



# LLPDCPI MANUAL

A proposed Manual of Operations of League of Local  
Planning and Development Coordinators of the  
Philippines, Inc.

presented by:

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**PAMANTASAN NG LUNGSOD NG MARIKINA**

during LLPDCPI 28<sup>th</sup> Annual National Convention  
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# PART I GENERAL PROVISIONS





## **PART I GENERAL PROVISIONS**



**Section 1: Title** ~ This Manual of Operations shall be known as MANUAL OF OPERATIONS OF LEAGUE OF LOCAL PLANNING AND DEVELOPMENT COORDINATORS OF THE PHILIPPINES, INC., (LLPDCPI) hereinafter referred to as LLPDCPI MANUAL.

**Section 2: Purpose** – The purpose of this LLPDCPI MANUAL serves as a ready reference of actions taken and how the League is to function and shall be to institute operational and management policies governing League's affairs

**Section 3: Seal** – The Seal of the League shall bear the seven letters abbreviation of its name (LLPDCPI) in such form and color as may be proposed by the National Board and approved by the general assembly.



## **PART I GENERAL PROVISIONS**



**Section 4: Banner** – The League Banner shall be composed of the Seal of the League prominently embossed at the center of a white satin, dark green tassels sewn along the edge of its perimeter except that part which touches the mast. It shall be designed in a manner that the following features will appear:

**Section 5: Fiscal Year** – The Fiscal Year of the League shall commence on January 1 and end on December 31 of the same year.

**Section 6: Official Headquarters** – The principal office of the League shall be located in Metro Manila.

**Section 7: Official Newsletter** – The League's Official Newsletter is entitled "PLANADO" to be circulated to all members present during Annual Convention.





## PART I GENERAL PROVISIONS



**Section 8: Vision** – the League’s Vision is: “A Dynamic League of Planners that Champions Excellence in Planning towards a Resilient Community and Sustainable Development”.

**Section 9: Mission** ~ The League is committed to Promote High Level of Professionalism among its Members and Work for the Advancement of their General Welfare through Enhanced Capacity and Partnership with Stakeholders

**Section 10: Core Values** – The League’s Core Values were anchored on its acronym such as Leadership, Loyalty, Professionalism, Democratic, Collaborative, Prudent, Innovative.



## **PART I GENERAL PROVISIONS**



**Section 11: Tagline** – The League’s tagline is “LLPDCPI BRIDGES DEVELOPMENT GAPS”

**Section 12: League’s Hymn** – The LLPDCPI Hymn shall be sung in all of the Leagues’ occasions and is written as follows:

**Section 13: Amendments or Revision** – The contents of LLPDCPI MANUAL may be amended, revised, or repealed by the affirmative votes of simple majority (50% + 1) of the members of the general assembly present during Annual Convention. Any amendments or revisions in this manual will form part of the amendments in the League’s Constitution and By-Laws.





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## PART I GENERAL PROVISIONS



**Section 14: Effectivity of the LLPDCPI Manual –**  
Upon presentation and approval to the General Assembly, this Manual will take effect and adopted immediately with simple majority (**50% + 1**) votes of members present in the plenary during the Annual National Convention.





**PART II**  
**MEMBERSHIP STATUS,  
RIGHTS, PRIVILEGES, DUTIES  
AND OBLIGATIONS**



## **PART II**

### **MEMBERSHIP STATUS, RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS**



#### **Section 1: Qualification and Classification of Members –**

All local Planning and Development Coordinators of the Philippines, Assistant Provincial Planning and Development Coordinators and Asst. City/Municipal Planning and Development Coordinators, retired or resigned local planning and development coordinators are and those holding temporary appointments as Provincial Planning and Development Coordinator/City Planning and Development Coordinator/Municipal Planning and Development Coordinator, Officer-in-Charge or caretaker planning and development coordinators are qualified members of the League.





## **PART II**

### **MEMBERSHIP STATUS, RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS**



Members of the League shall be classified as regular and associate.

