



**NATIONAL COMMISSION FOR CULTURE AND THE ARTS**  
Excerpts from the Minutes of the Regular Commission Meeting held on  
*May 29, 2013, Amarela Hotel, Panglao, Bohol*  
and  
*Confirmed at the Regular Commission Meeting held on*  
*July 25, 2013, NCCA, Manila*

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*Special Resolution*

**5.1 Revised Membership Rules of the National Committees of the SubCommission on the Arts (SCA)**

[U]pon motion made and duly seconded, the majority of the Commission approved and confirmed this *Special Resolution*:

**Resolution No. 2013 – 483**  
*Approving the “Specific Membership Guidelines and Election Rules of the National Committee on Architecture and Allied Arts”*  
*Thereby Rescinding Resolution 2007-290*

**RESOLVED**, as it is hereby RESOLVED, To approve the *Specific Membership Guidelines and Election Rules of the National Committee on Architecture and Allied Arts*, herewith attached as Annex A;

**RESOLVED FURTHER**, That Resolution 2007-290 is hereby rescinded;

**RESOLVED FINALLY**, That the Specific Membership Guidelines for the National Committee on Architecture and Allied Arts shall take effect starting with the term 2014-2017; *ms*

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Prepared By:

**MYLA T. BUAN**  
Board Secretary

For the Board:

**FELIPE M. DE LEON, JR.**  
Chairman

## **NATIONAL COMMITTEE ON ARCHITECTURE AND ALLIED ARTS**

### **Membership**

Membership to the National Committee on Architecture and its Allied Arts (NCAAA) is institutional and individual in nature. The Executive Council (ExeCon) Members of the Committee shall consist of thirteen (13) members representing six (6) institutions and seven (7) elected members to represent the regions

The following are the institutions:

1. United Architects of the Philippines (UAP) – Integrated and Accredited Professional Organization of Architects (IAPOA)
2. Philippine Association of Landscape Architects (PALA)
3. Philippine Institute of Interior Designers (PIID)
4. Philippine Institute of Environmental Planners (PIEP)
5. Council of Interior Design Educators (CIDE)
6. Council of Deans and Heads of Architectural Schools in the Philippines (CODHASP)

Seven (7) individual members shall be elected to complete the set of the Executive Council Members to represent the following :

1. One (1) Northern Luzon
2. One (1) Central Luzon
3. One (1) Southern Luzon
4. Two (2) Visayas Area (Central/Eastern and Western Visayas)
5. Two (2) Mindanao Area (Western and Southern)

All the ExeCon members shall hold office for a term of three (3) years and shall not serve for more than two (2) consecutive terms.

All representatives to the ExeCon must be officially confirmed in writing by the NCCA.

### **Duties of the Executive Council (ExeCon)**

The ExeCon shall be the working group constituted to conduct the business of each National Committee (NC). The members shall have the following functions:

- Formulate the rules and regulations affecting the policy of formulation, composition, operations and dissolution of National Committees, subject to the approval of the Commission.
- Initiate studies and make policy and project recommendations in their respective areas for consideration of the Commission; advise the Commission on policy matters including, but not limited to, the use of grant funds, and on other related matters, such as pending bills in Congress on culture and the arts; and initiate an/or propose bills relating to culture and the arts and advocate and/or lobby for the passage thereof.
- Draw up annual, medium, and long-term plans for their respective areas of concern and standardize and formulate criteria for prioritizing programs/projects/activities.
- Assist in identifying individual artists and cultural workers, non-government organizations, academic institutions and other organizations that may be able to contribute to the work of the NCCA.





**Officers of the ExeCon**

**Head**

- Leads and directs the NCAAA towards the fulfillment of its mission and goal; and ensure that the programs, projects, and other official activities of the Committee are carried out efficiently and effectively
- Presides over regular meetings, over-all in-charge of operations, and represents the NCAAA in the meetings of the SubCommission on the Arts (SCA), the National Advisory Board (NAB) and other NCCA functions.

**Vice-Head**

- Assists the Head and takes over in his/her absence

**Secretary**

- Takes the minutes of the Committee meetings, handles all correspondence/communications, records, publicity and reports on matters concerning the Committee

**Assistant Secretary**

- Assists the Secretary in handling relevant matters pertaining to the Committee

**ELECTION PROCESS**

1. The Heads of the six (6) institutions shall be requested in writing to designate their official representative to the Executive Council of the National Committee on Architecture and Allied Arts. The letter shall contain a reply form to be filled out by the Head of the institution indicating the name and contact information of the designated representative.
2. The NCCA Secretariat shall notify, in writing, the parties endorsed by heads of their respective institutions. The designated representative shall then be required to give their confirmation by submitting the following requirements to be returned at the deadline set.
  - Duly-accomplished application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*)
  - Curriculum vitae with recent 2x2 picture of the official representative
3. In the event that the designated representative declines the appointment, the NCCA Secretariat shall again request the Head for another representative. There shall be no alternate members.
4. Invitation for application of general membership/regional representative shall be done via tri-media campaign (major dailies, TV, and radio).
5. Application should be submitted to the NCCA at the deadline set. The following requirements should be submitted to the NCCA:
  - Duly-accomplished application form (*download from [www.ncca.gov.ph](http://www.ncca.gov.ph)*)
  - Two (2) Endorsement Letters from recognized theater /cultural organization
  - Curriculum vitae with recent 2x2 picture of the official representative

**Please ensure that your submission is complete. Incomplete requirements shall not be accepted /processed.**

6. Application/confirmation forms shall be subject to a thorough screening. Only the forms received on or before the designated deadline shall be accommodated.
7. NCCA shall evaluate and approve the qualified regional representatives to be a member of the national committee, who shall comprise the prospective list of nominees and voters for the election of regional representatives.

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8. The NCCA Secretariat shall notify, in writing, the parties approved for membership. The approved members of the National Committee together with the Institutional Representatives shall then be invited and will be required to give their confirmation for attendance to the election of the regional representatives.
9. To constitute an election, there should be at least twelve (12) confirmations/attendees. Failure to reach the minimum number of attendees necessitates a declaration for a failure of election. Should there be a failure of election, the NCCA reserves the right to formally install into office individuals who are deemed highly qualified to serve the committee's best interest.
10. Election Proper
  - 10.1 The NCCA Secretariat shall serve as the Election Committee (ELECOM). An election without the NCCA secretariat shall be considered null and void.
  - 10.2 The NCCA shall provide the official list of members/nominees for each region.
  - 10.3 The members of the general assembly (GA) shall nominate and elect the candidates to represent the identified region.
  - 10.4 Official participants/members will be entitled to only one vote. A person who is not in the said list is not eligible to vote. Proxies shall not be allowed.
  - 10.5 Secret-balloting shall be the process for the election.
  - 10.6 Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses. Candidates with the most number of votes shall be declared members of the ExeCon. There shall be no alternate members.
  - 10.7 The ELECOM shall formally announce the composition of the new Executive Council.
  - 10.8 The officers, namely, the Head, Vice-Head, Secretary and Assistant Secretary, shall be elected from among the ExeCon Members.

==== end of NCAAA election guidelines ====