



ITESAP
Integrated Telecommunications Suppliers
Association of the Philippines

October 21, 2004

TO : **ITESAP MEMBERS**
RE ; **ITESAP GENERAL MEMBERSHIP MEETING AND ELECTIONS**
DATE : **NOVEMBER 12, 2004, Friday**
TIME : **1:30 PM to 5:00 PM**
VENUE : **Parañaque Room, Shangri-La, Makati City, Metro Manila**

Notice is hereby given that the **General Assembly Meeting** of **ITESAP** will be held on **November 12, 2004, Friday** at the aforementioned time and place.

We urge you to attend this meeting to elect your officers for the year 2005.

(R E P L Y F O R M)

Date: _____ 2004

Fax to: **813-6397**

YES, I WILL ATTEND

Name Designation Company

Signature

NO, I WILL NOT ATTEND BUT I WILL BE SENDING MY PROXY/ REPRESENTATIVE

Name of Official Representative Company Signature

OFFICIAL PROXY FORM
ITESAP GENERAL ASSEMBLY MEETING & ELECTIONS
 Parañaque Rm., Shangri-la, Makati City
NOVEMBER 12, 2004, FRIDAY
1:30 PM - 5:00 PM

Date: _____

KNOW ALL MEN BY THESE PRESENTS:

I, _____, as President (or Chief Executive Officer) or duly authorized representative of _____, a bonafide member of the Integrated Telecommunication Suppliers Association of the Philippines (ITESAP), duly qualified to vote, hereby appoint and designate (name & position) _____ to represent me and to vote for and on my behalf at the Annual General Assembly, as fully as I could, if personally present.

| | |
|-------------|-----------|
| Name | Signature |
| Designation | Company |

Signed this _____ day of _____, 2004 at Metro Manila

=====

NOMINATION FORM

In connection with the forthcoming General Assembly and Election on November 12, 2004, Friday, I hereby nominate the following for membership to the ITESAP Board of Directors for the year 2005.

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | |

| | |
|---------|-------------|
| Name | Signature |
| Company | Designation |

October 21, 2004

TO : ITESAP MEMBERS
RE : ITESAP GENERAL ASSEMBLY MEETING & ELECTIONS
DATE : NOVEMBER 12, 2003, Friday
VENUE : Parañaque Rm., Shangri-la, Makati City
TIME : 1:30 PM - 5:00 PM

In connection with our association's General Meeting and Election on November 12, 2004, Friday, we are updating your company's current official and alternate representative to ITESAP. Please advise the secretariat thru Fax no. 813-6397, if there is a change on the following:

- a) Your company's official representative/alternative representative delegate to ITESAP.
- b) Office address, telephone number, fax, e-mail address.
- c) Other company data/information.

Kindly fax your reply as soon as possible, otherwise we shall confirm that the official/alternate representatives, as appearing in our record, are still valid and correct thus, will be entitled to cast their votes during the ITESAP elections on November 12, 2004.

From the **SECRETARIAT**

(Please cut along the line and Fax to 813-6397)

DATE: _____
To : ITESAP
Fax : 813-6397

All information in your records are still valid and correct.

Please be informed of the following changes:

Official Representative: _____ Designation: _____
Alternate Rep: _____ Designation: _____
Office Address: _____
Telephone Nos.: _____ Fax Nos.: _____
E-mail Address: _____ Web Site: _____
Other Company/Info: _____

By: _____
Name Signature

Designation: _____ Company: _____

Signature over Printed Name

ELECTION RULES AND PROCEDURES

OBJECTIVE

To provide guidelines for the orderly conduct of the election of members of the Board of Directors of ITESAP for the incoming year, 2005:

I. Registration of Delegates

- A. Date : November 12, 2004, Friday
 Time : 1:30 pm to 5:00 pm
 Venue : Parañaque Rm., Shangri-la Makati City

Requirements - All delegates shall register in person for or by proxy, giving the name and category of membership at the time and date of the General Assembly.