Regular members ~ are those holding permanent positions as Local Planning and Development Coordinators, Asst. Provincial Planning and Development Coordinators and Asst. City Planning and Development Coordinators. Regular members shall have all the rights and privileges of members.

Associate ~ Local Planning and Development Coordinators holding temporary appointment, OIC Caretakers, retired or resigned, subject to application and approval of the National Board.



## PART II

### MEMBERSHIP STATUS, RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS



**Section 2: Rights and Privileges of Regular and Associate Active members** – The Regular and Associate Active members of the League shall have the following rights and privileges:

- a) The right to vote and be eligible to any position or office of the League
- b) The right to deliberate and be heard during meetings of the League.
- c) The right to be informed of all matters pertaining to the League.
- d) The right to avail assistance and privileges extended by the League.
- e) Upon recommendation by the Board of this League, approve policies, plans, programs and amendments of the by-laws;





## **PART II**

### **MEMBERSHIP STATUS, RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS**



- f) Avail of services and facilities of the League;  
Inspect and examine books, journal or minutes and other records of the League;
- g) Exercise all rights and privileges expressly provided for by these by-laws and other policies, rules and regulations that may be promulgated by the League.
- h) Except for (a) above, the associate member shall have the other rights and privileges.
- i) Only active members shall enjoy the rights and privileges of members. Active members are those members who are complying with the duties and responsibilities of members in Section 4 of Article III of the League's Constitution and By-Laws.



## **PART II**

### **MEMBERSHIP STATUS, RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS**



#### **Section 3. Duties and Responsibilities of a Regular Member ~**

The Regular Members of the League shall have the following duties and responsibilities:

- a) Adhere to the objectives for which the League has been organized;
- b) Participate actively in the implementation and/or conduct of programs, projects or activities of the League;
- c) File Membership Information Form with the League Secretariat attaching his/her certified true copy of appointment;





## **PART II**

### **MEMBERSHIP STATUS, RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS**



- d) Pay Membership Fee, Annual Dues and other assessment of the League as approved by the general assembly or the Board of Directors;
- e) Attend all meetings, Annual Conventions and other activities promulgated by the League's general assembly, the board of directors, the president or his/her duly authorized representative;
- f) Promote the objectives of the organization and the welfare of its members.



## **PART II**

### **MEMBERSHIP STATUS, RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS**



**Section 4: Membership Fees, Annual Dues & other Fees –**  
Unless otherwise increased or decreased pursuant to a resolution of the National Board amending this specific section, the following shall be collected or paid by a member:

- a) **Membership Fee.** Each New Member shall pay a Membership Fee of Five Hundred Pesos (PhP500.00).
- b) **Regular Annual Due.** Each Member shall pay the amount of One Thousand Five Hundred Pesos (PhP1, 500.00) in annual basis.
- c) **Reinstatement Fee.** Each reinstated member shall pay the amount of Five Hundred Pesos (PhP500.00) as reinstatement fee.
- d) **Other Assessments.** Members may be required to pay other Assessments as promulgated by the Board from time to time.





## **PART II**

### **MEMBERSHIP STATUS, RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS**



**Section 5: Forfeiture of Active Membership** ~ Regular or Associate Members of the League shall forfeit their active member status and be declared inactive for any of the following reasons:

- a) Failure to pay regular dues and other assessments imposed by the Board.
- b) Failure to attend two consecutive Annual National Convention of the League without valid explanation communicated to the League Secretariat.



## **PART II**

### **MEMBERSHIP STATUS, RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS**



c) Failure to settle obligation or indebtedness to the League within thirty days upon receipt of the notice of such indebtedness from the President or Treasurer of the League.

d) Provided, that forfeiture of active membership shall take effect only after due notice of forfeiture shall have been received by the subject member and no appeal is filed for its reconsideration within a period of one month after receipt of such notice of forfeiture.





