中國澳門足球總會選舉規則

ELECTORAL CODE OF FOOTBALL ASSOCIATION OF MACAU, CHINA

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定　義

除非另有明文規定，本選舉規則中所使用之用語，均具有中國澳門足球總會章程「定義」一節中所賦予之涵義。

注意：凡提及自然人者，均視為適用於所有性別；凡單數用語，亦包括複數，反之亦然。

DEFINITIONS

Whenever relevant, the terminology used in this Electoral Code shall refer to the terms defined in the Definitions section of the Statutes of AFM.

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

第 一 章
總 則

第一條
適用範圍

本選舉規則適用於的中國澳門足球總會會員大會成員選舉。

第二條
原則和義務

一、 在整個選舉過程中，應毫無例外地遵守分權、獨立、透明和避免利益衝突的義務等一般良好治理原則。

二、 不允許第三方在選舉過程中施加任何不當影響。中國澳門足球總會應立即通知國際足協和亞足協任何第三方在選舉過程中的不正當影響。

三、 中國澳門足球總會應確保任何適用的選舉規則或準則符合本選舉規則和中國澳門足球總會章程的規定。中國澳門足球總會應以明確無誤的方式提供此類選舉規則或指南。

四、 中國澳門足球總會應於相關選舉舉行前至少十五日，向國際足協及亞足協通報該選舉的性質（即：待選成員人數、任期、舉行選舉之原因等），並向其提供有效的選舉規則，以及（如適用）其他選舉守則或指引的副本。

五、 除中國澳門足球總會章程另有規定外，理事會成員應繼續行使職權直至選舉程序完成。

第 二 章
選舉委員會

第三條
組成及基本原則

一、 紀律和道德委員會在選舉過程中擔任選舉委員會，並根據本會章程第二十七條及本選舉規則監督會員大會主席團、理事會、監事會及審判機關的選舉。選舉委員會由紀律和道德委員會的主席、副主席及成員各一名組成。

二、 選舉委員會成員在其任期內，不得成為中國澳門足球總會內任何須予填補職位的候選人。

CHAPTER I.
GENERAL PROVISIONS

Article 1.
Scope of Application

This Electoral Code is applicable to the elections of the AFM General Assembly.

Article 2.
Principles and Obligations

1. General good governance principles, such as the separation of powers, independence, transparency, and the obligation to avoid situations of conflicts of interest shall be observed without exception throughout the entire electoral process.

2. Any undue influence from third parties in the electoral process shall not be permitted. AFM shall immediately inform FIFA and the AFC of any undue influence from third parties in the electoral process.

3. AFM shall ensure that any applicable electoral rules or guidelines are in line with the provisions of this Electoral Code and the Statutes of AFM. Such electoral rules or guidelines shall be made available by AFM in a clear and unambiguous manner.

4. The AFM shall, at least fifteen (**15**) days before the date of the relevant elections, inform FIFA and the AFC about the nature of the elections (i.e. number of members to be elected, duration of mandates, reason for the elections, etc.) and provide FIFA and the AFC with a copy of its valid Electoral Code and, if applicable, any other electoral rules and guidelines.

5. Unless stated otherwise in the Statutes and regulations of AFM, the members of the Executive Committee shall continue to exercise their functions until the completion of the electoral process.

CHAPTER II.
ELECTORAL COMMITTEE

Article 3.
Composition and Basic Principles

1. The Disciplinary and Ethics Committee shall act as Electoral Committee during the electoral process and shall supervise the elections of the General Assembly's presidium, the Executive Committee, Supervisory Board and the judicial bodies, as per Article 27 of the AFM Statutes and in accordance with this Electoral Code. The Electoral Committee shall be composed by the chairperson, deputy chairperson, and one (**1**) member from the Disciplinary and Ethics Committee.

2. Members of the Electoral Committee may not be candidates for any of the positions to be filled within AFM as long as they are still under mandate.