Proxies - All proxies must be signed by the President, Chief Executive Officer or the duly authorized or accredited representative of the corporate/individual member and must be registered and validated with the COMELEC. The proxy form shall designate the name of the proxy authorized by the corporate/individual member to vote on his behalf for submission to the COMELEC on or before the actual voting date on November 12, 2004.

II. Composition of the Board of Directors

The Board of Directors shall be composed of eleven (11) members who shall be elected at the General Assembly in the following manner:

Eleven (11) directors shall be elected from the duly authorized and accredited representatives of the Association. The elected eleven (11) directors shall meet among themselves to elect the President, Vice-President, Association Secretary, Treasurer, Auditor, Business Manager, and Public Relations Officer. The remaining four (4) persons shall then be the official Board of Directors.

- A. **Qualification.** A Director must be the duly authorized and accredited representative of a CORPORATE member or an individual member.
- B. **Who may nominate?** The privilege to nominate a candidate for the position of the Directors in the Association is accorded only to the duly authorized representatives of the association members.
- C. **Submission of Nominations.** All nominations shall be submitted in writing to the Election Committee (COMELEC) who shall draw up an official list of qualified nominees at the following address.

The Chairman
ITESAP
7th Floor, Unit 11, AXA Life Tower,
Sen. Gil Puyat Avenue, Makati City
Fax No.: 813-6397

All incumbent members of the Board of Directors shall be considered automatically nominated unless they signify their intention of not running for re-election on or before October ____, 2004 and provided that they are considered member in good standing.

A member in good standing as defined under the Amended By-Laws is one who

paid his annual dues on time.

The submission of written nominations will be closed at the end of business hours of October _____, 2004. However, floor nominations may still be accepted during the Annual General assembly, provided, the nominee shall be able to accept the nomination either in person or in writing and the nomination is in accordance with these rules.

D. Quorum

The quorum of the General Assembly shall consist of the presence of members representing at least the majority of the total votes of the Association and a majority of such quorum may decide any question of the meeting except those matters where the law requires the affirmative vote of the greater proportion.

The presence, in person or by proxy, of at least, one half (1/2) plus one vote of the total official voting rights shall constitute a quorum for the purpose of electing the members of the Board of Directors or transacting any business which may properly come before the General Assembly.

E. Voting

1. Voting in the election of Directors shall be by secret ballot.
2. The number of votes for each class of Members in the Association shall be as follows:
 - a. Corporate Member - 3 votes
 - b. Individual Members - 1 vote
3. A valid ballot shall contain eleven (11) names of the qualified nominees for the position of Directors in the Association. Any omission (voting less than 11 nominees) shall invalidate your vote. Any repetition of the names of any nominee shall, likewise, invalidate your vote.

III. Election Committee

The Board of Directors shall appoint a Chairman and two (2) members of the Election Committee (known as "COMELEC") from the members not nominated for the position of members of the Board of Directors.

The Election Committee (COMELEC) shall perform the following functions:

1. Conduct the proceedings for the election of the Board of Directors.
2. Distribute and collect the official ballot and adopt the necessary measures to insure the sanctity of the ballot.
3. Act as a Board of Canvasser to determine the election results.
4. Rule on appreciation of valid and invalid ballots.
5. Rule on procedure which will decide a "tie" vote if the same should occur or establish such.
6. Certify to the Presiding Officer, the complete results of the election.

IV. Casting of Ballots

After the declaration of the quorum, the Chairman of the Commission on Election (COMELEC) will call the names of the duly accredited representative of the corporate/individual members in the sequence they appear in the official list of the COMELEC and hand the ballots to vote for the nominated candidates.

V. Announcement of Election Results

The Presiding Officer, upon receipt of the results of the election from the Chairman of the

Election Board (COMELEC) shall, then and there preferably on or before 4:00 pm of the same day, announce the elected eleven members of the Board of Directors for the incoming year, 2005.

VI. **Election Protest**

The election protest(s), if any, shall be submitted to the Election Committee, in writing, within five (5) days from date of election. The election Committee (COMELEC) shall deliberate and make recommendations on any election protest to the Board of Directors.

The Board of Directors shall enter decisions on such election protest within ten (10) days from the receipt of the said protest.

oOo