## **PART II**

### **MEMBERSHIP STATUS, RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS**



#### **Section 6: Reinstatement or Re-activation of Members**

~ Any Member who is previously declared inactive by the Board shall be re-instated or re-activated upon compliance of the requirements set forth in Section 4, Article III of the League's Constitution and By-Laws and as approved by the Board of Directors of the League.



# PART III LEAGUE GOVERNMENT





### **PART III LEAGUE GOVERNMENT**



**Section 1: League Structure** – The Structure and Hierarchy of Government of LLPDCPI shall be as follows:

National Board of Directors

National Executive Officers

Regional Chapter Officers and Board of Directors

Provincial Chapter Officers and Board of Directors

**Section 2: Composition of National Board of Directors** ~ The National Board of Directors of the League shall consist of the National Executive Officers and the duly elected Regional Chapter Presidents as Members and the Immediate Past President as ex-officio Member.



## PART III LEAGUE GOVERNMENT



**Section 3: Composition of National Executive Officers** ~ The National Officers of shall be composed eleven (11) elective officers namely:

- A National President
- A National Executive Vice President
- 2 Vice President representing Luzon (north and south)
- A Vice President representing Visayas
- A Vice President representing Mindanao
- A Secretary General
- A National Treasurer
- An Auditor
- A National Business Manager
- A National Information Officer





### PART III LEAGUE GOVERNMENT



**Section 4: Composition of Regional Chapter Officers and Board of Directors** ~ There shall be a Regional Chapter of the League in each of the fourteen (14) Administrative Regions and the three Autonomous/Administrative Regions of the Philippines. All LLPDCPI members of each region and members of each political (existing administrative/autonomous regions and others that may be created) in the Philippines shall constitute a regional chapter.

The Board Members in the Regional Chapters are the duly elected Provincial Chapter Presidents in such number as the Regional Chapter may decide.



### **PART III LEAGUE GOVERNMENT**



The number of Board Members in the Autonomous Regions (NCR, ARMM and CAR) and the manner of their election shall be decided upon by the Autonomous Regional Chapters.

The Board Members in the Provincial chapters shall come from the different Congressional districts of the province. Provided that when there is only one congressional district, the additional number of Board Members and the manner of its election shall be decided upon by the concerned Provincial Chapter.





### PART III LEAGUE GOVERNMENT



In order to form a regional structure, the following position shall be established as minimum requirement.

A Chapter President

A Chapter Vice President

A Chapter Secretary

A Chapter Treasurer

Chapter Auditor

A Board of Directors, the number, membership and other officers of which shall be stipulated in their own Constitution and By-Laws. An executive committee may be created.

The Immediate Past President as an Ex-Officio Member.

Two (2) Chapter Members of the Board



### PART III LEAGUE GOVERNMENT



in the case of Regional or Provincial Chapter whose membership is less than the number of the Officers Set required, the following offices or position may be reduced, merged or combined accordingly;

A Chapter Vice President and Information Officer

A Chapter Secretary-Treasurer

A Chapter Auditor-Business Manager

Only one (1) Chapter Member of the Board

The Immediate Past President with any other position except the position of the President and Vice President.





### PART III LEAGUE GOVERNMENT



**Section 5: Composition of Provincial Chapter Officers** – LLPDCPI members of each local government unit in a province (all existing and any that may be created) shall constitute a provincial chapter. The composition of provincial chapter officers shall be uniformly applied in the regional organizational structure.



### PART III LEAGUE GOVERNMENT



**Section 6: Duties and Powers of the Members of National Board of Directors** – The National Board of Directors shall have the following duties and powers such as:

- a) the policy making Body of the League
- b) shall approve all expenditures from the fund of the league.
- c) It shall not create or incur any indebtedness beyond the current assets of the league nor authorize any disbursement or purposes inconsistent with the objectives of the League or contrary to the policies promulgated by the Board
- d) shall have the power to modify, override or rescind the action of any officer of the League.





