BHUTAN FOOTBALL FEDERATION

Electoral Code

Bhutan Football Federation (BFF) Electoral Code

Article	Contents	Page
PRELIMINARY CHAPTER		
1.	Scope of application	3
2.	General principles	3
CHAPTER ONE: ELECTORAL COMMITTEE		
3.	Composition	4
4.	Duties	5
5.	Convocation and Quorum	6
6.	Decisions	6
CHAPTER TWO: CANDIDATURES		
7.	Eligibility	7
8.	Submission	7
9.	Examination	8
10.	Appeal Procedure	8
11.	official List of Candidates	9
CHAPTER THREE: BFF CONGRESS		
12.	Deadline for convocation	10
13.	Ballot papers	10
14.	Urn	10
15.	Vote	10
16.	Count	10
17.	Invalid ballot papers	11
18.	Declaration of results	11
19.	Minutes	12
20.	Verification of voters	12
CHAPTER FOUR: FINAL PROVISIONS		
21.	Appeal	13
22.	Matters not provided for	13
23.	Enforcement	13

NB: Terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice versa.

PRELIMINARY CHAPTER

1. Scope of Application

This BFF Electoral Code (Code) is applicable to the elections to the BFF Executive Committee pursuant to Article 25 and Article 32 of the BFF Statutes.

2. General Principles

2.1 The democratic principles of separation of powers, transparency and publication of BFF electoral processes must be observed without exception.

2.2 In accordance with Articles 3 of the BFF Statutes, the BFF is neutral in matters of politics and shall manage its affairs independently and with no influence from third parties. Accordingly, interference of any kind by any external party, in the BFF electoral process is not permitted. For the avoidance of doubt, local and national government rules in any territory regarding elections shall not apply to the BFF electoral process.

2.3 BFF shall ensure that any electoral rules and guidelines of its bodies are in line with the provisions of this Electoral Code and the Statutes of BFF.

2.4 The BFF shall inform FIFA & the AFC at least 30 days before the date of the relevant elections of:

2.4.1 the commencement of the elections to its elected bodies;
2.4.2 the announcement of the elections and its electoral rules;
2.4.3 the duration of the elections and of the mandates; and
2.4.4 any government interference in the electoral process.

2.5 The elected members of the BFF Executive Committee shall continue to exercise their functions until the completion of the electoral process.

ELECTORAL COMMITTEE

3. Composition

3.1 The Electoral Committee organizes, supervises, and makes all decisions relating to BFF elections unless stipulated otherwise in this Code.

3.2 The members of the Electoral Committee shall be the Chairperson of the BFF Disciplinary Committee, Chairperson of the BFF Appeal Committee and Chairperson of the BFF Audit Committee as at the date of the convocation of the election.
3.2.1 In the event that a member is ineligible or unwilling to carry out their duties, they shall be replaced by the Deputy of the Committee which they chair.
3.2.2 In the event that the replacement is ineligible or unwilling to carry out their duties, they shall be replaced by the most senior member (by time served) of the Committee for which they are Deputy.
3.2.3 In the event that the replacement is ineligible or unwilling to carry out their duties, they shall be replaced by the next most senior member (by time served) of the Committee from which they were appointed. This process shall be continued until no eligible members exist on a specific Committee.
3.2.4 If no eligible members exist on a specific Committee, a member appointed has to be elected/ approved by the Congress.

3.3 The Electoral Committee shall comprise of:
3.3.1 a chairperson;
3.3.2 one (1) Deputy Chairperson.
3.3.3 one (1) member

3.4 The Chairperson shall be appointed within by the members of the Electoral Committee. The Chairperson of the Electoral Committee shall be qualified to practice Law.

3.5 The BFF head of Legal will serve as the Secretary to the Electoral Committee. He takes part in the activities of the Committee in a consultative capacity and is responsible for related logistical and administrative matters.

3.6 The members of the Electoral Committee may not hold any executive position in any government body. Members of the Electoral Committee may not be candidates for any position to be filled within the BFF Executive Committee as long as they are still under mandate.

3.7 In the event that any member of the electoral committee:
3.7.1 submits a candidature for an BFF Election
3.7.2 is a relative, whether by birth or marriage, of one of the candidatures; or

3.7.3 has an identifiable conflict of interest (e.g. business relationship with the candidate; they are ineligible to sit on the Electoral Committee for matters where there are serious grounds for questioning their impartiality and shall be replaced.

