



**NATIONAL COMMISSION FOR CULTURE AND THE ARTS**  
Excerpts from the Minutes of the Regular Commission Meeting held on  
*May 29, 2013, Amarella 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 – 484**  
***Approving the “Specific Membership Guidelines and Election Rules of the National Committee on Cinema”***  
***Thereby Rescinding Resolution 2010-395***

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

**RESOLVED FURTHER**, That Resolution 2010-395 is hereby rescinded;

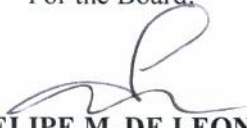
**RESOLVED FINALLY**, That the Specific Membership Guidelines for the National Committee on Cinema shall take effect starting with the term 2014-2018; *ms*

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Prepared By:

  
**MYLA T. BUAN**  
Board Secretary

For the Board:

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

## NATIONAL COMMITTEE on CINEMA

### MEMBERSHIP

Membership to the National Committee on Cinema (NCCinema) is *sectoral* in nature. It shall be composed of distinguished sectoral representatives from the Filipino cinema community specifically in the areas of mainstream filmmaking, independent cinema, film education, film restoration and archiving, film journalism and Film Exhibition and Distribution Sectors. The cinematic media considered by the Committee are film, video and digital works.

The National Committee Members on Cinema shall come from organizations with the following qualifications: 1. established and fully-functioning cinema organization; 2. at least 1 year in operation; 3. have a good track record; and 4. have members who are professional film practitioners.

The nine (9) representatives shall be representatives of organizations, while the other four (4) representatives shall be individual and regional in nature. The four representatives shall be co-opted by the newly elected ExeCon members.

The Executive Council shall consist of thirteen (13) members and shall be composed as follows:

- Two (2) representatives from the Mainstream Sector;
- Two (2) representatives from the Education Sector;
- Two (2) representatives from the Independent Cinema Sector;
- One (1) representative from Film Archives Sector;
- One (1) representative from Film Journalism Sector;
- One (1) representative from Film Exhibition and Distribution Sector;
- Four (4) Co-opted members based in the regions (1 from Luzon, 1 from Visayas, 1 from Mindanao and 1 Indigenous People)

The Executive Council Members shall have the following qualifications:

- Must be Filipino citizen, residing in the country, with a good standing in his/her community and with the NCCA;
- Must be a certified member of an established cinema institution/organization or for region-based members: (1) his/her practice and residence must be primarily based in the region; and (2) he/she must have achieved credibility and track record in the development of Philippine cinema in general, or within the context of a particular community/locality/region;
- Must be an active cultural professional/practitioner in his/her own field of specialization;
- Must have achieved credibility and considerable experience /track record in the development of Philippine arts and culture, specifically in the field of cinema;
- Must be willing and able to support and assess policies, programs, projects, and general goals of the NCCinema;
- Must be willing to devote sufficient time and effort to do volunteer work in the NCCA and the cinema sector;
- Must be physically and mentally fit to undertake the work as a Committee/Executive Council member;
- Must not have been convicted with finality of any crime by a court of justice, or dismissed/caused by an organization whether private or public.

All the ExeCon members shall hold office for a term of three (3) years, is eligible for election to a 2<sup>nd</sup> term, but shall not serve for more than two (2) consecutive terms. Any ExeCon member who had served the committee for two consecutive terms may vote but will no longer be eligible to be nominated to be a member of the Executive Council. However, incumbent Committee Members who have served for two consecutive terms that has a new designated representative in the organization he/she represents will no longer be entitled to vote.

All ExeCon members 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 NCCinema 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 NCCinema 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 NCCA Committee on Cinema will identify and approved the master list of recognized Institutions for the Mainstream, Independent, Education, Film Archive, Film Journalism and Film Exhibition and Distribution Sectors. Recognized Institutions per Sector shall be requested in writing to designate their official representative to the National Committee on Cinema. 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. Election Proper

- 4.1 The NCCA Secretariat shall serve as the Election Committee (ELECOM) for the election of the ExeCon. An election without the NCCA secretariat shall be considered null and void. The NCCA shall provide the official list of participants of the election.
  - 4.2 Only the official participants present during the assembly can nominate and be nominated to be an Executive Council member.
  - 4.3 Election will be conducted per Sector:
    - Mainstream (2)
    - Independent Cinema (2)
    - Education (2)
    - Film Journalism (1)
    - Film Archives (1)
    - Film Exhibition and Distribution (1)
  - 4.4. The process for nomination shall be by open nomination
  - 4.5 Nominees shall be given three (3) minutes to introduce themselves and their cultural Engagements
  - 4.6 Official participants/members will be entitled to only one vote. Proxies shall not be allowed.
  - 4.7 Secret-balloting shall be the process for the election
  - 4.8 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 the members of the Executive Council Members. There shall be no alternate members
  - 4.9 The ELECOM shall formally announce the composition of the newly elected Executive Council.
  - 4.10 The newly elected ExeCon members shall elect the officers, Head, Vice-Head, Secretary and Assistant Secretary of the committee.
5. The newly elected Execon shall then co-opt four (4) regional members, who should come from the list of National Committee Members..

=== end of Cinema election guidelines ==