### PART III LEAGUE GOVERNMENT



**Section 7: Duties and Powers of the National Executive Officers –**  
The National Officers shall have the following duties and powers such as:

**The President.** The President is the Chief Executive Officer and Chairman of the Board of Directors of the League, as such shall:

- a) preside on all meetings of the Board of Directors
- b) issue the notice of meetings or call for regular and special meetings of the Board and the Annual National Convention
- c) appoint the chairperson and members of duly created special or standing committees of the League
- d) issue the call for regular or special election of the officers of the league
- e) represent the League in all other business transactions or special functions beneficial to the League.



### PART III LEAGUE GOVERNMENT



**B) The National Executive Vice President.** In case of absence, disability, death or resignation of the National President, he shall act as the National President. He shall assist the National President in the implementation of programs and projects and activities of the league.





### PART III LEAGUE GOVERNMENT



**The Vice President.**~ The Vice President representing **Luzon** (North and South) *Visayas and Mindanao* shall perform the following duties:

- a) Directly supervise the implementation of programs, projects and activities of the League affecting local planning and development coordinators they represent in cases when such representation may be necessary; and
- b) Represent the National President or the Executive Vice President in any occasion on matters pertaining to local planning and development coordinators they represent;
- c) Perform such other duties as may be assigned by the National Board.



### PART III LEAGUE GOVERNMENT



**The Secretary-General.** The Secretary General shall be elected by the members at large, as such, shall perform the following duties:

- a) Exercise overall supervision over the National Secretariat
- b) Initiate the means and processes by which the memberships of the league are fully informed of all activities and operations of the league.
- c) Prepare a budget for operation, functions and activities of the league in consultation with the Treasurer and Auditor of the League.
- d) Prepare the minutes of all meetings of the Board and the General Assembly;





### PART III LEAGUE GOVERNMENT



- e) Act as custodian of all minutes, records, and documents including the seal of the league;
- f) Furnish the Treasurer and the Auditor a certified copy of the minutes of the meeting where disbursements or collection have been authorized;
- g) Give due notice of all meetings;
- h) Keep accurate membership records;
- i) Perform other duties that the Board or higher authorities of the League shall constitute a quorum at any regular or special meeting of the board.



### PART III LEAGUE GOVERNMENT



**The Treasurer.** The Treasurer shall be the custodian of all funds and properties of the League, as such shall:

- a) receive and collect all monies and other properties due to the League.
- b) be the custodian of all properties and non-cash assets of the League.
- c) deposit all monies, except petty cash at the designated depository bank of the league.
- d) disburse from the funds of the League all duly accomplished vouchers upon approval of the President in pursuance of an approved budget or Board Resolution.
- e) prepare and render periodic report, the condition of the League during meetings or conventions or as often as may be required by the Board.
- f) post the necessary surety bond in such manner and amount as may be determined by the Board.





### PART III LEAGUE GOVERNMENT



**The Auditor.** The Auditor shall be the accountant and comptroller of the funds of the League, as such shall:

- a) audit all funds and properties of the League.
- b) certify to the correctness of financial reports and other business transaction of the League.
- c) perform such other duties and exercise other functions as may be assigned by the Board.



### PART III LEAGUE GOVERNMENT



**The Information Officer.** The Information Officer shall be the spokesperson and source of internal information of the League, as such shall:

- a) inform the members all the pertinent programs, projects and activities concerning the league.
- a) Take charge of publication and distribution of information materials as may be authorized by the Board.





## PART III LEAGUE GOVERNMENT



### H) The Board Member

The Regional and Provincial Chapter Board Members shall form part of the over-all policy making body of the League.

As such they shall:

- a) attend all meetings of the Officers and Board of Director
- a) perform such other duties and exercise such other functions as may be assigned by the League Board sitting en banc,



### PART III LEAGUE GOVERNMENT



**The Business Manager.** The Business Manager shall be the implementing Arm of the League, as such shall:

- a) attend in the preparation and implementation of the League's programs, projects and activities.
- b) monitor the progress of implementation of the different undertakings of the League.
- a) perform such other duties and discharge such other functions as may be assigned by the Board.





