

Article IV: Membership

Section 6: Rights of Members and Access to Records

All regular and honorary members shall have the right to:

- a) Vote and be voted upon into office taking into account the qualification specified for the Treasurer and Internal Auditor positions in the Executive Council
- b) Can be appointed into office by the executive council taking into consideration the qualification specified for the Treasurer and Internal Auditor positions in the Executive Council

Article V: KFCO Executive Council

Section 1:

The KFCO Executive Council shall be the policy-making body of the Organization.

Section 2: Composition

- a) The KFCO Executive Council shall be composed a minimum of 5 members to a maximum of 11 members who can either be elected during a General Meeting or appointed by the Executive Council, namely:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - Internal Auditor
 - Business Manager
 - Public Relations Officer

- Four (4) other elected/appointed members whose role or assignments can be decided upon by the KFCO Executive Council at a later point in time as situation dictates

Article VII: Meetings

Section 1: General Membership Meeting

- a) The Organization shall hold a General Membership meeting every two years to elect its Executive Council Members.
- b) On a non-election scheduled year, KFCO can call for a General Membership meeting to provide updates, feedbacks, and stay in touch with its members.
- c) Since September is the end of the fiscal year for KFCO and to give ample time for the Treasurer as well as the Internal Auditor to check, validate, and review the financial figures and reports, the General Membership meeting can be scheduled anytime from the months of November to February.
- d) Such General Membership meetings can be held at a date, time and place to be determined by the KFCO Executive Council.
- e) The Agenda will include among others:
 - i) The report of the Chairperson
 - ii) Report on any info if the Organization has any pending or ongoing legal or otherwise case with any Court of Law, regulatory, or over seeing entities.
 - iii) Treasurer's Report
 - iv) Election of new Executive Council officer, as applicable
 - v) Any new business

Article VIII: Elections

Section 1: Elections

- a) The Organization shall hold an election of KFCO Executive Council members every two (2) years during a General Membership meeting called for the purpose
- b) A Committee on Elections composed of 2 to 3 members shall be appointed by KFCO Executive Council at least 7 days before the scheduled election General Membership meeting.
- c) The election shall not be postponed except by force majeure or lack of quorum
- d) The election / votations shall be governed by By-Laws: Section 5, 6 and 7 of KFCO's Constitution and By-Laws (CBL).

Section 4: Qualification of Candidates

- a) All KFCO registered members are eligible for office. The following are the requirements for regular members to be eligible for office:
- b) At a minimum, one year membership shall be required for nomination to any elective position
- c) Nominee must be in good standing

- d) no pending nor current court or administrative case (except for traffic, marriage, and/or custody)
- e) No husband, wife, siblings team or brother, sister, or parental relationship shall be elected, appointed, or holding office at the same time to any of the following positions of Chairperson, Vice-Chairperson, Secretary Treasurer and/or Internal Auditor.

Section 5: Qualifications of Voters

- a) Registered KFCO members in good standing without financial obligations owing the Organization.
- b) Any designated representative by an affiliated or partnered Organization, group, or association with KFCO.

Section 6: Guidelines / Procedures for Election

- a) Roaster of registered KFCO members will comprise the voter's list during an election process of which there is a General Membership meeting.
- b) Each KFCO affiliated or partnered Organization, groups, or association can send one (1) designated representative who can participate during votation process. Representative will be included in the voter's list during the specified date of the election process.
- c) One person one vote
- d) One representative of KFCO affiliated or partnered Organization, groups, or association is entitled to one vote
- e) No proxy voting

- f) Positions open for election/nomination must be consistent with Article V Section 1 of KFCO's Constitution and By-Laws
- g) A KFCO registered member can be nominated and/or elected in absentia, provided a written acceptance of the nomination by nominee/candidate is received by the COMELEC before nomination for the position is closed.
- h) Mode of Casting votes: Secret Balloting
- i) COMELEC will allow nominated candidates to say something about themselves their possible goals and visions in regard to the position they are nominated in relation with the Organization and Community.
- j) Number of votes cast shall not exceed the number of voters present.
- k) Votes will be counted immediately after closure of the ballot box.
- l) Canvassing will be made separately for each position
- m) COMELEC shall read out and declare the corresponding winner in each of the position opened for votation.
- n) In case of a tie for certain position/s, a second or a third balloting, as the case may be, will be held only of the tied position/s.
- o) Tally of votes for the various candidates nominated for office shall be placed on a paper duly signed by all members of COMELEC and said document is turned over to KFCO Secretary for file and record purposes.
- p) As determined by COMELEC, if there are no problems, protests nor complaints put forward or manifested during the General Membership meeting in regard to the ballots cast, ballots will be destroyed by COMELEC just before the adjournment or conclusion of the said meeting.

- q) In the event that there is a problem with the ballots cast, COMELEC will place all ballots in an envelope duly marked, sealed, and signed by COMELEC members and turned over to KFCO Secretary for file and safe keeping purposes.

- r) Said sealed envelope must remain sealed and will remain in the custody of KFCO Secretary and can only be opened in front of all contesting parties present together with at least 3 members of the KFCO Executive Council.