三、 有下列情形之一的，選舉委員會成員應立即退出正在進行的事項，不得作出任何決定：

a) 他們是競選任何待填補職位的候選人之一的直系親屬；

b) 存在國際足協道德規範中定義的利益衝突的風險或可能性。

四、 如果選舉委員會成員不滿足上述任何要求和/或因任何原因不得不辭去選舉委員會成員的職務，則應由紀律與道德委員會的另一名成員代替。

五、 選舉委員會成員在履行職責時應始終秉持誠信行事，並保持最大的公正性。

六、 主席缺席或未能履行職務，由副主席代理；副主席亦缺席或未能履行職務，則由普通委員代理。

七、 選舉委員會委任一名委員為秘書，負責相關後勤及行政事務，並可因應工作需要請秘書處協助其履行職責。

3. The members of the Electoral Committee shall immediately withdraw from the matter in progress and refrain from taking any decision if:

a) they are an immediate family member of one of the candidates running for any of the positions to be filled;

b) there is a risk or possibility of a conflict of interest as defined in the Code of Ethics of FIFA.

4. In the event that a member of the Electoral Committee does not fulfil any of the above requirements and/or has to step down as member of the Electoral Committee for any reason, he/she shall be replaced by another member of the Disciplinary and Ethics Committee.

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

6. If the chairperson is absent or unavailable, the deputy chairperson shall deputise; and if the deputy chairperson too is absent or unavailable, then an ordinary member shall deputise.

7. The Electoral Committee shall appoint one of its members as a secretary, who shall be responsible for relevant logistical and administrative matters and may call upon the Secretariat to assist in the performance of the duties.

第四條
選舉委員會的一般職責

選舉委員會應負責與組織、運行和監督在會員大會期間舉行的選舉有關的所有任務。特別是，選舉委員會應負責：

a) 嚴格執行章程和本選舉規則；

b) 確保任何適用的選舉規則或指南符合本選舉規則和中國澳門足球總會章程的規定；

c) 向會員以及相關政府部門（如有必要）、媒體和公眾提供信息；

d) 選舉和表決程序；

e) 確保選舉進程順利進行的任何和所有其他任務。

Article 4.
General duties of the Electoral Committee

The Electoral Committee shall be responsible for all tasks relating to the organisation, running and supervision of the elections to take place during the General Meeting. In particular, the Electoral Committee shall be responsible for:

a) strictly enforcing the Statutes and this Electoral Code;

b) ensuring that any applicable electoral rules or guidelines are in line with the provisions of this Electoral Code and the Statutes of AFM;

c) providing information to the Members as well as to relevant government authorities (where necessary), the media and the public;

d) the electoral and voting procedure;

e) any and all other tasks to ensure the smooth running of the electoral process.

第五條
會議、法定人數和決定

一、 選舉委員會會議由其主席召集。只有正式召集的選舉委員會才有權審議和通過決定。

Article 5.
Meetings, Quorum and Decisions

1. Meetings of the Electoral Committee shall be convened by its chairperson. Only an Electoral Committee that has been duly convened has the authority to deliberate and pass decisions.

二、 選舉委員會不得進行有效辯論，除非其多數（超過 50%）成員出席。

三、 必要時，選舉委員會應以所投有效票數的過半數（50%以上）作出決定。不允許通過代理人或信件投票。在票數相等的情況下，主席應投決定票。

四、 作出的決定應記錄在選舉委員會主席和秘書簽署的會議記錄中。

2. The Electoral Committee shall not engage in valid debate unless a majority (more than 50%) of its members are present.

3. If necessary, the Electoral Committee shall reach its decisions by a majority (more than 50%) of the valid votes cast. Voting by proxy or by letter is not permitted. In the event of a tied vote, the chairperson shall have the casting vote.

4. The decisions taken shall be recorded in minutes signed by the chairperson and the secretary of the Electoral Committee.

第 三 章
參 選 人

第六條
資格標準和提交參選資料

一、 中國澳門足球總會相關機關的任職資格標準，由中國澳門足球總會章程的相關規定規定。

二、 選舉委員會不得強加任何中國澳門足球總會章程中未規定的資格標准或本選舉規則或中國澳門足球總會章程中未規定的任何其他正式要求。選舉委員會僅應要求提供有助於確定是否滿足相關資格標準的文件。

三、 在整個選舉過程中，不得向任何候選人收取任何形式的費用或收費，除非事先獲得大會批准。在任何情況下，商定的任何費用或收費應保持合理，並且僅用於支付相關行政負擔的費用。

四、 任何中國澳門足球總會各機關職位的參選資料，須按照中國澳門足球總會章程規定交至秘書處。參選資料應以掛號郵件方式，於舉行選舉的會員大會前不少於十天寄交秘書處。秘書處應將收到的參選資料立即轉交選舉委員會秘書。

五、 選舉委員會應於提交截止日期後的兩天內審查參選資料。並於同一期間將審查決定通知參選人。

CHAPTER III.
CANDIDATURES

Article 6.
Eligibility Criteria and Submission of Candidatures

1. The eligibility criteria for the positions to be filled within the relevant bodies of AFM are defined in the relevant provisions of the Statutes of AFM.

