

*Philippine Society of Gastroenterology
Philippine Society of Digestive Endoscopy
Hepatology Society of the Philippines*

National Election Guidelines

General Instructions on the Conduct of the Annual Election of the Board of Directors, Fiscal Year 2020-2021

1. *Only Members in good standing are eligible to vote.*
 - 1.1. *Diplomates*
 - 1.2. *Fellows*
 - 1.2.1. *Regular*
 - 1.2.2. *Life Members*
 - 1.2.3. *Life Fellows*
 - 1.2.4. *Fellow Emeritus*
2. *The member-voter must ensure that the registered email address is valid or active. The PSG secretariat has recently made efforts to update its membership database. The PSDE has recently offered a google forms portal so members can update their data.*
3. *Eligible member-voters will receive the voting guidelines and the list of candidates with their short curriculum vitae through their registered email address five (5) calendar days before the election day.*
4. *The voting credentials of eligible member-voters necessary to access the online election portal to cast their vote will be sent to their registered email address on election day.*
5. *SMS reminders will be sent to eligible member-voters' mobile number during the duration of the election.*
6. *Election will be done online. Voting will start June 22, 2020 12:01am until June 24, 2020 at 11:59pm. The online election portal will automatically close after the schedule.*
7. *Kindly fill up the available positions when you cast your vote.*
 - 7.1. *For PSG, a total of eleven (11) positions for Board of Directors are available, and will be followed by a ratification vote of the proposed general amendments to the PSG Constitution.*
 - 7.2. *For PSDE, a total of nine (9) positions are available.*
 - 7.3. *For HSP, there are eight (8) positions available.*
8. *After submission of the electronic ballot, a confirmation page will be displayed in the voting screen.*
9. *Technical support will be available online during the electoral process to assist member-voters.*
10. *The results of the election will be announced during the Online Annual Business Meeting (ABM)*
 - 10.1. *The PSG ABM will be on June 29, 2020 at 6:00pm.*
 - 10.2. *The PSDE ABM will be on June 30, 2020 at 6:00pm.*
 - 10.3. *the HSP ABM will be on July 1, 2020 at 6:00pm.*