

**2025 STCC SPECIAL ELECTION RULES AND GUIDELINES**  
**THE CIRCUIT MAKATI**  
*(15 August 2025)*

1. **Date of Meeting and Special Election of Board of Trustees (BOT):** Sat, 27 Sept 2025.
2. **Venue:** 8F Solstice Function Hall; **Time:** 9 AM – 12 Noon.
3. **Manner of Voting:** Manual Voting through Ballot at the designated venue.
4. **Number of Trustees to be Elected:** Three (3), excluding the two seats held by ALVEO representatives for the commercial spaces.
5. **Election Committee**

5.1 **Composition:** Before the date of the Special Election, the BOT shall constitute an Election Committee (ELECCOM) to be composed of three (3) regular members in good standing (i.e., not delinquent in their dues and assessments on the date as fixed by the BOT, and under the powers granted to them), appointed by the BOT, together with one (1) member representative from the Property Management Office (PMO) to serve as such only for this special election for which they are appointed.

5.2 **Powers:** The Committee shall:

- 5.2.1 Oversee the election process.
- 5.2.2 Implement the rules of procedures for balloting and election.
- 5.2.3 Serve as election inspectors.
- 5.2.4 Ensure the proper and orderly conduct of the election.
- 5.2.5 Hear and decide the election protests.
- 5.2.6 Take the lead in unit-owner voter education of Solstice's current issues and emerging challenges.

5.3 **Prohibition:** The members of the ELECCOM may not nominate or elect themselves as part of the BOT.

5.4 **The ELECCOM Members for the 2025 Solstice Elections are:**

REGINA ISABEL J. NONES	T1-1217
CARLINA VINA MONTINOLA	T2-1607
MICHELLE CO	T2-1105
REGINO S. CRUZ	PMO Representative

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5.5 **ELECCOM Actions:** All matters presented to the ELECCOM shall be deliberated and decided upon by the majority vote of the three members. The representative of the Property Management Office (PMO) does not vote.

## 6. Proxies

6.1 Validation of Proxies: In the validation of proxies, any member may be represented by a proxy in all the meetings of the Solstice Towers Condominium Corporation (aka "STCC" or the "Corporation"), foremost of which is this Special Election. The proxy must be in writing, signed by the member and his two (2) witnesses delegating his representation to another, and submitted on or before Wednesday, 24 September 2025, not later than 5 PM to the:

Administration Office  
Solstice Towers Condominium Corporation  
The Circuit Makati  
Email Address: administrative@solsticetowers.com.ph

The proxy shall cover all units owned by the member and shall prevail over any other proxy given by them, except that the personal presence of the member at the meeting will suspend the effectiveness of the proxy. The proxy shall continue to exist until the same is expressly revoked by the member in writing, expressly stating in a separate document that he revokes the other proxy issued.

In case a member has more than one proxy and all of the proxies attend, the proxies for the member concerned are entitled to only one ballot, which they must agree on and among themselves. Should the proxies fail to agree on whom to vote, the ELECCOM may invalidate the vote made by the proxies.

A proxy shall be deemed filed when the duly signed original or a facsimile or electronic copy of the same is received by the: (a) the Building Administrator, or (b) the ELECCOM, which, in turn, shall be turned over to the Building Administrator; provided that, in case of a facsimile or electronic copy, the original thereof shall be presented by the proxy holder to the Building Administrator or her/his authorized representative on the date of the election for validation.

Additionally, if an individual member has his authorized representative sign the proxy form, then the authorized representative must also attach a notarized Special Power of Attorney (SPA) in his favor that authorizes him to sign the proxy form on behalf of the member.

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If the member is a corporation, a duly executed and notarized Secretary's Certificate that attests to the designation of the member-corporation's representative to the meeting must be attached to the proxy. Any person of legal age can be a proxy.

6.2 Initial Validation by the ELECCOM: The ELECCOM is in a good position to determine the qualification of voters in the election of members to the Board of Trustees, such as:

- (i) Validate the members in good standing that were declared by the BOT;
- (ii) Whether the person who signed the proxy is the member;
- (iii) Whether the member-corporation attached a duly signed and notarized Secretary's Certificate to the proxy; and
- (iv) If the person who signed the proxy is not the member, whether such person is duly authorized by the member to sign on her or his behalf, as evidenced by a duly signed and notarized Special Power of Attorney.

Hence, the ELECCOM, assisted by the Administration Office, shall conduct the initial verification of all proxy forms submitted by the members.

Alveo will not be exercising its voting rights pertaining to the units that have not yet been turned over to their owners.

6.3 For an orderly validation procedure, the ELECCOM and the Administration Office shall fill out the following portion of every proxy form as well as sign the verification portion as follows:

This proxy pertains to: (Name) _____ Unit No(s). _____ Floor _____ Tower _____	Total No. of Units: _____ Verified by: _____
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6.3 Final validation by Corporate Secretary: After the ELECCOM, as assisted by the Administration Office, has made an initial verification of the proxy forms, it shall turn over the proxy forms to the Corporate Secretary. The Corporate Secretary, in consultation with the ELECCOM, shall do the final validation of all proxies submitted.

