



JAZZ RESIDENCES CONDOMINIUM CORPORATION

N. Garcia Cor. Metropolitan Ave. Brgy. Bel-Air, Makati City

**JAZZ RESIDENCES
CONDOMINIUM CORPORATION
ELECTION GUIDELINES**

The election guidelines shall govern the conduct of the election of Board of Trustees and Tower Committees during the Annual General Membership Meeting of Jazz Residences Condominium Corporation in order to ensure an honest, orderly, free and peaceful election.

1. Election Day

The Annual General Membership Meeting shall be held on **April 27, 2019, Saturday, 10 o'clock in the morning, at the 6th Floor Clubhouse of Jazz Residences.**

2. Eligibility to Vote

- a. The members of the Condominium Corporation shall be entitled to vote in accordance with their respective interests in the Condominium Corporation for each condominium unit and parking owned.
Membership as defined in the Amended Master Deed and Declaration of Restrictions of Jazz Residences: *"Upon acquiring title to a Unit, an Owner automatically becomes a member of the Condominium Corporation. Membership in the Condominium Corporation is a mere appurtenance of the Unit, and cannot be transferred, conveyed, alienated or disposed independently of or separately from the Unit. A member who ceases to hold title to a Unit shall automatically cease to be a member of the Condominium Corporation."*
- b. Members who are fully paid on their acquired residential or parking unit/s and whose CCTs are not yet registered under their names shall be made proxies of SM Development Corporation (SMDC) to exercise the right to vote and be voted for. If the member is not present during the meeting, SMDC may use the right to vote for that particular unit.
- c. Members who is/are subject to any disciplinary actions/s and is/are delinquent in any of their dues and assessments, such as but not limited to, water charges, violation ticket penalties, swimming pool use and the like, as of **February 2019** shall not be qualified to cast their votes.
- d. The names of qualified voters/members in good standing shall be posted in the Property Management Office bulletin board on **April 4, 2019 (Thursday)**.



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- e. In case a member cannot personally attend the meeting, a duly accomplished proxy form with the supporting documents must be submitted to the Property Management Office not later than **April 24, 2019 (Wednesday) 12:00 PM.**

3. Proxies

- a. The member may authorize any person to be his/her proxy for his/her specified condominium units.
- b. The member intending to appoint his/her proxy must conform with the following requirements:
 - i. The proxy shall be in writing and signed by the member giving the proxy, official proxy form is attached herewith.
 - ii. The signature of the member in the proxy shall be verified on the specimen signature (Unit Owners' Information Sheet, Acceptance of Unit, Photocopy of Valid IDs, Special Power of Attorney) submitted to the Property Management Office.
 - iii. The fully accomplished proxy shall be submitted to the Property Management Office on or before **April 24, 2019 (Wednesday), 12:00 PM.**
 - iv. In case the unit is owned by a corporation or juridical entity, a notarized Secretary's Certificate indicating the authorized signatories, representative with the official proxy shall be submitted to the Corporate Secretary through the Property Management Office not later than **April 24, 2019 (Wednesday), 12:00 PM.** Late proxies shall not be honored and shall not be allowed to vote in the Annual General Membership Meeting.
 - v. A proxy holder may not withdraw a proxy which has already been submitted to the Corporate Secretary through the Property Management Office, except upon a duly notarized instrument from his principal conferring authority to withdraw such proxy.

4. Election Committee

- a. There shall be an Election Committee composed of three (3) members. All members of the Election Committee must be in good standing with their dues and other assessments as of **February 2019.**
- b. The Board of Trustees shall appoint the members of the Election Committee not later than **April 5, 2019 (Friday).**
- c. The Names of the members of the Election Committee shall be posted in the Property Management Office bulletin board by **April 8, 2019 (Monday).**
- d. The members of the Election Committee may not be nominated as candidates for Board of Trustees or For Tower Committee.



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- e. The functions of the Election Committee shall be as follows:
 - i. Oversee the nomination and election of Board of Trustees and Tower Committees and act on all matters that will ensure the orderly conduct of the election;
 - ii. Determine the qualification of nominees for Board of Trustees and Tower Committees;
 - iii. Decide and act on all contests relative to the eligibility of voters;
 - iv. Collect, tally and canvass the ballots;
 - v. Decide on all the contests relative to the nomination and election of Trustees and Tower Committees and the tallying and canvassing of votes; and
 - vi. Such other powers and functions, relative to the election, as the Board of Trustees may confer as deemed necessary.
- f. The powers granted to the Election Committee shall be exercised as a collegial body only and no individual member thereof is vested with any such powers.
- g. A majority of the Election Committee shall constitute a quorum to transact business. The acts and decisions of the Election Committee shall be taken only upon a majority vote of those constituting a quorum.