3.8 Members of the Electoral Committee shall be expected to officially declare their candidature for a BFF Election in such a way to allow the replacement process to be carried out without any time pressure prejudicially to any BFF Election.

3.9 The Electoral Committee may be assisted by the BFF General Secretariat at any time provided that the individuals providing the assistance are not candidates for any BFF election and have no identifiable conflict of interest.

3.10 The members of the Electoral Committee shall immediately withdraw from the matter in progress and refrain from taking any decisions if: -
3.10.1 they are immediate family member of one of the candidates running for any positions to be filled.
3.10.2 there is a risk or possibility of a conflict of interest as defined in the Disciplinary and Ethics Codes of BFF.

3.11 the members of the Electoral Committee shall be appointed by the Congress, in accordance with the provisions of the Statutes of BFF, for a mandate of four years.

3.12 No member of the Electoral Committee shall serve for more than two terms of office whether consecutive or not.

3.13 The members of the Electoral Committee shall act in good faith at all times and observe the utmost impartiality when carrying out their duties.

4. General Duties

4.1 The Electoral Committee is responsible for all tasks relating to the organization, running and supervision of an elective BFF Congress, including without limitation:
4.1.1 strictly enforcing electoral rules for elections for elections to the BFF Executive Committee;
4.1.2 strictly enforcing this Code;
4.1.3 strictly enforcing the statutory deadlines for elections;
4.1.4 conducting the eligibility check on the candidates and deciding on their eligibility;
4.1.5 distributing information related to the electoral process to BFF affiliate members, the media and public;
4.1.6 strictly enforcing electoral rules for elections to the BFF Executive Committee;
4.1.7 the candidature procedure;
4.1.8 organizing the elective BFF Congress;
4.1.9 drawing up the list of voters assisted by the general secretariat accordingly and verifying the identity of the voters (delegates);

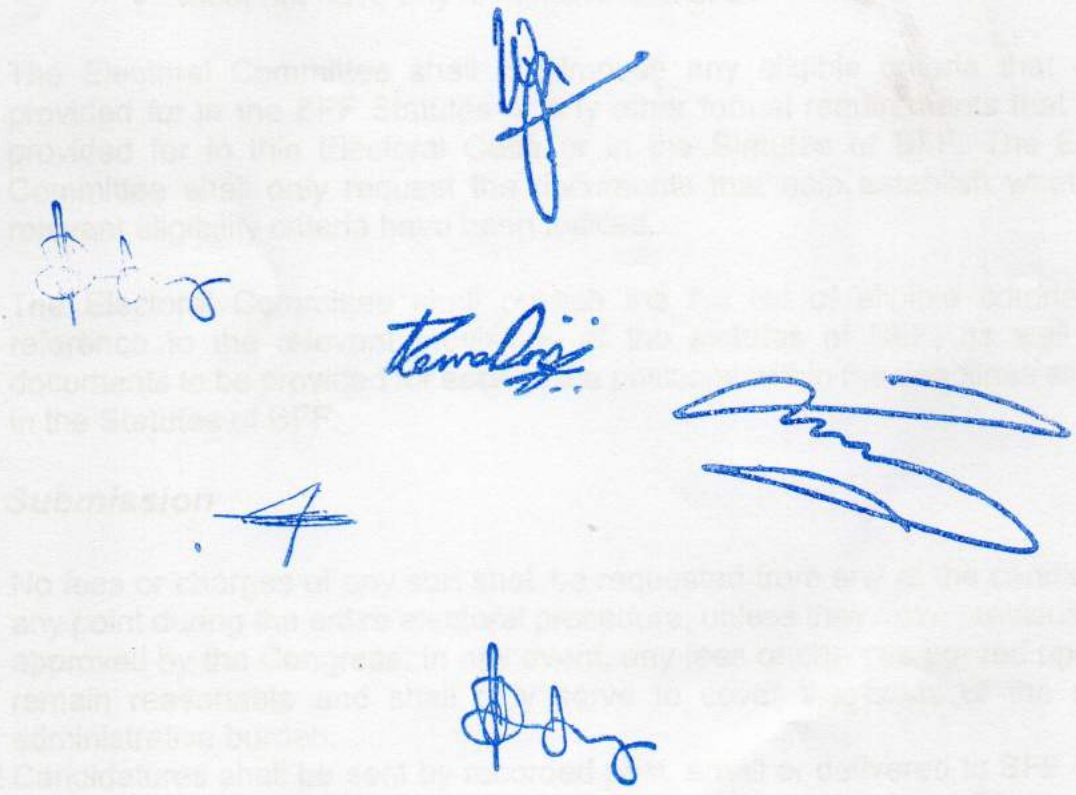
4.1.10 the electoral and voting procedure; and
4.1.11 all other tasks necessary to ensure the smooth running of the electoral process.

