



**Armed Forces and Police
Mutual Benefit Association, Inc.**
Col Bonny Serrano Road cor. EDSA, Camp Aguinaldo, Quezon City, 1110
Trunkline: +63 (2) 8822-MBAI (6224) | Email: mail@afpmbai.com.ph
Web: www.afpmbai.com.ph | Facebook: AFPMBAI

**GUIDELINES IN AFPMBAI REGULAR MEMBERS' PARTICIPATION
IN THE 11 JULY 2020 VIRTUAL ANNUAL GENERAL MEMBERSHIP MEETING
(4 June 2020 Version)**

In light of the COVID-19 pandemic, and the institution of government regulations to prevent the transmission of this disease, the 2020 AGM of AFPMBAI shall be held via remote communication in its entirety and no physical meeting shall be held. Hence, the meeting shall be conducted virtually, accessible only to regular members of the Association who may participate in the meeting after having completed the registration and validation procedures.

Pre-Registration

1. Only Regular Members of AFPMBAI are allowed to register and participate in the AGM scheduled on 11 July 2020 at 9 AM. Also, only Regular Members are qualified to be proxies of other regular members for the AGM.
2. Per Article II Section 2 of the Bylaws, the Regular Members of the Association are the following:
 - a. Military personnel in the active service of the Armed Forces of the Philippines (AFP);
 - b. Uniformed personnel in the active service of the Philippine National Police (PNP), Bureau of Fire Protection (BFP), Bureau of Jail Management and Penology (BJMP), and Philippine Coast Guard (PCG); and
 - c. Retired and honorably separated or discharged AFP, PNP, BFP, BJMP, and PCG personnel who converted their basic insurance into paid up insurance or purchase optional insurance.
3. Regular members as of 30 April 2020 may register online for the AGM through the AFPMBAI Website: www.afpmbai.com.ph . Click on the 2020 AGM link on the AFPMBAI website (<https://afpmbai-agm.outsystemscloud.com/AGM2020/registration.aspx>) and proceed by filling out all the information required for registration.
4. The following information shall be required from the members upon registration:
 - a. Serial Number
 - b. Last Name
 - c. First Name

- d. Middle Name
 - e. Suffix
 - f. Branch of Service
 - g. Date of Birth
 - h. Email Address
 - i. Password
 - j. Contact number (Cellphone Number)
 - k. Name of Proxies (as applicable) with the same information as the registrant
5. Online registration for the AGM will begin at 12 Noon on 11 June 2020 and end at 12 Noon on 18 June 2020.
 6. Registration of proxies will also be conducted during the same period. A scanned copy of the duly accomplished, signed and/or notarized proxy forms are to be sent electronically to bd.relations@afpmbai.com.ph by 12 Noon of 18 June 2020.
 7. Only those members and proxies whose information and identities have been validated to be qualified to attend may be eligible to join and participate in the virtual meeting of the AGM on 11 July 2020.
 8. Duly registered members will be required to download the Zoom application in the device they will be using for the 11 July 2020 AGM.
 9. Duly registered regular members may also submit their candidates for Board seats according to the Rules on Nomination for the 2020 AGM.

Registration and Protocol for the AGM on 11 July 2020

1. The virtual meeting of the AGM shall be accessible only to all duly pre-registered members who have voted by 7 AM and are in the meeting room by 7:30 AM of 11 July 2020.
2. Pre-registered members will be sent an invitation to the register for the meeting and vote starting at 12 Noon of 10 July 2020 via e-mail.
3. Upon voting successfully, the member will be considered registered for the event and will receive a confirmation notice together with the link to the virtual meeting.
4. On 11 July 2020, all registered members must already be in the virtual meeting room by 7:30 AM, after which the meeting room shall already be closed and registered members can no longer join the meeting.
5. Once in the meeting, the member should turn off his microphone unless he is asked to or wishes to speak. This is to avoid the entry of unnecessary background noise that may disrupt the proceedings.

6. As in previous AGMs, the following protocols must be observed by the registered member participating in the meeting:
 - a. Listen attentively to the discussions.
 - b. Should the member have questions or comments, at the appropriate time for responding to questions or comments he should raise his hand by clicking the palm icon.
 - c. Once acknowledged by the presiding officer, the member should turn on his microphone and ask the presiding officer if he may be acknowledged.
 - d. Only one member will be acknowledged at a time.
 - e. If the member has been acknowledged by the presiding officer, he will state his rank, name, designation or assignment clearly.
 - f. The member shall ask his question or state his comment politely and clearly. Once his query/ies and/or comment/s have been addressed, he should acknowledge that he has been clarified or thank the presiding officer for acknowledging his comment/s.
 - g. The member shall turn off his microphone immediately after his discussion.

Voting Process

1. Per Notice of Meeting for the AGM, the members whose identities have been validated and who have successfully registered for the meeting will be asked to vote on the following matters:
 - a. Approval of the Minutes of the Meeting of the 18 May 2019 AGM;
 - b. Ratification of the Acts and Resolutions of the Board of Trustees, Corporate Officers, and Management from 1 April 2019 to 31 May 2020;
 - c. Election of the Members of the Board of Trustees for CY 2020-2021; and
 - d. Approval of such Other Matters as may be raised from the floor, by the Management, or by the Board with the permission of the majority of the Board of Trustees and majority of the duly-registered members.
2. The duly-registered members will also be asked to note the following reports:
 - a. Report of the President and CEO;
 - b. Report of the Audit Committee;
 - c. Report of the Governance Committee; and
 - d. Report of the Nomination Committee.
3. Beginning 1 July 2020, at 12 Noon, materials for the matters for approval and notation as listed above will already be available in the AFPMBAI Website for members who are duly-registered for the AGM.
4. An online ballot shall also be available for the registered members to cast their votes for the matters here presented by 12 Noon of 10 July 2020. The member must completely fill out the ballot not later than 7 AM of 11 July 2020. Votes received beyond 7 AM on 11 July 2020 will no longer be counted.

5. The Head of the Association's Information Technology Division shall certify and the Head of the Internal Audit Office shall validate the results of the tally of votes.
6. The certified and validated tally of the votes shall be read after each matter has been taken up during the 11 July 2020 meeting and the voting results of the entire proceedings shall be published in the AFPMBAI Website by the next working day after the meeting, by 12 Noon of 13 July 2020.

Recording of the Proceedings of the 2020 AGM

1. An audio and video recording shall be kept of the proceedings of the 11 July 2020 AGM. The record shall be safekept by the Corporate Secretary of the Association and shall be the basis for the preparation of the Minutes of the Meeting for the AGM.

Special Raffle Draw

1. Upon adjournment of the meeting, the registered member will be asked to remain in the meeting for a special raffle draw. The member may leave the meeting afterwards by clicking the icon (Leave).
2. The online streaming of the meeting will immediately end upon the completion of the raffle draw.

For clarification on these guidelines, please contact our Corporate Secretary at bd.relations@afpmbai.com.ph