### PART III LEAGUE GOVERNMENT



**J) The Ex-Officio Member of the Board.** In all the levels of the League, the Ex-Officio Member of the Board is the Immediate Past President; as such shall:

- a) attend all meetings of the Officers and Board of Directors
- a) act as the senior adviser of the incumbent Board and serves as link and source of information regarding the continuity of the League's program of activities.



### **PART III LEAGUE GOVERNMENT**



**Section 8: Duties and Powers of the Regional Chapter Officers and Provincial Chapter Officers** – The duties and powers of the regional chapter officers and provincial chapter officers shall be uniformly applied with the national officers' duties and powers.





**PART IV**  
**GUIDELINES AND**  
**SCHEDULE OF ELECTION**  
**OF OFFICERS**



## **PART IV GUIDELINES AND SCHEDULE OF ELECTION OF OFFICERS**



**Section 1: Composition of Nomination and Election Committee** ~ There shall be a Nomination and Election Committee composed of three (3) Regular Members whose chairperson and membership shall be nominated by the National President and approved by the National Board of Directors.





## **PART IV**

### **GUIDELINES AND SCHEDULE OF ELECTION OF OFFICERS**



**Section 2: Duties and Responsibilities of the Nomination and Election Committee** – The duties and responsibilities of nomination committee are as follows:

- a) accept all certificates of candidacy for any office or position of the League.
- b) publish the list of qualified candidates before the conduct of election within the premises of the venue where the election is supposed to be held.
- c) accept all nominations for positions and offices where there is only one or no candidate who filed the certificate of candidacy.
- d) administer all election proceedings of the League and proclaim the duly elected candidates.



## **PART IV**

### **GUIDELINES AND SCHEDULE OF ELECTION OF OFFICERS**



**Section 3: Nomination and Election Committee Prohibition** ~ No Candidate shall be allowed to chair nor be a member of the Nomination and Election Committee.

**Section 4: Schedule of Election of Officers** ~ Election of Officers of the League shall be held every after two (2) years during the League's annual meeting or convention.





## PART IV GUIDELINES AND SCHEDULE OF ELECTION OF OFFICERS



**Section 5: Policies on the conduct of Election of Officers** ~ The conduct of election shall be guided by the following policies:

- a) Election of Officers in the National and Regional levels shall be by secret ballot and the winners shall be proclaimed on the basis of plurality vote.
- b) Election of Officers in the Provincial level shall be prescribed by the concerned Provincial Chapter.



#### **PART IV**

### **GUIDELINES AND SCHEDULE OF ELECTION OF OFFICERS**



c) Notice of Election shall be served all members of the league thru official mail together with the Notice of Meeting or Convention at least fifteen (15) calendar days in the case of National Officers and five (5) calendar days in the case of Regional and Provincial Chapters, before such meeting or convention.

d) Only those who are declared Active Regular Members shall be allowed to vote. Provided that inactive members may be allowed to vote if at the time of the election, have already filed and completed the requirements for application for reinstatement of membership.





## PART IV GUIDELINES AND SCHEDULE OF ELECTION OF OFFICERS



**Section 6: Rules on the conduct of special election ~**  
In the event that a vacancy arises before the scheduled election, the remaining Officers and Board of Directors may, in a regular or special meeting of the Board of Directors, opt to elect or appoint an officer to fill-up the vacancy.



**PART V**  
**TERM AND TENURE OF  
ELECTED OFFICERS**





## **PART V**

### **TERM AND TENURE OF ELECTED OFFICERS**



**Section 1: Term of Office of Elected Officers** ~ The Term of Office of all officers of the league in all levels shall be two (2) years with option of re-election provided, that no officer shall hold the same position or office for more than two (2) consecutive terms.