5. Convocation and Quorum

5.1 The Electoral Committee must be convoked validly by the Chairperson to be entitled to deliberate and pass decisions. Only an Electoral Committee that has been duly convened has the authority to deliberate and pass decisions.
5.2 The Electoral Committee shall not engage in valid debate unless a majority (more the 50%) of its members are present.

6. Decisions

6.1 The Electoral Committee shall reach its decisions by a majority (more then 50%) of the valid votes cast. Voting by Proxy or by letter is not permitted. If a vote is tied, the Chairperson shall have the casting vote.
6.2 Decisions are recorded in the minutes signed by the Chairperson.



CHAPTER TWO: CANDIDATURES

7. Eligibility

7.1 The eligibility criteria for candidatures are as follows: -

7.1.1 President

- Must be a graduate from a recognized university.
- Must have served as an executive committee member of the federation for minimum 5 years.
- Must have been involved with football in any form for a minimum of 10 years.
- Must be nominated by any district, any one club, referee, coaches or women committee (Congress members).
- Must be apolitical.
- Must not have any criminal record at all.

7.1.2 Executive Committee members

- Must be involved with football management for minimum 5 years at the club or national level.
- Must represent or be nominated by any one district, club, referee, coach or women committees (Congress members).
- Must not have any criminal record at all.

7.2 The Electoral Committee shall not impose any eligible criteria that are not provided for in the BFF Statutes or any other formal requirements that are not provided for in this Electoral Code or in the Statutes of BFF. The Electoral Committee shall only request the documents that help establish whether the relevant eligibility criteria have been fulfilled.

7.3 The Electoral Committee shall publish the full list of eligible criteria (with reference to the relevant provisions of the statutes of BFF) as well as the documents to be provided for each of the positions within the deadlines stipulated in the Statutes of BFF.

8. Submission

8.1 No fees or charges of any sort shall be requested from any of the candidates at any point during the entire electoral procedure, unless they have previously been approved by the Congress. In any event, any fees or charges agreed upon shall remain reasonable and shall only serve to cover the costs of the relevant administrative burden.

8.2 Candidatures shall be sent by recorded post, email or delivered to BFF General Secretariat Office in exchange for confirmation of receipt at least 20 days before the relevant elective Congress. Candidatures received by the general secretariat

shall immediately be forwarded to the secretary of the Electoral Committee as well as for the relevant integrity checks to be carried out as per the Annex A of the BFF Statutes.

8.3 Each Congress member eligible to vote is allowed to send in one nomination only (any one position in the Executive Committee)

9. Examination

9.1 The Electoral Committee shall decide on the eligibility and on the integrity of the candidates and inform them accordingly.

9.2 Within two (2) days of the deadline for submission of the candidatures, the Electoral committee shall inform in writing those candidates who have failed to provide all the relevant documents in support of their candidature and grant them another 3 (three) days to complete their applications. If the relevant candidates fail to complete their applications within the prescribed deadline, their candidature shall be declared invalid.

9.3 The candidatures for the council shall be examined by the Electoral committee within 10 (ten) days of the deadline for their submission and the candidates shall be informed of the decisions of the Electoral Committee within the same period.

10. Appeal Procedure

10.1 Appeals against decisions of the Electoral Committee may be lodged only with the election Appeal Committee, thereby precluding the possibility of appealing said decisions before any other body, particularly a government body.

10.2 Any appeal duly motivated shall be sent by recorded post or delivered in exchange for confirmation of receipt to the general secretariat within the three (3) days of receipt of the decision of the Electoral Committee. Appeals received by the general secretariat shall be immediately be forwarded to the members of the Election Appeal Committee.

10.3 The Election Appeal Committee may decide to accept fresh evidence and documents that were not provided by the relevant candidate together with the initial candidature.

10.4 Appeals shall be considered by the election Appeal Committee within three (3) days of their receipt and communicated to the candidates within the same period.

