



FEDERATION OF FREE WORKERS

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22nd National Convention
May 1-4, 2006

Convention rules and procedures¹

I. Rules of conduct

1. Direction of the Conference

The National President, acting as ex-officio Chairman, shall direct and preside over the Plenary Sessions of the Convention. He may be assisted by the National Vice President. The Steering Committee of the Convention shall be composed of the members of the Governing Board.

2. Opening Ceremonies

The National President shall open the Convention and a minute of silence shall be devoted to the memory of militants and leaders who have dedicated and given their lives for the cause of the trade union movement.

Guest(s) may address the Convention.

3. Official Working Languages

The official working languages shall be Pilipino and English.

¹ Adopted by the Governing Board in its meetings on March 12, 2005 at Days Hotel in Tagaytay City and on January 7, 2006 at Bayview Hotel.

4. Right to Speak

Delegates must be recognized by the Chairperson for permission to speak. Observers may participate in the deliberations of the Convention upon recognition by the Chairperson.

5. Voting

Voting in the Convention shall ordinarily be by the show of hands of the delegates holding up their cards. A simple majority vote shall pass a motion. Observers shall not have the right to vote.

6. Points of Order

Motions tending to adjourn the meeting or to end or postpone the discussion of a particular question, and motions relating to the procedure to be used in the examination of a question or to the application of the rules on the present disposition, shall be considered as points of order. Only accredited delegates can raise a point of order.

The Chairperson will decide whether a motion is to be considered a point of order. If a delegate submits a point of order, the debate must be interrupted and may be continued only after a decision is made regarding the point of order raised. In case a point of order is raised, the Chairperson will limit the discussion to only two (2) speakers: one (1) in favor of the point of order raised and one (1) against. A simple majority vote by a show of hands shall then be taken on the point of order.

7. Secretariat

The Secretariat, under the supervision of the Chairperson, shall be responsible for the registration of delegates and other participants to the Convention and for the duplication of reports, proposals, resolutions and such other documents for the Convention. It shall also perform such other tasks as may be directed by the Chairperson. Members of the Secretariat performing tasks as resource persons of the Convention shall have the right to speak in the Plenary Sessions and Committee Meetings but shall avoid expressing any personal opinion or comment on any subject under discussion unless explicitly requested by the Plenary Session or Committee Meetings.

8. Basic Rules of Procedures for Convention Committees.

- a) Convention Committees and Workshop Groups shall be organized in accordance with the Agenda. The Convention Secretariat shall act as the Committee on Editing and Styling.
- b) Upon their formation, the Committees and Workshop Groups shall meet in accordance with the schedule in the Agenda/Timetable of the Convention. They shall select or elect a Chairperson and Rapporteur. They shall take note of the schedule of their plenary reports, according to the timetable of the Convention.
- c) Resource persons from the Secretariat of the Convention may be assigned to each Committee and Workshop Group.

- d) The reports shall be submitted to the Secretariat for editing, styling, reproduction and distribution.
- e) The Chairperson and/or Rapporteur of each Committee or Workshop Group shall present their report to the Convention's Plenary Session. Other members of the Committee may assist in the presentation of the report. At the conclusion of each report the Chairperson and/or Rapporteur shall, as appropriate, move for its adoption by the Convention.

II. Rules on accreditation

1. Each Affiliated organization shall submit its official list of delegates on or before February 28, 2006 who will be accredited only after the affiliated organization:
 - a) pays all necessary FFW dues up to March 31, 2006 on or before March 30, 2006 (*Article VII, Section 20 of the FFW Constitution*)², including all other receivables;
 - b) presents an undertaking under oath by its duly designated officials to the effect that the delegates have been duly elected by the general membership to represent them in the Convention and that they have full and irrevocable powers to commit their membership in any decision which will be taken by the Convention; or in case of affiliated organizations whose total dues-paying membership is Five Hundred (500) or more, present a resolution by their appropriate governing body certified under oath by its duly designated officials, designating the delegates to the Convention and fully authorizing them to commit the Union to any decision taken by the Convention or, whichever of the two above is practicable to the Union, on or before April 1, 2006;
 - c) submits updated list of names of officers, total number of dues-paying members and the corresponding average latest basic salary of the members of the local union for purposes of computing the accurate and correct number of entitled delegate(s).
2. Delegate Fee of One Thousand Five Hundred Pesos (PHP1,500.00) shall be paid by the affiliated organization for every accredited delegate and One Thousand Eight Hundred Pesos (PHP1,800.00) for every accredited observer to the National Convention.
3. Deadline for the payment of delegate fees and observer fees shall be on or before March 30, 2006.
4. Each accredited delegate and observer shall be issued an appropriate Identification Card upon registration, and shall be obliged to wear the ID during the entire duration of the Convention. For this purpose, each accredited delegate or observer is required to bring 2 copies of his/her ID photo.