**Section 2: Assumption of Office of an Elected Officer** – Proclaimed and inducted winners during Annual National Convention shall assume office within a month immediately after the said election. Turnover of League's documents, liquidation, pending transactions and activities of the outgoing officers shall be done within the timeframe mentioned.



## **PART V**

### **TERM AND TENURE OF ELECTED OFFICERS**



**Section 3: Term of Office of Replacement Officers or Directors.** The Term of Office of the replacement officer or director shall apply to the remaining term of the office being so replaced, and may not be counted as one full term of office of the replacement officer.

**Section 4: Term of Office of Officers who are Subsequently Elected or Appointed to Another Office or Position within the League** – The rules on the subsequently elected or appointed officer in the League are as follows:

- a) Provincial Chapter Officers who are subsequently elected or appointed to any office or position at the Regional Chapter shall continue to occupy such office in concurrent position.





## **PART V**

### **TERM AND TENURE OF ELECTED OFFICERS**



b) Regional and Provincial Chapter Officers who are subsequently elected or appointed to any office or position at the national organization shall be deemed to have automatically vacated their Provincial and/or Regional Office Position.

c) Position or Office held/occupied in different levels, i.e. National, Regional and Provincial Chapters may not be counted in the prohibition prescribed in Section 1 of Article VII of the League's Constitution and By-Laws.

d) Appointed Officers of the League are co-terminus with the Officer/s who appointed them.



**PART VI**  
**RULES ON POSITION**  
**VACANCIES AND**  
**REPLACEMENT**





## **PART VI RULES ON POSITION VACANCIES AND REPLACEMENT**



**Section 1: Occurrence on Vacancy** ~ A vacancy occurs at the following instances:

- a) When an Officer or Director-elect is unable to take oath or assume office, or for any reason, refuses to serve or to discharge its functions.
- b) When an Officer loses his membership in the League by voluntary resignation or by forfeiture of membership in accordance with Section 4 Article III of the League's Constitution and By-Laws.

**Section 2: Procedure on the replacement of vacant position** ~ Vacancy in the Officers Set or Board of Directors of the League may be filled up or replaced in accordance with the process prescribed in Section 3 (e) Article VII of the League's Constitution and By-Laws.



**PART VII**  
**KINDS AND SCHEDULE OF  
MEETINGS, RULES AND  
DETERMINATION OF  
QUORUM IN THE CONDUCT  
OF MEETING**





**PART VII**  
**KINDS AND SCHEDULES OF MEETINGS, RULES**  
**AND DETERMINATION OF QUORUM IN THE**  
**CONDUCT OF MEETING**



**Section 1: Kinds of Meetings** – The League shall have two kinds of meetings, namely, the Annual Convention and the Regular or Special Meetings.

**Section 2: Annual Convention Meeting** ~ There shall be an Annual Convention of the League to be held in accordance with the following schedules:

- a) National Annual Convention. The National Annual Convention shall be held within the Second Quarter of the year on rotation basis at such date and venue as may be decided by the National Board of Directors after the conduct of bidding for the hosting thereof.



**PART VII**  
**KINDS AND SCHEDULES OF MEETINGS, RULES**  
**AND DETERMINATION OF QUORUM IN THE**  
**CONDUCT OF MEETING**



The rotations of hosting of Annual Convention are as follows respectively:

Southern Luzon Jurisdiction  
Visayas Jurisdiction  
Northern Luzon Jurisdiction  
Mindanao Jurisdiction

b) Provincial Annual Convention. The Provincial Annual Convention shall be held within the month of February each year at such place within the particular province and on such date as that Provincial Chapter may decide.





**PART VII**  
**KINDS AND SCHEDULES OF MEETINGS, RULES**  
**AND DETERMINATION OF QUORUM IN THE**  
**CONDUCT OF MEETING**



- c) Regional Annual Convention. The Regional Annual Convention shall be held within the month of March each year at such place within the particular Region and such date as the Regional Chapter may decide.
- d) The Jurisdictional Region can organize their assembly/ies or conference/s provided that proper channel of communication will be observed.