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

3. 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 General Meeting. 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.

4. Candidatures for any of the positions of the bodies of the AFM shall be sent to the Secretariat as defined in the Statutes of AFM. Candidatures shall be sent by recorded post and/or by email to the Secretariat at least ten (**10**) days prior to the General Assembly meeting at which the election is to take place. Candidatures received by the Secretariat shall immediately be forwarded to the secretary of the Electoral Committee.

5. The candidatures shall be examined by the Electoral Committee within two (**2**) days of the deadline for their submission. The candidates and the Secretariat shall be informed of the decision of the Electoral Committee within the same period.

第七條
上訴程序

一、 任何可能對選舉委員會的決定提出的上訴只能向中國澳門足球總會上訴委員會提出，從而排除了向任何其他機關，特別是政府機關上訴上述決定的可能性。

Article 7.
Appeal Procedure

1. Any possible appeals against decisions of the Electoral Committee may be lodged only with the Appeals Committee of the AFM, thereby precluding the possibility of appealing said decisions before any other body, particularly a government body.

二、 任何有正當理由的上訴都應在收到選舉委員會之決定後兩天內交至秘書處。秘書處收到的申訴應立即轉交上訴委員會成員進行適當處理。

三、 上訴委員會應在接獲上訴後兩天內就進行審議，並於同一期限內告知參選人上訴委員會的決定。

四、 上訴委員會的決定僅可提交至體育仲裁法庭（CAS）。

2. Any appeal, duly motivated, shall be sent to the Secretariat within two (**2**) days of receipt of the Electoral Committee's decision. Appeals received by the Secretariat shall immediately be forwarded to the members of the Appeals Committee for appropriate handling.

3. Appeals shall be considered by the Appeals Committee within two (**2**) days of their receipt and communicated to the candidates within the same period.

4. The decisions of AFM's Appeals Committee may only be referred to CAS.

第八條
正式參選名單

一、 中國澳門足球總會所有機關的正式參選名單應在選舉會員大會召開前至少八天發送給本會會員。

二、 候選人的正式名單也應在網頁上公佈，並在必要時送交有關政府部門供其參考。

Article 8.
Official Candidate Lists

1. The official candidate lists for all the bodies of AFM shall be sent to AFM's Members at least eight (**8**) days before the elective General Assembly Meeting.

2. The official candidate lists shall also be published on the website and, where necessary, sent to the relevant government authorities for information.

第 四 章
投票程序

CHAPTER IV.
VOTING PROCUDURE

第九條
召開選舉會員大會

臨時會員大會根據中國澳門足球總會章程的規定召開。與選舉產生的股東大會相關的截止日期應在網頁上公佈，並在必要時傳達給相關政府部門。

Article 9.
Convocation of the Elective General Assembly

The elective General Assembly shall be convened according to the provisions of the Statutes of AFM. The relevant deadlines in relation to the elective General Assembly shall be published on the website and, where necessary, communicated to the relevant government authorities.

第十條
選舉委員會在選舉會員大會期間的職責

在選舉會員大會期間，選舉委員會的職責如下：

a) 驗證選民（代表）的身份；

b) 在大會期間監督選舉程序；

c) 點算選票；

d) 就選票的有效性或無效性作出任何決定；

e) 在選舉會員大會期間就與選舉程序有關的任何事項通過最終決定；

f) 宣布正式結果；

Article 10.
Duties of the Electoral Committee during the Elective General Assembly

During the elective General Assembly, the duties of the Electoral Committee shall be as follows:

a) verifying the identity of the voters (delegates);

b) monitoring the electoral procedure during the General Assembly;

c) counting the ballot papers;

d) taking any decisions regarding the validity or invalidity of ballot papers;

e) passing a definitive decision on any matters relating to the electoral procedure during the electoral General Assembly;

f) declaring the official results;

g) 必要時組織和召開媒體會議。

g) organising and holding a media conference, where necessary.

第十一條
選 票

一、 秘書處在選舉委員會的監督下製作選票。選票須印製清楚及可辨認。

二、 每輪選舉的選票顏色應不同。

Article 11.
Ballot Paper

1. The Secretariat shall produce the ballot papers under the supervision of the Electoral Committee. The ballot papers shall be printed clearly and legibly.

