Translation from Mongolian



Annex to the Resolution No. 04 of the meeting dated
12 June 2024 of Mongolian Football Federation's Council

ELECTORAL CODE OF

MONGOLIAN FOOTBALL FEDERATION

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DEFINITIONS

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

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

I. GENERAL PROVISIONS

Clause 1. Scope of application

1. This Electoral Code (hereinafter to be referred as "Code" or "Electoral Code") shall apply to all elections of the members of the Council, of the Independent Bodies, and relevant bodies of the Members of MFF, if their statutes specifically stipulate this.

Clause 2. Basic principles and obligations

1. General good governance principle: According to this principle, the separation of power, democracy, Independence, and the conduct of the MFF's election shall be transparent and fair for the public. Furthermore, situations of conflict of interest shall be avoided without exception throughout the entire electoral process.
2. Restriction of the state participation: According to this principle, any state involvement in the MFF election process and the composition of the Congress is prohibited. In addition, the legislation governing the election activities of governmental organizations does not apply to the MFF's election activities, and the MFF's Electoral Code does not need to be approved by any government agency. In addition:
   - 2.1. The MFF member organizations shall conduct their election in accordance with the Electoral Code and, if necessary, may approve their Electoral Regulations with the permission of the MFF, which must contain the following elements : the deadline for registration of candidates, the requirements for candidates, the deadline for the official list of candidates to be sent to the members, the procedure for informing the candidates and members, the voting procedure, ballot papers, ballot boxes, voting boots, and the appeal procedure.
   - 2.2. The MFF shall formally notify FIFA and the AFC one month in advance of the conduct of its election in accordance with this Code. Information on election dates, duration of mandates, number of members to be elected, election candidates, reason for the election along with a copy of valid Electoral Code and if applicable, any other electoral rules and guideline will also be provided to FIFA and the AFC.

3. The electoral rules and guidelines shall be made available by MFF in a clear and

unambigious manner within the relevant timeframe provided for in the Statutes of MFF.

4. Undue influence from third parties of any kind in the electoral process shall not be permitted. MFF shall immediately inform FIFA and the AFC of any undue influence from third parties in the electoral process.

5. Unless stated otherwise in the Statutes and regulation of MFF, the members of the relevant bodies of MFF shall continue to exercise their functions until the completion of the electoral process.

II. ELECTORAL COMMITTEES

Clause 3. Basic principles

1. The Electoral Committees shall make decisions related to the election process by managing and monitoring the election process in accordance with the relevant provisions of the Statutes of MFF and of this Electoral code.
2. The Electoral committees consist of the Electoral Committee /the first instant body/ and the Election Monitoring Committee /the second instant body/.
3. A member of the Electoral Committees may not be a member of any other body of the MFF.
4. A member of the Electoral Committees shall be an independent, external, fair (bona fide) member of the MFF. An independent member is one who has no formal or informal relationship with the MFF and according to the MFF statutes, they may not exercise or have exercised during the four years preceding their initial terms any executive function at MFF, one of MFF`s Members, a league or club, nor have or have had in the four years preceding their initial term any material business relationship.
5. A member of the Electoral Committees shall immediately withdraw from the matter in progress and refrain from making decisions related to the election process in the following circumstances.
   5.1. If he/she is running for an elected position,
   5.2. If he/she has a family or relative relationship with the candidate,
   5.3. If he/she is in a government position.
   5.4. If there is a risk or possibility of a conflict of interest as defined in the Disciplinary and Ethics Code of MFF.
6. In case a member of the Electoral Committees fails to fulfill the obligations specified in section 4 of this Clause, the Council shall relieve him / her of his/

her rights and responsibilities and appoint a replacement member upon the proposal of the Chairperson of the Electoral Committees.

7. No member of the Electoral Committees shall serve for more than two terms of office, whether consecutive or not.
8. The members of the Electoral Committees shall act in good faith at all times and observe the utmost impartiality when carrying out their duties.

Clause 4. Election

1. Members of the Electoral Committees shall be elected by the MFF Congress for a term of 4 years in accordance with this Code. The MFF Congress elects 5 full members and 2 substitutes of the Electoral Committee, as well as 3 full members and 2 substitutes of the Election Monitoring Committee.