5. Qualifications of Board of Trustees and Tower Committees

- a. The Board of Trustees shall consists of five (5) members. SM Development Corporation (SMDC) shall be entitled to two (2) members of the Board of Trustees, one as President and the other as Treasurer, for as long as SMDC owns unit(s) in the property, whether residential, commercial or parking.
- b. Each Tower shall have a Tower Committee composed of three (3) members within the relevant tower.
- c. Only members of the Condominium Corporation who are not delinquent in their dues and assessments and who were not previously subjected to disciplinary action by the Board of Trustees may be nominated.
- d. Candidates shall be nominated in writing, which nomination shall be submitted to the Election Committee through the Property Management Office not later than **April 11, 2019 (Thursday) 12:00 PM.**
- e. The Election Committee through the Property Management Office shall prepare a list of nominees and post the final list of nominees in the Property Management Office bulletin board on **April 15, 2019 (Monday).**



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6. Nomination Procedures

- a. Nomination forms enclosed herewith shall be signed by the member making the nomination.
- b. All nominations shall be submitted to the Election Committee through the Property Management Office not later than **April 11, 2019 (Thursday) 12:00 PM**.
- c. Self-nomination is not allowed. A nominee should be nominated by at least 3 members in good standing before it can be endorsed to the Election Committee for validation.
- d. A member must accept his/her nomination. A member nominated for the position of both the Board of Trustees and Tower Committee shall accept the nomination for only one (1) position.
- e. A nomination shall be deemed accepted if no objection is received by the Election Committee, directly or through the Property Administration Office, on or before **April 17, 2019**, provided that:
 - i. All objections shall be in writing and signed by the member making the objection; and
 - ii. All objections shall state the reason/s for the objection.
- f. The Election Committee through the Property Management Office shall post its ruling/s resolving all contests relative to the eligibility of voters and qualifications of candidates for Trustees not later than **April 22, 2019 (Monday)**.

7. Election Procedures

- a. The nominees for the Board of Trustees and Tower Committees shall be elected by an official ballot and shall be present during the Meeting.
- b. Only official ballots shall be recognized for purposes of the election.
- c. Each qualified member shall cast his vote by placing the (X) mark at the left side of the name of the candidate and the number of votes on the space provided at the right side. The member shall then place his ballot inside the designated ballot box. The ballot box shall be opened only after the Election Committee has convened to canvass votes.
- d. Ballots for the election of Trustees and Tower Committees shall have a control number and shall contain the names of the candidates in alphabetical order.



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- e. After the Election Committee has completed the canvass and has ruled on all issues presented to it, the three (3) candidates with the most number of votes for the Trustees and Tower committees shall be declared elected members of the Board of Trustees and Tower Committees. In case of a tie, the Election Committee shall break the tie by drawing of lots.
- f. Any election protest must be filed during the election or immediately after the votes have been counted and before the winners are proclaimed.
- g. Protests may be made verbally but the protester must eventually formalize his protest in writing during the meeting and must be recorded by the Election Committee. Protests made beyond the period prescribed herein shall not be entertained by the Election Committee. All irregularities not raised during the proper period shall be deemed waived.
- h. If there is an election protest filed, the proclamation of the winners should be suspended until such time that the Election Committee has issued a resolution. The decision.

8. Appreciation of Ballots

- a. A member shall be entitled to such number of votes that corresponds to his percentage of interest in the Condominium Corporation, which shall be determined as follows:

Percentage of Interest in the Condominium Corporation	=	$\frac{\text{Floor Area of Residential and Parking Owned}}{\text{Total Floor Area of Residential and Parking Unit in the Project}}$
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- b. Only votes cast in favor of those candidates whose names appear in the official ballot shall be tabulated and counted.
- c. Cumulative voting shall be allowed. Each member shall have the option of cumulating his votes in favor of the candidate or candidates he has chosen. To vote, please mark (X) on the box provided at the left side of the name of your chosen candidate and the number of votes on the space provided at the right side.
- d. If in case, you failed to indicate the number of votes, the following guidelines shall apply, for example; you voted for only one candidate, three votes shall be given to that candidate. If you voted for three candidates, each candidate shall be given one vote. If you voted for two candidates, your vote will be equally divided to the two candidates.
- e. If a member voted for more than three (3) candidates, the ballot shall be invalid and no vote shall be counted in favor of any candidate.



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9. Registration

Registration shall start **at 8:00 AM of April 27, 2019** and **shall close at exactly 9:45 AM**. All members or proxies who have not registered within the prescribed period shall not be allowed to vote.

10. Material Dates

TIMELINE	ACTIVITY
March 16, 2019 (Saturday)	Town Hall Meeting
March 30, 2019 (Saturday)	Deadline of payment of dues and other assessment as of February 2019 to be eligible voters
April 4, 2019 (Thursday)	Posting of members in good standing/qualified voters
April 5, 2019 (Friday)	Deadline of submission of intent to be a member of the Election Committee
April 8, 2019 (Monday)	Appointment and posting of Election Committee members
April 11, 2019 (Thursday)	Deadline of submission of Nomination forms
April 12, 2019 (Friday)	Briefing of the Roles and Responsibilities of Election Committee. Validation of Nominees by the Election Committee
April 15, 2019 (Wednesday)	Initial Posting of Nominees (names and photos)
April 17, 2019 (Wednesday)	Deadline of Objections, if any (Nominees)
April 22, 2019 (Monday)	Final Posting of Nominees (No Objections)
April 24, 2019 (Saturday)	Deadline of Submission of Proxies
April 27, 2019 (Saturday)	Annual General Meeting of Members