## PART VII KINDS AND SCHEDULES OF MEETINGS, RULES AND DETERMINATION OF QUORUM IN THE CONDUCT OF MEETING



**Section 3: Regular and Special Meeting** ~ The League shall conduct regular and special meetings according to the following schedules:

- a) Regular Meetings of the Provincial Chapter shall be held every quarter of each year at such place within the province and as such time as the Provincial Chapter may decide, preferably by rotation among the Congressional District within that particular province.
- b) Regular Meetings of the Regional Chapters shall be held once every six months at such place within the region and at such date as the Regional Chapter may decide, preferably by rotation among the Provinces or Cities within that particular region.





**PART VII**  
**KINDS AND SCHEDULES OF MEETINGS, RULES**  
**AND DETERMINATION OF QUORUM IN THE**  
**CONDUCT OF MEETING**



**Section 4: Special Meetings of the General Assembly** ~ The Provincial and Regional Chapters may be called for a special meeting at any time should necessity arises. The President or by the initiative of at least ten percent of all the active members of the League may call such special meeting at such date and place as the President may decide.

**Section 5: Regular Meetings of the National Executive Officers and National Board of Directors** ~ There shall be two (2) meetings of the National Executive Officers and one (1) meeting for the National Board of Directors.



**PART VII**  
**KINDS AND SCHEDULES OF MEETINGS, RULES**  
**AND DETERMINATION OF QUORUM IN THE**  
**CONDUCT OF MEETING**



**Section 6: Special Meetings of the National Executive Officers and National Board of Directors** ~ Special Meetings of the National Board of Directors may be called by the President or by the initiative of the majority members of the National Board at such time and place as may be decided by the President.

**Section 7: Determination of Quorum during Annual Convention Meeting** ~ The presence of 25% of all the Active Members present during Annual Convention shall be required to constitute a quorum.





**PART VII**  
**KINDS AND SCHEDULES OF MEETINGS, RULES**  
**AND DETERMINATION OF QUORUM IN THE**  
**CONDUCT OF MEETING**



**Section 8: Determination of Quorum during National Board of Directors Meeting** – at least ten (10) members of the National Board of Directors present during the said meeting shall constitute a quorum.

**Section 9: Determination of Quorum during National Executive Officers Meeting** ~ at least six (6) members of the National Officers present during the said meeting shall constitute a quorum.



**PART VII**  
**KINDS AND SCHEDULES OF MEETINGS, RULES**  
**AND DETERMINATION OF QUORUM IN THE**  
**CONDUCT OF MEETING**



**Section 10: Notice of Meetings** ~ Notice of Regular and Special Meetings should be served to all the concerned members in writing at least ten days before the actual date of such regular or special meeting specifying therein the agenda to be taken-up during the meeting.

Notices shall be dispatched thru mail or by other means of official or registered delivery.

Provided, that when election of officer/s is included in the agenda, the names of candidates if there are any and the positions to be contested shall be included in such notice.





**PART VII**  
**KINDS AND SCHEDULES OF MEETINGS, RULES**  
**AND DETERMINATION OF QUORUM IN THE**  
**CONDUCT OF MEETING**



**Section 11: Application of Parliamentary Rules during Meeting** ~ Except when otherwise so specifically provided for in the League's Constitution and By-laws, the Robert's Rule of Order latest revision, is hereby adopted as part of this LLPDCPI Manual and shall govern the holding and conduct of all meetings and other ceremonial functions or occasions of the league.



**PART VIII**  
**HOSTING RULES IN THE**  
**CONDUCT OF ANNUAL**  
**CONVENTIONS**





## **PART VIII**

### **HOSTING RULES IN THE CONDUCT OF ANNUAL CONVENTIONS**



**Section 1: The Purpose** – These rules serve as guide for all of the League's officers and members to maintain a well-managed and smooth flow of programs and undertakings during the hosting of the League's Annual Convention. The host island region shall observe proper administration of program and ensure maximum participation of all officers and members of the League.