Clause 5. Composition

1. The Electoral Committee shall consist of a chairperson, a deputy chairperson, and three (3) members.
2. The Chairperson and Deputy Chairperson shall be elected by a majority vote of the members of the Electoral Committee.
3. The General Secretary of the MFF shall act as the Secretary of the Electoral Committees. The Secretary shall be responsible for the organization and administrative matters of the Electoral Committees and may participate in the meetings of the Electoral Committees as an advisor.
4. In the event that one or more members of the Electoral Committees decided to /other valid reasons, the Council shall dismiss the member and replace him / her with the proposal of the Chairperson of the Electoral Committees.
5. In order to ensure the promptness and continuity of the work of the Electoral Committee and to create conditions for the timely replacement of the vacant member, the member of the committee shall be obliged to inform in advance if he/she submit the candidature for the election.
6. The Electoral Committee may have the assistance of the staff of the General Secretariat. In this case, the staff member of the General Secretariat shall not be candidate for any of the elections and have no identifiable conflict of interest.

Clause 6. Obligation

1. The Electoral Committee shall be responsible for all responsibilities related to the organization and monitoring of election activities. Specifically:

1.1. Strictly follow and implement MFF Statutes, this Code, and other regulations
1.2. Ensure that the electoral rules and guidelines of the bodies of MFF are in line with the provisions of this Code and the Statutes of MFF as well as the Statutes, regulations, directives and decisions of FIFA;
1.3. Strictly follow and implement the statutory deadline for election;
1.4. Provide information on candidates and election results to MFF members and, if necessary, to the media and the public;
1.5. Provide candidacy procedures, provide information on nomination deadlines and procedures, register and check candidates, compile and notify official list of candidates;
1.6. Organize election administration and technical aspects;
1.7. Monitor the list of members of Congress authorized to vote during the MFF Election;
1.8. Verify the identity of the voters under the supervision of the public notary appointed for this purpose;
1.9. Manage and monitor polling and counting procedures.

2. The Election Monitoring Committee is the second instance body responsible for receiving and reviewing appeals against the decisions made by the Election Committee in connection with the election process and decisions of the MFF organizational bodies specified in this code.
3. The MFF will be responsible for organizing the election.

Clause 7. Electoral Committee meetings and attendance

1. The Chairperson of the Electoral Committees shall have the right to convene a meeting of the Electoral Committee.
2. A quorum is constituted by the ordinary majority (more than 50%) of the members. The Electoral Committees shall only discuss matters and take the relevant decisions when a quorum has been reached.

Clause 8. Decision

1. The Electoral Committees shall make a decision by an ordinary majority of votes (more than 50%) of the members present at the meeting. In the event of a tie, the Chairperson of the committees shall be responsible for making a decision. Decisions of the Committees shall be recorded in the minutes of meeting, which shall be signed by the Chairperson and the Secretary of the Committees.
2. An appeal against the decision of the Electoral Committee shall be submitted

only to the Election Monitoring Committee and shall not be subject to appeal to the state authorities.

III. NOMINATION

Clause 9. Eligibility criteria

1. Unless otherwise provided in the Rules of the FIFA and the MFF, an election candidate shall meet the following requirements. These include:
   1.1. Must be a Mongolian citizen over 18 years of age living in Mongolia;
   1.2. The citizen shall have no impunity;
   1.3. Be involved in any way related to football-related policies, finances and activities.
2. Depending on the features of the elected position and the functions to be performed, additional and special requirements for candidates shall be determined by the MFF statutes, this regulations and other related regultations.
3. The Electoral Committee shall publish the full list of eligibility criteria (with reference to the relevant provisions of the Statutes of MFF) as well as the documents to be provided for each of the position within the deadlines stipulated in the Statutes of MFF.

Clause 10. Submission of candidature for the Council

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 of MFF. In any event, any fees or charges agreed upon shall remain reasonable and shall only serve to cover the cost of the relevant administrative burden.
2. Candidates' applications shall be sent by recorded post, email with delivery notification, or delivered by hand in exchange for confirmation of receipt, to the general secretariat within the period specified in the Article 31.6 of the MFF Statutes.
3. Candidate's applications shall contain the following information about the candidate. These include:
   1.1. Official letter from the member organization on nominating the candidate for election;
   1.2. Candidate's biography (prepared according to the form), photo and information on compliance with the requirements for candidates;
   1.3. A copy of citizen's ID Card.

4. Candidatures received by the general secretariat shall immediately be forwarded to the secretary of the Electoral committee to verify the relevant eligibility criteria as ~~well as carry out the relevant integrity checks as per Annex 3 of the Statutes of MFF~~. mentioned in the Article 38.4 of the MFF Statutes.

