



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 - 486
Approving the "Specific Membership Guidelines and Election Rules of the National Committee on Dramatic Arts"
Thereby Rescinding Resolution 2007-298

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

RESOLVED FURTHER, That Resolution 2007-298 is hereby rescinded;

RESOLVED FINALLY, That the Specific Membership Guidelines for the National Committee on Dramatic Arts shall take effect starting with the term 2014-2016; *ml*

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Prepared By:


MYLA T. BUAN
Board Secretary

For the Board:


FELIPE M. DE LEON, JR.
Chairman

NATIONAL COMMITTEE on DRAMATIC ARTS

The National Committee on Dramatic Arts (NCDA) primarily services the theater networks of the country. It shall forge partnership with all theater organizations in the Philippines that are willing to participate in the activities of the NCDA within the mandate of the NCCA.

MEMBERSHIP

Membership to the National Committee on Dramatic Arts (NCDA) is organizational in nature. The organizations should be an established and recognized theater organizations, in existence/active for three (3) years. Organizations who wish to be part of the National Committee will be required to submit accomplishment report for the past three years duly sworn and notarized. For Theater organizations in existence for three (3) years and had been part of NCCA projects and has been an NCCA grantee with good track record will not be required to submit accomplishment report.

Qualifications of Theater Organizations

- Organizations should be established, fully-functioning theater arts organizations;
- Organizations should have a good track record;
- Organizations must have members who are theater artists.

Qualified Theater Art Organizations will be required to designate one (1) official representative to the NCCA Committee on Dramatic Arts election who will be entitled to nominate, be nominated and vote. The official designated representative of the organization duly approved by the Committee will be included in the final list of the National Committee. Only the approved designated representative will be entitled to participate in the election.

General Qualifications of Designated Representative

- Must be a Filipino citizen, at least 25 years old, residing in the country, with a good standing in his/her community and with NCCA
- Filipino theater/creative practitioners (designers, technical directors, playwrights, directors, actors, freelance theater artists), who are recommended by a recognized organization or theater institution/group.
- Must be an active cultural professional/practitioner in his/her own field of specialization in the region or sub-region he/she is representing
- Must have sufficient understanding of the network, at least sub-regional and must have the capacity to represent his respective region/sub-region
- Must have achieved credibility and considerable experience/track record in the development of Philippine arts and culture, specifically in the field of dramatic arts
- Preferably, must have been involved in an NCCA-supported project/activity
- Must be willing and able to support and assess policies, programs, projects, and general goals of the NCDA
- Must be willing to devote sufficient time and effort to do volunteer work in the NCCA and the dramatic arts 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.



THE EXECUTIVE (ExeCon) MEMBERS

The Executive Council of the Committee shall consist of thirteen (13) members composed of the following:

- **Three (3)** representatives from Luzon; *Northern (Region 1, 2 & CAR), Central (Region 3 and 4AB) and Southern (Region 5, Bikol)*
- **Three (3)** representatives from Visayas; *(Eastern, Central and Western)*
- **Three (3)** representatives from Mindanao; *(West, South, North-East)*
- **Three (3)** representatives from the National Capital Region
- **One (1)** designated member

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. 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 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 NCCA 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 NCCA 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 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.

3. Application/confirmation 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. To constitute an election, there should be at least three (3) confirmations/attendees from each region. Failure to reach the minimum number of attendees (per region) necessitates a declaration for a failure of election within the respective region/s. 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.
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 region.
 - 7.3 The members of the general assembly (GA) per region (Luzon, Visayas, Mindanao and NCR) shall nominate and elect the regional representatives.
 - 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.
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.
 - 7.6 The ELECOM shall formally announce the composition of the new twelve (12) Executive Council Members.
 - 7.7 The officers, namely: the Head, Vice-Head, Secretary and Assistant Secretary shall be elected from among the newly elected Twelve (12) ExeCon Members.
 - 7.8 The newly elected Execon shall then identify one designated member, who should come from the list of official participants.

== end of NCCA election guidelines ==