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

第十二條
選 票 箱

一、 在投票程序開始之前，投票箱（如可能，應為透明）應先被開啟並展示給大會代表。隨後，投票箱應被關閉並放置在靠近選舉委員會成員的顯眼位置。

二、 在整個投票過程中，投票箱應由一名選舉委員會成員監督。

Article 12.
Ballot Box

1. Before the start of the voting procedure, the ballot box – which shall be transparent if possible – shall be opened and presented to the delegates of the General Meeting. The ballot box shall then be closed and placed in a visible spot close to the members of the Electoral Committee.

2. During the entire voting process, the ballot box shall be monitored by one of the members of the Electoral Committee.

第十三條
投 票

一、 在要求代表投票前，選舉委員會主席應詳細說明選舉程序（投票箱、選票、有效和無效選票、計票、所需多數、結果等），並參考有關的法定條文。

二、 選舉委員會主席應依次召集出席並有資格投票的每一位會員代表走到進行選舉的大會堂前面。

三、 一旦被召集，相關代表應走到大會堂前面，在簽收選票表格後，領取其選票。

四、 代表隨後應在為此目的指定的投票站填寫選票。投票站應設置在顯眼位置，但仍允許代表秘密投票。投票站內不得攜帶手機、照相機或任何其他錄音設備。

五、 然後，代表應將選票放入投票箱，在選民登記冊上簽名，然後返迴座位。

六、 所有代表將選票投入投票箱後，計票程序即開始。選舉委員會成員打開投票箱，當著全體代表的面將選票傾倒。

七、 然後開始計票。

Article 13.
Casting of Ballot

1. Before the delegates are requested to cast their vote, the chairperson of the Electoral Committee shall explain in detail the electoral procedure (ballot box, ballot papers, valid and invalid ballot papers, count, required majorities, results, etc.) and refer to the relevant statutory provisions.

2. The chairperson of the Electoral Committee shall call in turn each delegate of the Members present and eligible to vote to move to the front of the General meeting hall where the election is taking place.

3. Once called, the relevant delegate shall move to the front of the General Meeting Hall and, after signing receipt of the ballot paper form, receive the ballot paper.

4. The delegate shall then complete his ballot paper in the polling booth designated for this purpose. The polling booth shall be placed in a visible spot, but still allow the delegate to cast his vote secretly. No mobile phones, cameras or any other recording devices shall be allowed in the polling booth.

5. The delegate shall then deposit his ballot paper in the ballot box, sign the electoral register and return to his seat.

6. The counting procedure shall begin as soon as all of the delegates have deposited their ballot papers in the ballot box. A member of the Electoral Committee shall open the ballot box and tip out the ballot papers in front of all the delegates.

7. The count shall then commence.

第 五 章
計 票

第 十四 條
一般原則

一、 只有選舉委員會的成員才能參加選票的點算。所有操作（開票箱、點算選票、點算票數等）均應以全體大會代表清晰可辨的方式進行。

二、 如對選票或投票的有效性或無效性、會議記錄的起草、結果的宣布或與點票程序有關的任何其他事項有爭議，選舉委員會的決定為最終決定.

第 十五 條
無效選票

一、 以下選票被視為無效：

a) 不帶有選舉委員會規定的官方顯著標記的選票；

b) 載有除候選人姓名以外的任何文字的選票；

c) 難以辨認或被污損的選票；

d) 附有識別標記的選票。

二、 選舉委員會主席應在無效選票的背面寫明無效選票的理由並簽字確認。

第 十六 條
拼寫錯誤

只有當拼寫錯誤意味著無法確定任何正式候選人時，拼寫錯誤才會導致投票無效。

第 十七 條
計數和結果聲明

一、 開票箱後，選舉委員會成員應點算選票並核實選票的有效性。如果選票數量等於或少於已發出的選票數量，則選票有效。如果超過發出的選票數量，則該選票應被宣佈為無效並立即按照上述程序重新開始。

二、 選票數量核實後，選舉委員會成員應計算每個候選人或名單的票數。

CHAPTER V.
COUNTING

Article 14.
General Principles

1. Only the members of the Electoral Committee shall take part in the count of the ballot papers. All operations (opening the ballot box, counting the ballot papers, counting the votes, etc.) shall be carried out in a way that can be followed clearly by all the delegates of the General Meeting.