Clause 11. Examination of candidature for the Council

1. Within 3 days of the deadline for their submission, the Electoral Committee shall inform in writing the candidates who have failed to provide all the relevant documents in support of their candidatures and grant them another 2 days to complete their applications. If the relevant candidates fail to complete their applications within the prescribed deadline, their candidates shall be declared invalid.
2. The Electoral Committee shall examine the applications of candidates and decide whether to register them as a candidate within ~~10~~ days mentioned in MFF Statutes ~~of the deadline~~ for their candidates' applications. ~~The Electoral Committee shall notify the candidate of its decision on whether his / her application are checked or registered as a candidate within the same period.~~

Clause 12. Appeal Procedure for candidates for the Executive Committee

1. The Election Monitoring Committee shall consist of 1 Chairperson and 2 members and 2 substitute members and shall be elected by the MFF Congress. The Chairperson shall be qualified to practice law.
2. Appeals against decisions of the Electoral Committee may be lodged only with the Election Monitoring Committee, to the exclusion of the possibility of appealing said decisions before any other body, particularly a government body.
3. Any appeal, duly motivated, shall be sent by recorded post, or delivered in exchange for confirmation of receipt, to the general secretariat of MFF within 4 days of receipt of the decision of the Electoral Committee. Appeals received by the general secretariat shall immediately be forwarded to the members of the Election Monitoring Committee.
4. The Election Monitoring Committee shall review and resolve the appeal within 5 calendar days after receiving the appeal and communicate to the candidates within the same period.
5. The decisions of the Election Monitoring Committee can be ~~final and binding.~~ appealed to the Mongolian National and international sport arbitration.

Clause 13. Procedure for candidates for other bodies of MFF

1. Candidatures for any of the positions of all other bodies of MFF Audit and Compliance unit, Electoral Committees and judicial bodies shall be sent by the Council to the general secretariat of MFF at least 30 days before the relevant elective Congress.

2. Within fifteen days of receipt of the candidature, the Electoral Committee shall confirm to the general secretariat whether the formal requirements for the relevant positions are fulfilled. In the event that one or more candidates cannot be validated, the Council shall propose additional candidatures for the relevant positions.

3. Elections of the members of such other bodies may be conducted en bloc. At the start of the elective Congress, the delegates shall be provided with the relevant ballot papers containing the list of the candidates for the bodies in question.

4. During the elections of such members, the delegates shall remain at their seats and shall cast their vote into a mobile box that shall be carried from seat to seat by one of the scrutineers and supervised closely be one member of the Electoral Committee.

5. Once all the delegates have deposited their ballot papers in the mobile ballot box, the Electoral Committee shall proceed with the count in front of all the delegates and the results shall be announced to the members of the Congress.

Clause 14. Announcing the official list of candidates

1. The Electoral Committee shall submit the official final list of officially registered candidates to the members of the MFF according to the provisions of Article 38.4 of the MFF Statutes. The Electoral Committee may publish the list of candidates in the media. Government organizations may be notified if necessary.

IV. VOTING PROCEDURE

Clause 15. Convocation of the Elective Congress

1. The Elective Congress shall be convened in accordance with the MFF Statutes. The relevant deadlines in relation to the elective Congress shall be published in the press, and where necessary, communicated to the relevant

government authorities.

Clause 16. Responsibilities of the Electoral Committee during the elective Congress

1. The Electoral Committee shall have the following responsibilities: These include:
   1.1. Verify the identity of the voters (delegates)
   1.2. Monitor the electoral procedure during the MFF's elective Congress;
   1.3. Count the ballot papers
   1.4. Make a decision on the validity or invalidation of the ballot paper;
   1.5. Make specific decisions on any issues related to the voting procedure during the Elected Congress;
   1.6. Keep official election records/minutes and deliver them to the member of the MFF;
   1.7. Announcing the official election results;
   1.8. Hold a press conference if necessary.

Clause 17. Ballot paper

1. The general secretariat of the MFF shall produce the ballot papers under the supervision of the Electoral Committee. Ballot papers shall be easy to understand in terms of content, text and format, and shall be submitted to the delegates of the Congress with the right to vote.
2. Ballot papers shall be of a different color at each election stage.

Clause 18. Ballot box

1. Ballot boxes shall be transparent if possible. Before the start of the voting process, and after opening and presenting to the Congress, the ballot boxes shall be sealed and placed in a place visible to the members of the Electoral Committee.
2. During the entire voting process, one of the members of the Electoral Committee shall monitor the ballot box.

Clause 19. Voting booth

1. In order to ensure the right of the delegates of the Congress entitled to vote in the election to vote secretly and freely, a voting booth for filling in ballot paper shall be prepared.

