

**REVISED MECHANICS AND PROCEDURES FOR THE APPOINTMENT OF
STUDENT LEADERS FOR AY 2022-2023**

I. Vacancy of Office. The election of student leaders for AY 2022-2023 was held last May 26 - 27, 2022. Despite this, there are positions in Student Councils and Academic organizations that are vacant due to no candidates running and being proclaimed for the post.

A. Article 26.5 of the 2022 Omnibus Election Code stipulates that:

Article 26.5. Except for the vacancy in the position of President (which will be filled by the Vice President), any vacant position resulting from either failing grade, resignation, neglect of duties and/or violation of the FEU Student Code of Conduct shall be filled by the appointment of the duly authorized bodies in the following manner: SDEV for FEUCSO, Institute Dean for Institute SC; and Department Chair for Academic Organizations. Provided, the vacant position will open for application to all students who will qualify based on the provisions of Article 11 of this Code, and the appointment shall be recommended by a panel who will screen the applicants to be constituted by the SDEV Director, Institute Deans, and Department Chairs for FEUCSO, Institute Councils, and academic organizations, respectively.

B. Furthermore, Article 8.7 of the 2022 OEC outlines the other powers of the COMELEC En Banc.

Article 8.7. The University COMELEC may exercise such other powers as may be necessary and convenient for the conduct of the election.

C. Students who would like to apply for the vacant positions shall submit their documents to the Office of Student Development on or before July 27, 2022.

II. Qualifications of Candidates. All candidates for the Institute Student Council and Academic Organization must qualify based on the requirements of Article 11 of the 2022 OEC.

ARTICLE 11. Qualifications of Candidates. All candidates of the Far Eastern University Central Student Organization (FEUCSO), Institute Student Organizations, and the respective Academic Organizations of all the Institutes must possess the following qualifications:

11.1. A bonafide undergraduate student of the university, duly enrolled during the Second Semester of the current academic year;

11.2. Remaining units in his or her enrolled program should enable him or her to enroll and stay for at least two (2) semesters for the entire Academic Year succeeding the election;

11.3. Of good moral character as attested by the Student Discipline. No temporary clearance shall be issued for this purpose; and

11.4. No failing grade or authorized withdrawal in courses enrolled in the semester immediately preceding the election in FEU.

11.5. Specific Qualifications: To ensure that the candidates' competencies are aligned with the functions of the positions that they would like to be elected to specific positions require certain qualifications as follows:

11.5.1. Residency: The President must have at least one academic year of residence in the university immediately prior to the election. The Treasurer must not be a graduating student during his/her term.

11.5.2. Leadership Experience: The candidates for FEUCSO, SC, and Academic Organization President shall base his/her leadership experience only in 11.5.2.1 and 11.5.2.2. While the candidates for the Treasurer shall base his/her leadership experience on ANY of the following:

11. 5.2.1. Incumbent officer who has spent a period of at least four (4) months in office prior the filing of Certificate of Candidacy for any position in FEUCSO, Institute SC or academic organizations; or

11.5.2.2. Previously elected officer occupying any other elected position from FEUCSO, any SC, and academic organizations, and previously elected or appointed officer of university-wide organizations; or

11.5.2.3. Elected high school leader as certified by high school administrators or featured in official campus publications; or

11.5.2.4. Active officer in academic-related and socio-civic organizations or elected/appointed local government positions outside FEU, as certified by the secretary or the highest official of the organization.

11.5.3. Grade Requirement: No grade requirement is required for any candidate provided there is no failing grade or authorized withdrawal in the semester prior to the filing of his/her Certificate of Candidacy.

11.5.4. Additional Requirements: All candidates for FEUCSO/ SC and incumbent officers should have attended at least two (2) seminars or events organized by SDEV.

11.5.5. Also, all candidates must submit their parent and/or declared guardian's consent on their participation in the elections, and all candidates must sign a waiver of the Data Privacy Law for purposes of ascertaining their qualifications in the position where they intend to run.

III. Requirements for Filing. The requirements for the application of appointment shall be similar to the requirements of filing for Certificates of Candidacy (COC) for Institute Student Councils and Academic Organizations, and shall be filed in duplicate with the University COMELEC through SDEV, within the period specified in accordance with Article 13 of the 2022 OEC.

Article 13.1. Certificates of Candidacy (COC) shall be signed personally by the candidates. The said certificate must be filed together with the following documents:

13.1.1 Original copy of Report of Ratings and signed COR; (*note: Screenshot of MyCurriculum will be accepted in lieu of Report of Ratings*)

13.1.2 Certificate of Good Moral Character issued by the Office of Student Discipline;

13.1.4 Certificate of leadership experience from relevant organizations, signed by the president and the adviser, if applicable;

13.1.5 Certificate or proof of community involvement, signed by the president and the adviser of the organization;

13.1.6 Data Privacy waiver; and

13.1.7. Parent and/or declared guardian's consent with photocopy of two (2) valid ID cards each showing the signature, and with three (3) specimen signatures on the photocopy.

IV. Process of Document Screening. The following procedures will be done once the aspiring candidates have filed their COCs and documents to the Office of Student Development

- A. The Office of Student Development Staff will review and check the completeness and correctness of the submitted documents
- B. An Audit Team will be formed to countercheck the documents submitted.

- C. Applicants who have fully complied with the requirements (complete and correct) will be endorsed to the SDev Coordinators for final scrutiny and endorsement.
 - D. Both qualified and disqualified candidates will receive an email from SDEV on July 27, 2022, regarding the status of their applications.
 - E. Disqualified applicants may submit a letter of appeal on July 28, 2022. SDEV will review the appeal and answer before July 29, 2022.
 - F. Official candidates will receive an email confirming their status and details regarding the screening interview.
- V. Screening Committee.** All qualified applicants will undergo an interview process with the screening committee.
- A. For Institute Councils:
 - 1. Institute Dean
 - 2. Student Development Director
 - 3. COMELEC Student Representative
 - 4. COMELEC Faculty Representative
 - 5. Institute Council President
 - B. For Academic Organizations
 - 1. Department Chair
 - 2. Student Development Coordinator
 - 3. Academic Organization President
 - 4. COMELEC Student Representative
 - 5. COMELEC Faculty Representative
- VI. Decision.** The following will be the procedure for selecting the candidates for vacant posts.
- A. Members of the screening committee shall evaluate the applicants using the criteria mentioned above.
 - B. The average of the scores will be computed. The applicant with the highest average score will be appointed.
 - C. Any tie-in ranking scores shall be decided on via consensus.
 - D. If there is one sole applicant for a vacant position, the decision whether to appoint the applicant or reopen the position for application will be at the discretion of the Dean (for Institute Councils) and Department Chair (Academic Organizations), in consultation with the other selection committee members.
 - E. Newly appointed leaders will be posted via FEU Student Development's page and TAMang Boto

VII. Timetable

July 20, 2022 - Start of Application

July 26, 2022 - Deadline for Submissions (until 4:00 p.m. only) at SDev Office

July 27, 2022 AM – Screening/Auditing of Documents

July 27, 2022 PM – Email on Qualification/Disqualification

July 28, 2022 AM – Appeal

July 28, 2022 PM – Announcement of Qualified Applicants

July 29, 2022 - Interview with the Screening Committee

July 30, 2022 – Announcement of Appointed Student Leaders