² The full Constitutional provision reads as follows: "Section 20. An affiliated organization must have fully paid its monthly dues to the Federation at least one (1) month prior to a Convention to entitle it to delegate representation to FFW Conventions."

III. Rules on delegations

1. **A**s provided for under Section 18, Article VII of the FFW Constitution, “Members in good standing shall be entitled to one (1) delegate for every one hundred (100) dues-paying members to the National Convention provided that each member shall have at least one (1) but in no case more than fifteen (15) delegates to FFW Conventions.”
2. **E**ach Trade Federation and Basic Sectoral Organization that is in good standing with the Federation may send one (1) delegate for every five thousand (5,000) dues-paying members to the National Convention provided that each Trade Federation and Basic Sectoral Organization shall have at least one (1) delegate but in no case shall have more than five (5) delegates.” (*Section 62, Article XIV of the FFW Constitution*)
3. **T**he number of delegates of each member organization shall be based on the average number of actual dues-paying members and on the correct rate of dues six (6) months prior to the month of Convention.” (*Section 22, Article VII of the FFW Constitution*)
4. **T**o qualify to send delegates, “an affiliated organization (local or TF or BSO) must have fully paid its monthly dues to the Federation at least one (1) month prior to a Convention to entitle it to delegate representation to FFW Conventions.” (*Section 20, Article VII of the FFW Constitution*)
5. **A** local or TF or BSO must have been a member in good standing for at least six (6) months before the Convention to entitle it to delegation in the National Convention. A member in good standing is one who:
 - a) “conform to the Declaration of Principles, statutes, Internal Regulations, existing policies, and current decisions of the Federation;” (*Section 12 ©, Article V of the FFW Constitution*)
 - b) “pay to the Federation dues levied by this Constitution and the National Convention, including special assessments as may be levied by the Governing Board;” (*Section 12 (d), Article V of the FFW Constitution*)
 - c) “submit to the Federation, copies of its Constitution and By-Laws, Rules and Regulations, updated list of officers and members, minutes and resolutions of its meetings, financial reports, agreements entered into, and all pertinent records.” (*Section 12 (e), Article V of the FFW Constitution*)

IV. Rules on observers

1. New affiliated locals who have not yet complied with the six (6) months residency prior to the holding of the Convention shall be entitled to one (1) observer without the right to vote; provided that the observer's fee of One Thousand Eight Hundred Pesos (PHP1,800.00) will be paid on or before March 30, 2006.
2. Each affiliated Trade Federation or Basic Sectoral Organization can avail of two (2) observers, without the right to vote, provided that the observer's fee of One Thousand eight Hundred Pesos (PHP 1,800.00 will be paid for each observer and who presents an undertaking or a Resolution from their respective Trade Federations' or Basic Sectoral Organizations' Governing Body authorizing them to duly represent their TFs or BSOs under an observer status.

V. Rules on election

1. **The Governing Board.**

The positions in the Governing Board open for nomination shall be:

- a) **The National Executive Officers** (Section 36, Article IX of the FFW Constitution)³
 - i. National President
 - ii. National Vice President
 - iii. National Treasurer
- b) **The Board Members:**
 - i. "Five (5) members-at-large representing the general membership of the Federation." (*Section 24 (b)(I), Article VIII of the FFW Constitution*)
 - ii. "Titular Members with full right to vote" (*Section 24 (b) (ii) of the FFW Constitution*) to wit: "three (3) Regional Vice Presidents; one (1) representing Luzon, one (1) representing Visayas, and one (1) representing Mindanao." (*Section 24 (b) (II) (i), first bullet of the*

³ The full text of this Section reads as follows:

"Section 36. The National Executive Officers of the Federation are the National President, the National Vice President, the National Treasurer and the Secretary-General.

"36.a The National President, the national Vice-President and the National Treasurer shall hold office for five (5) years starting from the day they are duly elected and qualified until their successors shall have been elected and duly qualified.

36.b The Secretary General who may be appointed by the President with the concurrence of the Governing Board shall hold office upon appointment and shall have tenure of five (5) years unless sooner terminated for just and reasonable cause."

