Faculty who can vote
All regular faculty (assistant professor, associate professor, professor) are qualified to participate in the faculty referendum.

Instructors are enjoined to respond to the parallel but separate survey. This would allow the administration to assess the sentiment of Instructors regarding the academic calendar.

Procedure for voting

Pre-voting
The University Council Secretariat will distribute the ballots on 21 February 2014 through the Office of the College Secretary c/o the College Secretary.

For the large colleges (e.g., CS, CoE, CSSP, and CAL), the ballots will be distributed through the Department/Institute Chairs.

The College Secretary and the Department/Institute Chairs shall act as the Chair of each voting center. The Chairs shall assign a staff to be the poll clerk.

Each voting center will receive the following materials:
- Guidelines
- Ballots for regular faculty (white paper)
- Survey forms for instructors (blue paper)
- 3 brown ballot envelopes
- 3 blue ballot envelopes
- Voters’ list of regular faculty
- Registration form for instructors
- Sample ballots, survey forms, and tally sheets
- Official tally sheet
- Incident report forms
- Report of daily tally of number of participants
- Checklists for the College Secretary and the Voting Center Chair
- Visual aids for voters and survey participants
- Instructions to poll clerks

The poll clerk shall sign the delivery receipt to attest to the completeness and usability of the materials given to the unit.

There is only one voters’ list on which voter registration may be done. The number of ballots released to the units corresponds to the number of faculty eligible to participate in the referendum (regular faculty) and survey (instructors). An additional five (5) ballots shall be included in the materials given to the voting centers, which may be used by faculty who are not included in the voters’ lists.
**Mechanics of casting votes**

Faculty will register on the voters’ lists by signing across his/her name.

If the faculty is a regular faculty, then s/he will claim a ballot (white paper) after registering. If the faculty is an instructor, then s/he will claim a survey form (blue paper) after registering.

After filling out the ballot or survey form, the faculty will insert the ballot/survey form into the appropriate ballot envelope (brown envelope for regular faculty, blue envelope for instructor). Ballots/survey forms may not be retrieved after they have been inserted into the ballot envelope.

Voting shall be from 24 (Monday) to 26 (Wednesday) February 2014, from 8:30 am to 4:30 pm.

**Post-voting**

At the end of each day, the poll clerk shall photocopy the voters’ lists then tally the number of voters for the day and indicate this on the space across the appropriate date. The Chair and poll clerk shall sign and attest to veracity and accuracy of information on the voters’ lists. A copy of the voters’ tally for the day shall be submitted to the UC Secretariat.

For the big colleges, the Chairs of the voting centers shall attach the tally of the number of voters to the sealed ballot envelopes, seal the opening of the ballot envelopes, preferably with packaging tape, and sign across the tape using a permanent marker. Then they must submit these to the Office of the College Secretary. A copy of the voters’ tally for the day shall be submitted to the UC Secretariat as well.

In addition, all Chairs shall transmit to the UC Secretariat an electronic report of the daily tally of the number of voters. This will be done via an online Google Form, the link of which shall be emailed to the Chairs. The Chairs will only need to indicate their voting center, and the total number of regular faculty and the total number of Instructors that vote for each day.

The UC Secretariat shall summarize each daily reports and transmit the summary to the Office of the Chancellor.

**Canvassing of Voting/Survey Results**

Canvassing of votes shall be done on 27 February 2014 using the official tally sheets. Canvassing shall be done at the Office of the College Secretary.

The College Secretary and the poll clerk shall be designated as the official canvassers.

The College Secretary shall also assign a staff to be a poll watcher who should be present when the canvassing begins.

Only members of the UP Diliman Executive Committee shall be allowed to enter the room where the canvassing will be held.
Mechanics of canvassing
Canvassers shall open the sealed ballot envelopes in the presence of the poll watcher.

Manual tallying of votes and survey results shall proceed afterwards.

Canvassers shall affix their signature on the tally sheet to attest to the veracity and accuracy of the results of voting.

Results of voting
The canvassers must reseal the ballot envelopes and sign the seals. All materials, including the used and unused ballots/survey forms, shall be turned over in a sealed and signed envelope by the Office of the College Secretary to the University Council Secretariat at the 3/f Office of the University Registrar building. The materials must be turned over to the UC Secretariat no later than 12:00 noon on 27 February 2014 (Thursday).

The University Council Secretariat will verify the results and transmit a signed summary of results to the Office of the Chancellor.

Contact
For questions and clarifications, please contact UC Secretariat at 9818500 loc. 4554/4558 or via uc.secretariat.upd@gmail.com.