



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 – 485
Approving the “Specific Membership Guidelines and Election Rules of the National Committee on Dance”
Thereby Rescinding Resolution 2007-297

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

RESOLVED FURTHER, That Resolution 2007-297 is hereby rescinded;

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

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Prepared By:


MYLA T. BUAN
Board Secretary

For the Board:


FELIPE M. DE LEON, JR.
Chairman

NATIONAL COMMITTEE on DANCE

MEMBERSHIP

Membership to the National Committee on Dance (NCDance) is individual in nature. It shall be composed of individuals who excel as Filipino dance teachers/educators, choreographers, dance practitioners/artists, and dance directors representing the folk dance, ballet, contemporary/modern dance and jazz or commercial dance sectors.

General Qualifications of National Committee Members

- Be a Filipino citizen of legal age and good standing in the community;
- Has substantial interest, experience and or service to the dance sector;
- Has achieved a high level of expertise in dance in various capacity – artistic director, dance educator, dance scholar/ researcher, choreographer; and dancer;
- Has a broad grasp of the Philippine arts and culture in general, and dance in particular;
- Has a capacity to represent the NCCA or the Dance Committee in various types of gatherings or meetings;
- Possess potential in establishing networks for the NCCA;
- Be willing to devote sufficient time and effort for Committee work;
- Must be endorsed by an established institution/organization, including local government unit where the person belong;
- Must be an active cultural professional/practitioner in the field of dance;
- Must be willing and able to support and assess policies, programs, projects, and general goals of the NCCA and NCDance;
- Must be a Bachelor Degree Holder

THE EXECUTIVE (ExeCon) MEMBERS

The ExeCon of the Committee shall consist of thirteen (13) members to be composed of the following:

- Three (3) representatives from any sector representing Luzon;
- Three (3) representatives from any sector representing Visayas;
- Three (3) representatives from any sector representing Mindanao;
- Four (4) representatives from any sector representing the National Capital Region

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. Incumbent Execon Members are entitled to nominate, be nominated and vote. However, ExeCon members who have 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.

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 and;
- 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 NCDance 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 NCDance 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. Invitation for application of general membership shall be done via tri-media campaign (major dailies, TV, and radio).
2. 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)
 - Two (2) Endorsement letters from recognized dance/cultural organizations
 - Curriculum vitae with recent 2x2 picture



Annex A, 2013-485, May 29, 2013
"Approving the "Specific Membership Guidelines and Election Rules of the
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3. Application forms shall be subject to a thorough screening. Only the forms received on or before the designated deadline shall be accommodated.
4. NCCA shall evaluate and approve the qualified members, who shall comprise the prospective list of nominees and voters.
5. The NCCA Secretariat shall notify, in writing, the parties approved for membership. The selected members shall then be invited and will be required to give their confirmation for attendance to one national election of the ExeCon.
6. Only those who confirmed will be included in the final list of NCDance members.

7. Election Proper

- 7.1 The NCCA Secretariat shall serve as the Election Committee (ELECOM). An election without the NCCA secretariat shall be considered null and void.
- 7.2 The NCCA shall provide the official list of members/nominees for each island group.
- 7.3 The members of the general assembly (GA) shall nominate the candidates to represent the identified island group.
- 7.4 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.
- 7.5 Secret-balloting shall be the process for the election.
- 7.6 Counting of the ballots shall be done by the ELECOM with all voters present, as witnesses.
- 7.7 Candidates with the most number of votes shall be declared members of the ExeCon. In case of tie, the General Assembly will cast their vote again. There shall be no alternate members.
- 7.8 In case that the qualified nominees in the island group does not exceed the minimum required number of participants (three (3) for Luzon, three (3) for Visayas, three (3) for Mindanao and four (4) for NCR), the General Assembly should still elect the nominees in attendance to signify vote of confidence. The qualified nominees should garner at least 30% of vote of the attendees of NCCA National Committee General Assembly. Failure to meet the required number of votes will consider the position vacant.
- 7.9 The ELECOM shall formally announce the composition of the new Executive Council.
- 7.10 The officers, namely: the Head, Vice-Head, Secretary and Assistant Secretary shall be elected by the newly elected members of the Executive Council

== end of NCDance election guidelines ==