2. 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 procedure, the decision of the Electoral Committee shall be final.

Article 15.
Invalid Ballot Papers

1. The following ballot papers are considered invalid:

a) ballot papers that do not bear the official distinctive marks defined by the Electoral Committee;

b) ballot papers that bear any words other than the names of the candidates;

c) ballot papers that are illegible or have been defaced;

d) ballot papers that bear identifying marks.

2. The chairperson of the Electoral Committee shall write on the back of any invalid ballot paper the reason(s) for its invalidity and confirm with a signature.

Article 16.
Spelling Mistakes

Spelling mistakes shall result in the invalidity of a vote only if they mean that it is not possible to identify with certainty any of the official candidates.

Article 17.
Count and Declaration of Results

1. Once the ballot box has been opened, the members of the Electoral Committee shall count 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 recommence immediately in accordance with the procedure described above.

2. After the number of ballot papers has been verified, the members of the Electoral Committee shall proceed to count the number of votes cast for each candidate or list.

三、 如需進行第二輪（或其後各輪）投票，則應依照上述條款重複投票程序。還應向會員說明適用於第二輪（及其後各輪）投票之法定條款（例如對所需多數票的任何更改、候選人之淘汰等）。

3. If a second (or subsequent) round of voting is required, the voting procedure shall be repeated in accordance with the above articles. The Members are also to be informed of the statutory provisions that apply for the second (and subsequent) rounds of voting (e.g. any changes to the majority required, elimination of candidates, etc.).

四、 每輪選舉結束後，由選舉委員會主席正式向議員宣布結果。

4. After each round of the election, the chairperson of the Electoral Committee shall officially declare the results to the Members.

五、 秘書長應將已收集並點算的選票放入專用信封中。然後由選舉委員會主席在信封上簽名並蓋章。秘書處應保管好這些信封，並在大會召開一百天后銷毀。

5. The General Secretary shall put the ballot papers that have been collected and counted into envelopes intended for this purpose. The envelopes shall then be signed by the chairperson of the Electoral Committee and sealed. The Secretariat shall keep these envelopes and destroy them one hundred (**100**) days after the General Meeting.

第 六 章
最後條款

CHAPTER VI.
FINAL PROVISIONS

第 十八 條
文件歸檔和保密

Article 18.
Archiving of Documents and Confidentiality

一、 選舉委員會應將所有公文及在選舉過程中向委員會提供的所有文件移交秘書處，由秘書處負責存檔。

1. The Electoral Committee shall hand over all official documents as well as all documents provided to them during the electoral process to the Secretariat, which shall be responsible for archiving them.

二、 選舉委員會成員應對在選舉過程中向他們提供的任何信息和文件絕對保密。在相關選舉程序結束後，該義務將無限期保留。此外，他們不得保留在選舉過程中提供給他們的任何文件（電子或其他方式）。

2. The members of the Electoral Committee shall maintain absolute confidentiality and secrecy with respect to any information and documents made available to them during the course of the electoral process. Such obligation shall remain for an indefinite period following the relevant electoral process. Furthermore, they shall not retain any documents (electronic or otherwise) supplied to them during the electoral process.

第 十九 條
未盡事宜

Article 19.
Matters Not Provided for Herein

一、 本選舉規則或中國澳門足球總會章程未涵蓋的與選舉會員大會的行政和技術組織有關的所有事項均應由選舉委員會裁決，其決定為最終決定。

1. All matters relating to the administrative and technical organisation of the elective General Meeting that are not covered by this Electoral Code or by the Statutes and regulations of AFM shall be ruled upon by the Electoral Committee, whose decision shall be final.

二、 本選舉規則或中國澳門足球總會章程未涵蓋的與選舉有關的所有事項均應由選舉委員會裁決，其決定為最終決定。

2. All matters relating to the running of the elections that are not covered by this Electoral Code or by the Statutes and regulations of AFM shall be ruled upon by the Electoral Committee, whose decision shall be final.

第二十條
執 法

本選舉規則於 2026 年 03 月 06 日經中國澳門足球總會理事會通過並立即生效。

Article 20.
Enforcement

This Electoral Code was adopted by the Executive Committee in Macau on the 6th March 2026 and comes into force immediately.

中國澳門足球總會簽署
Football Association of Macau, China

會 長
President

秘書長
General Secretary