FFW Constitution) and “one (1) member from each of the Trade Federations and Sectoral Organizations whose representatives are elected, and”, (*Section 24 (b) (II), second bullet of the FFW Constitution*)

- iii. “Deputy Members without the right to vote unless the Titular Member is absent, corresponding to each of the titular positions enumerated in sub-section (b) (II) above.”

2. **Trade Federation (TFs) and Basic Sectoral Organizations (BSOs) Representatives:**

“Officers of the Trade Federations, and the Basic Sectoral Organizations shall be elected during their respective Conventions which shall coincide with the National Convention of the FFW by and from among the delegates coming from their respective Trade Federations or Basic Sectoral Organizations. They shall hold office for five (5) years starting from the day they are duly elected and qualified until their successors shall have been elected and duly qualified.” (*Section 60, Article XIV of the FFW Constitution*).

VI. Rules on candidacies

1. Eligibility

a) “A candidate for the position of For National President, National Vice President and National Treasurer shall possess the following qualifications:” (*Section 26 Article VIII of the FFW Constitution*):

- i. “a candidate must be a bonafide member of the Federation for at least two (2) consecutive years;” (*Section 26 (a), Article VIII of the FFW Constitution*)
- ii. “a candidate must be of good moral character and has not been convicted by a final judgment of a crime involving moral turpitude before a candidate’s election to office or during a candidate’s incumbency;” (*Section 26 (b), Article VIII of the FFW Constitution*).
- iii. “except the Treasurer, a candidate must serve the Federation full time for the period of his/her incumbency;” (*Section 26 ©, Article VIII of the FFW Constitution*)
- iv. “a candidate for National President and National Vice-President must be or must have been an officer or member of a legitimate labor organization in the FFW for at least three (3) years. A legitimate labor organization shall mean a duly registered labor union as defined by the Labor Code as Amended.” (*Section 26 (d), Article VIII of the FFW Constitution*).

b) “A Candidate/Nominee for the position of Governing Board Member, whether Titular or Deputy shall, except as otherwise provided in this Constitution, possess the following qualifications:” (*Section 25, Article VIII of the FFW Constitution*).

- i. “he/she must be a bona fide member of the Federation for at least two (2) consecutive years and a member of an affiliated organization which is up to date with its monthly dues to the Federation;” (*Section 25 (a), Article VIII of the FFW Constitution*).
- ii. “he/she must be of good moral character and has not been convicted by a final judgment of a crime involving moral turpitude before his/her election to office or during his/her incumbency.” (*Section 25 (b), Article VIII of the FFW Constitution*).

VII. Rules on nominations

1. **N**ominations shall be made in writing in a form provided for the purpose; provided, such nominations shall be filed on or before January 31, 2006, which is ninety (90) days before the scheduled Convention, in accordance with Section 27, Article VIII of the FFW Constitution.⁴
2. “**I**n case of multiple nominations, “A candidate or nominee who is nominated to two (2) or more positions must confirm his/her choice of nomination or candidacy on or before April 1, 2006, which is thirty (30) days from the date of the scheduled Convention, otherwise, his first candidacy or nomination shall prevail.” (*Section 28, Article VIII of the FFW Constitution*)
3. **A** nominee shall be informed of his/her nomination on or before February 14, 2006, which is seventy five days before the scheduled Convention, in accordance with Section 27 of the FFW Constitution. (*See footnote #4,*)
4. **I**n case of single nominations, the candidate or nominee shall confirm his/her single candidacy or nomination on or before April 1, 2006, which is thirty (30) days from the date of the scheduled National Convention in accordance with Section 27, Article VIII of the FFW Constitution. Failure to do so shall be construed to mean that the candidacy or nomination is rejected, also in accordance with Section 27, Article VIII of the FFW Constitution. (*See footnote # 4 for the full text of Section 27*)

VIII. Rules on voting

The National President, National Vice President, National Treasurer and Members of the Governing Board shall be elected by secret ballot.

⁴ The full text reads as follows: “Section 27. A candidacy or nomination to all elective positions shall be filed at least ninety (90) days before the scheduled Convention. A candidate or nominee shall be informed of the nomination seventy five (75) days before the scheduled Convention. A candidate or nominee shall confirm the candidacy or nomination on or before thirty (30) days from the date of a scheduled convention, otherwise, the candidacy or nomination shall be deemed rejected.”

IX. Rules on campaign materials

Rules regarding campaign materials shall depend on the house rules of the venue of the Convention and on the Rules of the COMELEC.

CERTIFIED CORRECT

Teresita Miranda
Secretary of the GB

Attested:

Allan S. Montaña
NVP & Secretary-General
Presiding Officer of the GB Meetings

Noted:

RAMON J. JABAR
National President