two members of the observing public to act as checkers. As each ballot is opened and tallied, the ballot shall be presented to the checkers for confirmation that the votes accurately reflect the desire of the voter.
3. During an election when there are only two candidates and the vote is a tie, the winning candidate will be decided by a flip of a coin on a flat surface by the Chairman of the Election Committee. During an election when there are more than two candidates and no candidate gets a majority vote of 50% plus one vote of the votes received, the top two candidates will have a run-off election. In the case of a tie between the second and third place candidates, et al, a flip of a coin on a flat surface by the Chairman of the Election Committee will establish the run-off candidate. The time and place shall be arranged by the Chairman of the Election Committee with both candidates present.
4. As soon as the votes are tallied, the results shall be certified by the Election Committee and sent to BBFAA email group, published on the BBFAA website and social media no later than one week before the Annual Christmas Party.
5. The new slate of elected officers and Board members shall be inducted during the Association's Annual Christmas Party. Elected officials not present during the event shall be sworn in no later than January 31 of the following year.

F. Protests and Conflicts

1. The Election Committee shall respond to questions about the election results and election procedures in a timely manner. Only written protests shall be entertained and must be submitted to the Election Committee within 24 hours after the posting of the election results. The protest must be reviewed, and the Election Committee must respond within 24 hours after receiving the protest.
2. Depending on severity, violations of the rules stipulated in this policy, as determined by the Election Committee, may result in penalties that include, but not limited to, disqualification of candidate, ineligibility for future office or termination of membership.

Typical Election Timeline (specific dates to be determined by committee)

October

- 1st week – committee obtains list of eligible nominees and paid members from the Treasurer
 - committee sends nomination forms to paid members
- end of 2nd week – deadline for submission of nomination, opening of nomination forms
- 3rd - 4th week – Committee contacts potential candidates, completes roster and generate election ballot. Print ballots.

October 31 – deadline for paying membership dues to be eligible to vote.

November

- 1st – Committee obtains the list of eligible voters from Treasurer and mail out election ballots
 - Voter's list is available upon request within 48 hrs.

End of second week - deadline for sending back ballots

December

At least one week before Christmas party – ballots are opened and counted, winners are announced, results are sent out

V. Budget

The Association shall provide adequate budget in the beginning of the election year to effectuate efficient dissemination of election materials.

VI. Effectivity

This Election Policy shall take effect starting Election Cycle 2025. Unless otherwise amended by subsequent Board of Directors, this document shall be automatically enforced hereinafter.

Approved by the Executive Council 2024-2025 on September ___, 2025.

Board of Directors:

Arneil P. Reyes
Chairman of the Board

Lally Mosley
Co-Chairman

Board Members:

Romeo Aggabao

Earl Campos

Neliosa Guarda

Fr. Alberic Lazerna

Albert Foz

Executive Officers:

Macario Abad, Jr.
President

Michelle Nagac
Vice-President

Divina Lade
Secretary

Josephine Bass
Treasurer

Joanne Skelton
Auditor

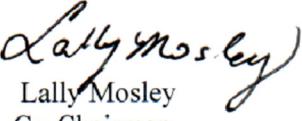
Odyssy Pastrana
PRO

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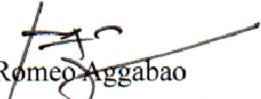
Approved by the Executive Council 2024-2025 on September 27, 2025.

Board of Directors:

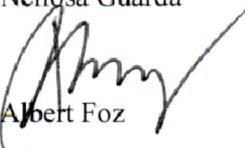

Arnell P. Reyes
Chairman of the Board

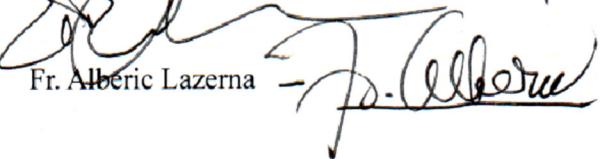

Lally Mosley
Co-Chairman

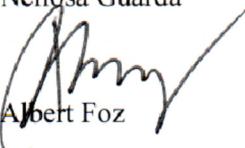
Board Members:


Romeo Aggabao

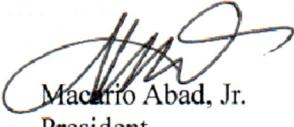

Earl Campos

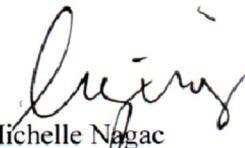

Neliosa Guarda


Fr. Alberic Lazerna

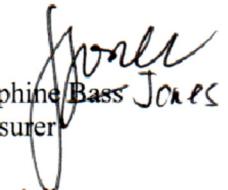

Albert Foz

Executive Officers:

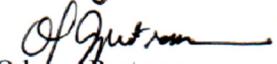

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