



Philippine Hospital Infection Control Society, Inc.

2nd Floor 116 PSMID Bldg., Bgy. Socorro, 9th Avenue, Cubao, Quezon City

Telefax No. (02) 913-28-52, Mobile No. 0906-5533431

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PHICS NOMINATION AND ELECTION IMPLEMENTING RULES AND REGULATIONS (IRR)

SECTION 1. COMMITTEE ON NOMINATION AND ELECTION (NOMELEC)

1.1. The functions of the Nomination and Election Committee (NOMELEC) are:

- 1.1.1 To take charge of the election of the nine (9) members of the PHICS Board
- 1.1.2 To prescribe the procedures in the conduct of the election including the proper qualification of candidates.
- 1.1.3 To report to the Board.

1.2. The PHICS Board shall appoint the chairperson and members of the Nomination and Election Committee (NOMELEC).

- 1.2.1. NOMELEC Chairperson - Outgoing immediate Past President
- 1.2.2. NOMELEC Members - There shall be two (2) NOMELEC members to be composed of the following:
 - 1.2.2.1. Immediate past NOMELEC Chairperson
 - 1.2.2.2. Incumbent immediate Past President
- 1.2.3. The above NOMELEC Composition shall also apply in the event that the President will serve a second term.
- 1.2.4. If any of the members of the appointed NOMELEC is unable to perform their duties, the Board shall appoint a replacement from the Council of Presidents.

1.3. Term of Office: Chairperson and members of the NOMELEC shall serve a one-year term.

SECTION 2. NOMINATION PROCEDURES

- 2.1. Only active PHICS members are allowed to nominate. Active members are those who are updated with their annual dues and those who regularly attend the annual conventions of the Society.
- 2.2. All candidates for the Board must be a Regular Member of the Society in good standing for the *last three (3) years*, as verified by the Membership Committee.



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- 2.3. Incumbent officers shall qualify to be nominated for re-election, provided they fulfill the following requirements:
- 2.3.1 Physical attendance in at least 75% (9 out of 12) of the number of Board meetings during the fiscal year
 - 2.3.2 Active participation during Board meetings, which include but not limited to the following:
 - gives his/her insights on the topic of discussion
 - proposes solution or course of action for issues concerning the society
 - provides updates in his/her assigned committees
- 2.4 The President who had served 2 consecutive terms shall no longer be qualified for re-election but automatically become a member of the Council of Presidents and Council of Advisers.
- [PHICS Constitution 2006 ARTICLE V, Sections 4 & 5]
- 2.4. All nominees shall be required give their written consent or acceptance to be included in the official list of nominees.
- 2.5. The top twelve (12) names of nominees will comprise the official list of nominees.
- 2.6. All nominees to elective positions of the Society are required to submit their updated curriculum vitae and full disclosure of their affiliations to the NOMELEC.
- 2.8. Nominations may be sent through:
- 2.8.1 e-mail: phicsinc@yahoo.com
 - 2.8.2 Mail: PHICS Office, 2nd Floor, 116 9th Avenue Barangay Socorro, Cubao, Quezon City

SECTION 3. ELECTION PROCEDURE

- 3.1. **Timing of Elections:** Election shall take place during the annual PHICS Convention.
- 3.2. **Method of Voting:** The method of voting shall be by any of the following mode as decided by the PHICS Executive Board of Directors.
 - 3.2.1 Paper ballot (in-person voting) – during the PHICS Convention



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- 3.2.2 Electronic ballot (digital voting) – to commence 1 week before the start of the annual PHICS Convention and continue for the duration of the PHICS Convention
- 3.2.3 Combined or hybrid – paper and electronic ballots
- 3.3. No proxy voting is allowed. [PHICS Constitution 2006 Article V, Section 1.b.]
- 3.4. There shall be 9 positions for election to the Board of Directors.
- 3.5. Determination of Election Results
 - PHICS being composed of multi-disciplinary members (mainly physicians and nurses), we aim for equity representation of its members. To this end, determination of the election results shall be as follows:
 - 3.5.1. Four (4) positions shall be dedicated to physician candidates with the highest votes
 - 3.5.2. Four (4) positions shall be dedicated to nurse candidates with the highest votes
 - 3.5.3. The 9th position shall be dedicated to the allied healthcare candidate (if any) with the highest vote.
 - 3.5.4. If there are no allied healthcare candidate, the 9th position shall be given to Physician or Nurse candidate with the next highest vote.



SECTION 4. NOTIFICATION OF RESULTS

The NOMELEC Chairman shall inform the incumbent President and the successful candidates of the results of the election.

SECTION 5. ELECTION OF THE BOARD AND OFFICERS

- 5.1 Immediately after the election of the new Board, they shall meet to elect among themselves the following positions: President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Auditor. Election shall be by secret ballot. [PHICS Constitution 2006 ARTICLE V, Section 1]
- 5.2 The NOMELEC Chairperson shall preside the election of the position of the President.
- 5.3 The second term re-elected President shall automatically hold the same position.
- 5.4 After the President has been elected, he/she shall then preside the election of the rest of the positions of the Board.
- 5.5 All Officers and Board members are elected for a term of one year and may be re-elected for another term of one year for the same position.

[PHICS Constitution 2006 ARTICLE V, Section 3]

Prepared by: Benilda B. Galvez, MD (NOMELEC Chair, 2022-2024)

Edited 01/10/2024