2. The voting booth will be located in a visible spot, but still allow the delegate to cast his/her vote secretly.

Clause 20. Voting

1. The Chairperson of the Electoral Committee shall explain the voting procedures (ballot boxes, ballot papers, valid and invalid ballot papers, counting of votes, election results, etc.) in a way that is understandable to the members of the Congress, citing the relevantstatutory provisions.
2. The Chairperson of the Electoral Committee shall summon the delegates of the Congress entitled to vote in turn and invite them to come to the front of the hall where the election is taking place.
3. The summoned delegate of the Congress shall receive the ballot paper after appearing in front of the hall and signing the unified register of delegates of the Congress entitled to vote.
4. A delegate of the Congress shall fill in his / her ballot paper in the voting booth without correction according to the instructions. No cell phones, cameras or any other recording devices shall be allowed at the voting booth.
5. The delegate then deposits his/her ballot paper in the ballot box, signs the electoral register and then return to his / her seat.
6. The counting of votes shall begin as soon as the registration of the delegates to the Congress who have voted is completed. One member of the Electoral Committee shall open the ballot box in front of all the delegates.

V. COUNTING VOTES

Clause 21. General provisions and dispute resolution

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 Congress.
2. Any disputes related to the validation or invalidation of ballots, the recording and reporting of election results, and the counting of votes shall be resolved by the Electoral Committee;

Clause 22. Invalid ballot paper

1. The ballor paper shall be considered as invalid in the following cases. These are:

1.1. Ballots without official identification issued by the Electoral Committee ;
1.2. Ballot papers marked with anything other than the candidate's name;
1.3. Incomprehensible or altered ballot papers;
1.4. Ballot papers that bear identifying marks.

2. The Chairperson of the Electoral Committee shall write the reason for the invalidation (in red) on the back of the invalid ballot paper and sign it.

Clause 23. Spelling errors

1. A ballot paper with an incorrect spelling that does not identify an official candidate may be considered invalid.

Clause 24. Counting the votes and reporting the results

1. As soon as the ballot box seal is opened, the members of the members of the Electoral Committee shall count the ballots and check their validity. If the number of ballots in the box is equal to or less than the number of ballots distributed, the ballot shall be valid. If the number of ballots exceeds the number of ballots distributed, the voting shall be declared invalid and the voting shall be resumed immediately in accordance with the above-mentioned procedure.
2. After checking the ballot papers, the members of the counting committee shall count the votes of each candidate.
3. After the counting of the votes is completed and confirmed, the Chairperson of the Electoral Committee shall officially inform the Congress about the results of the counting.
4. If it is necessary to hold a second (repeated) voting in accordance with the MFF Statutes and/or Clause 24.1 of this Code, the Congress shall be notified of the grounds for holding a repeated voting.
5. After each round of the election, the chairperson of the Electoral Committee shall declare the results officially to the members of the Congress.
6. The General Secretary shall put the ballot papers that have been collected and counted into envelopes intended for this purpose. The envelops shall then be signed by the Chairperson of the Electoral Committee and sealed. The general secretariat shall keep these envelops.

Clause 25. Announcing the final result

1. The Chairperson of the Electoral Committee shall officially announce the results of the voting to the Congress, and the minutes shall be kept and

signed by all members of the Electoral Committee.

2. The final minutes shall be distributed to all members of the Electoral Committee and, if necessary, to government organizations. They will be included in the minutes of the MFF Congress.

Clause 26. Archiving of documents and confidentiality

1. The Electoral Committee and the Election Monitoring Committee shall hand over all official documents as well as the documents provided to them during the electoral process to the general secretariat, which shall be responsible for archiving them.
2. The members of the Electoral Committee and of the Election Monitoring Committee shall maintain absolute confidentiality and secrecy with respect to any and all 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. They shall not retain any documents (electronic or otherwise) supplied to them during the electoral process.

Clause 27. Public notary

1. A notary or a person of equivalent legal status recognized by the Arbitoration shall attend the Congress and draw up minutes of the elections according to the provosions of national law. He/She shall be specifically responsible for verifying the identity of the delegates and ensuring compliance with the voting procedure.

VI. OTHER PROVISIONS

Clause 28. Matters not provided for

1. Any issues not covered by this charter related to the conduct of elections shall be resolved by the Electoral Committee in accordance with Electoral Code and the general concept and objectives of the MFF Statutes

Clause 29. Entry into force

1. Electoral Code was adopted by the MFF Council meeting and shall enter into force from 12 June 2024.

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