**Section 2: Schedule of Conventions** – The National Annual Conventions shall be held within the Second Quarter of the year, the Regional Annual Convention shall be held within the month of March each year and the Provincial Annual Convention shall be held within the month of February each year. The Jurisdictional Region can organize their assembly/ies or conference/s provided that proper channel of communication will be observed.



## **PART VIII**

### **HOSTING RULES IN THE CONDUCT OF ANNUAL CONVENTIONS**



**Section 3: Host Venue** – The hosting for the Annual Convention shall be rotated from Southern Luzon, Visayas, Northern Luzon and Mindanao. The Venue shall be resolved through bidding to be conducted by the National Board of Directors with the following set criteria.

**Section 4: Procedure on Information Dissemination** – Official calls to the National Convention shall be made by the National President addressed to all Regional Chapters for proper dissemination to their respective provincial chapter members. The host island region thru Convention Director may send communications through social media, or postal mailing system to encourage participation of all members, but shall in no case differ in intent and substance with the call issued by the National President.





## **PART VIII**

### **HOSTING RULES IN THE CONDUCT OF ANNUAL CONVENTIONS**



**Section 5: Confirmation of Attendance** – Confirmation will serve as a reference of the host island region and province to book for hotel accommodation and for production of convention kit and materials. The confirmation will be made at least two (2) months before the Annual Convention.

**Section 6: Officers Accommodation** – National Officers shall be accommodated in the same hotel either pre-registered, actually registered or about to register for purposes of facilitating their attendance and participation to the program and activities of the League.



## **PART VIII**

### **HOSTING RULES IN THE CONDUCT OF ANNUAL CONVENTIONS**



**Section 7: Room Accommodation and Meals** – The policies on the accommodation and meals are as follows:

- a) Only those registered participants shall be accommodated in the hotel rooms and issues meal tickets.
- b) Participants traveling with their family members or friends shall make necessary arrangements directly to the hotel management with regards to their room and meals
- c) Participants may arrange with the secretariat should there be dietary restrictions on his/her part.
- d) Drinks and other foods ordered by a participant shall be on his personal account.





**PART VIII**  
**HOSTING RULES IN THE CONDUCT OF ANNUAL**  
**CONVENTIONS**



**Section 8: House Rules** – The House Rules during the Annual Convention shall be approved upon by the Jurisdictional Region and National Executive Officers during their meeting.



**PART VIII**  
**SOURCE S AND**  
**APPLICATION**  
**OF FUNDS**





## **PART VIII**

### **SOURCES AND APPLICATION OF FUNDS**



**Section 1: General Principles** – The financial policies of the League shall be determined by the National Board of Directors.

**Section 2: General Fund** ~ The fund of the League shall come principally from the proceeds of its Membership Dues and other assessments imposed by the Board. It shall be utilized to sustain the operations of the league for such purpose and such amount as may be authorized by the Board.

**Section 3: Donation and Other Receipts.** Donations to the league in the form of cash shall be properly acknowledged receipted and disposed solely for the purpose for which it is intended for.



## PART VIII SOURCES AND APPLICATION OF FUNDS



**Section 4: Proceeds from Solicitation** for specific purpose including those that may be realized out of fund raising activities that are expressly authorized by the Board shall be held in trust fund at the account of the National League or at the particular chapter who that initiated or the recipient of such fund raising or solicitation activities.





## **PART VIII**

### **SOURCES AND APPLICATION OF FUNDS**



**Section 5: Sharing of Funds** – in order to sustain the League, proper allocation and sharing of funds will be judiciously implemented as follows:

#### **1. National League:**

- a) 60% share from total Annual Dues Collection
- b) Membership fee and other Assessments

#### **2. Regional**

- a) 15% allotment from the Total Annual Dues Collection

#### **3. Provincial**

- b) 25% allotment from the Total Annual Dues Collection



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