10.5 The Election Appeal Committee shall be composed of a Chairperson and two ordinary members who shall be appointed by the Congress. Two substitutes shall also be appointed by the Congress at the same time as the members of the Election Appeal Committee. The Chairperson shall be qualified to practice Law.

10.6 The decisions of the election Appeal Committee shall be final and binding.

11. *Official List of Candidates*

11.1 The official list of the candidates for all the bodies of BFF shall be sent to the Members at least 7 (seven) days before the Elective Congress.

11.2 The official list of candidates shall also be published in the press and, where necessary sent to relevant government authorities for information.

CHAPTER THREE: BFF CONGRESS

12. Deadline for convocation

12.1 An elective BFF Congress shall be convoked in accordance with the BFF Statutes

12.2 The elective BFF Congress shall be announced through the BFF website.

13 . Ballot papers

13.1 The BFF shall produce the ballot papers under the supervision and charge of the Electoral Committee. The ballot papers shall be printed clearly and legibly.

13.2 The ballot papers shall be a different colour for each round of the election.

14. Urn

14.1 Before the start of voting, the urn for receiving votes (which shall be transparent where possible) shall be opened and presented to the BFF Congress. It shall then be closed and placed in a visible position near the Electoral Committee.

14.2 During the vote, the urn shall be monitored by a member of the Electoral Committee.

15 Vote

15.1 The Chairperson shall explain the voting procedure in detail and cite any relevant statutory or legislative provisions.

15.2 Each BFF member with the right to vote shall be called in turn and invited to move to the front of the hall where the election is taking place.

15.3 The voting delegate of the BFF member deposits their ballot paper in the urn, signs the electoral register, and returns to their seat.

16 Count

16.1 The counting procedure begins once all ballot papers have been deposited in the urn. The Chairperson opens the urn and tips out the ballot papers.

16.2 Only the Electoral Committee may take part in the count. All operations shall be carried out in a way that can be followed clearly by the BFF Congress.

16.3 In the event of a dispute regarding the validity or invalidity of a ballot paper or of a vote, the drafting of the minutes, the declaration of the results or any other matter relating to the counting procedures, the decisions of the Electoral Committee is final.

17 Invalid ballot papers

17.1 The following ballot papers are considered spoiled:

17.1.1 ballot papers that do not bear the official distinctive marks defined by the Electoral Committee;
17.1.2 ballot papers that bear any words other than the names of the candidates;
17.1.3 ballot papers that are illegible or have been defaced; and
17.1.4 ballot papers that bear identifying marks.
17.1.5 Spelling mistakes shall result in the invalidity of a vote only if it is not possible to identify with certainty any of the official candidates.
17.1.6 The Chairperson shall write on the back of any invalid ballot paper (in red) the reasons for its invalidity and confirm with a signature.

18 Declaration of results

18.1 Once the urn has been opened, the Electoral Committee shall count out loud the number of ballot papers and verify their validity. If the number of ballot papers is equal to or less than the number of ballot papers issued, the ballot is valid. If it exceeds the number of ballot papers issued, the ballot shall be declared void and a re-vote shall occur immediately in accordance with the procedure described above.

18.2 After the number of ballot papers has been verified, the Electoral Committee shall count the number of votes cast for each candidate.

18.3 Once the count has been completed and verified, the Chairperson shall officially declare the results to the BFF Congress.

18.4 The General Secretary shall put the ballot papers that have been collected and counted into the envelopes intended for this purpose. The envelopes shall then be signed by the chairperson of the Electoral Committee and sealed. The general secretariat shall keep these envelopes in the BFF Office.

19 Minutes

The official minutes of the BFF Congress shall be drafted and approved in accordance with BFF Statutes. The Chairperson shall additionally sign the minutes in case an election had taken place.

20 Verification of voters

The members of the BFF General Secretariat are specifically responsible for verifying the identity of the voting delegates and ensuring compliance with the voting procedure.



CHAPTER FOUR: FINAL PROVISIONS

21 Appeal

Appeals against decisions may be lodged exclusively with the BFF Electoral Appeal Committee and the final instance appeal to be done at the CAS in Lausanne, Switzerland.

22 Matters not provided for

All matters relating to any BFF election not covered by this Code and/or the BFF Statutes shall be ruled upon by the Electoral Committee.

23 Enforcement

This BFF Electoral Code was adopted at the 23rd BFF Congress when it convened on 26 June 2023 and comes into force on 1st July 2023.