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## 7. Qualification of Voters and Candidates

Only members who are in good standing in the payment of their dues and assessments as of **31 December 2024** shall qualify as voters, and as candidates for membership in the BOT. Only such qualified voters may nominate candidates to the Board of Trustees (*By-Laws, Article II, Section 3*).

Members in good standing are those members who are updated in the payments of their association dues imposed by the Corporation, and comply with all the duties and obligations of members as determined by the BOT.

For purposes of the foregoing, the Board of Trustees had set the date by which members should have paid their unpaid dues and assessments so as not to be considered a delinquent member.

## 8. Nominations/Candidacy

The ELECCOM has agreed that:

8.1 All candidates must submit her/his Certificate of Candidacy in the form attached hereto. The Administration Office shall provide such form to all interested Candidates.

8.2 Candidates must be members in good standing, that is, they have settled their dues and assessments on or before the date stipulated above.

8.3 Period for Filing of Certificate of Candidacy: All Certificates of Candidacy must be filed not later than 5PM on Tuesday, 2 September 2025 with the:

Administration Office  
Solstice Towers Condominium Corporation  
The Circuit Makati  
Email Address: [administrative@solsticetowers.com.ph](mailto:administrative@solsticetowers.com.ph)

8.4 For its part, the ELECCOM will verify all candidates, release and post the list of official candidates on Wednesday 3 September 2025.

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**9. Requirement of Certificate of Candidacy**

Each official candidate shall submit to the ELECCOM at the address given above his Certificate of Candidacy with a colored picture (2" x 2" or passport size), not later than Tuesday, 2 September 2025.

At such time, the candidate will be required to fill out a uniform r sum  issued by the ELECCOM, highlighting her/his qualifications for the BOT job. This resume will be endorsed for posting by the ELECCOM and will serve as a guide for voters in making their decision. The Certificate of Candidacy of the qualified candidates shall be posted on the Administration Office bulletin boards and Community Telegram from 3 September 2025 to 25 September 2025.

**10. Campaign Period/Campaign Materials**

Other than distributing leaflets (7" x 8.5" inches) and the conduct of meetings by the official candidates with the members for the sole purpose of communicating their ideas and plans for the welfare of the Solstice community, no other election materials is allowed.

**11. List of Voters**

The ELECCOM will not publish a list of voters to protect the privacy of unit owners. Instead, the Solstice Admin will send email notifications to unit owners in good standing. This will occur one week before the election, followed by another email reminder three days before the election.

**12. Member and Voter Identification**

Upon registering her/his attendance at the meeting, a member in good standing or proxy shall be asked to present competent evidence of identity (*e.g.*, driver's license, SSS or GSIS ID, passport, or any other government-issued IDs).

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**13. Quorum**

The interim board's petition to hold a special election was granted, whereby petitioners were directed to conduct an election of members of the Board of Trustees in a meeting called for such purpose where the members present or represented shall be considered as constituting a quorum.

**14. Vote of Members**

Members in good standing shall be entitled to one (1) ballot for each unit owned (*By-Laws, Article II, Section 3*). Each ballot allows a voter to cast votes for a maximum of three (3) candidates.

Where the membership of the unit pertains to one or more persons (either as spouses, family members), all such persons shall jointly and collectively be entitled to one (1) ballot. For this purpose, such persons shall appoint from among them a person who shall be entitled to vote and represent all of them at the meeting.

Where the membership of the unit pertains to a corporation, a secretary's certificate duly acknowledged before a notary public attesting to the adoption by the board of directors of said corporation of a resolution authorizing a representative of the corporation to sign the proxy form and attend the meeting shall be submitted to the ELECCOM, together with the duly signed proxy form not later than 5 PM on Wednesday, 24 September 2025. A signed scanned copy sent through email will be accepted.

**15. Ballots**

The Official Ballots are pre-numbered with an ELECCOM control number. The control number signifies the actual number of qualified voters from the official voters' list. No other forms of identification will be attached or imprinted on the official ballot. The main purpose of this is to safeguard the integrity of each vote cast by a member, either in person or by proxy, as well as ensure the member's right to privacy with respect to his vote.

The total number of pre-numbered official ballots is equal to the total number of qualified voters. Each official ballot should bear the signature of each member of the ELECCOM.

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### 15.1 Voting Mechanics

- a) Ballots will be distributed during the registration on election day.
- b) Voting will open from 9:00 AM to 12 Noon.
- c) The ELECCOM will tally the ballots at 2:00 PM.
- e) The official announcement of the winners will immediately follow.

16. **Posting:** The COMELEC shall post the election rules and guidelines and other election-related information in the designated bulletin board at the Administration Office, Community Telegram, and other conspicuous places for purposes of guidance and transparency.

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Property Manager

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