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# PSSI ELECTORAL CODE

EDITION

2019

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## CHAPTER I
## GENERAL REQUIREMENTS

### SCOPE OF APPLICATION
### Article 1

1. This Electoral Code applies to the election of the Executive Committee and the Independent Committee as stipulated in the Statutes of the PSSI.

2. This election code also applies to the election of Members of the relevant Bodies who are PSSI Members, if their Statutes specifically provide for this. The Statutes of PSSI Members must determine exactly the scope of application of the Electoral Code and in particular if the Election Committee of PSSI will oversee the electoral process.

### PRINCIPLES AND OBLIGATIONS
### Article 2

1. The general principles of good governance such as the separation of powers, freedom, transparency and the obligation to avoid situations involving a conflict of interest must be adhered to without exception in the entire electoral process.

2. Election regulations and guidelines must be made by PSSI in a clear manner and do not have a double (ambiguous) meaning within the timeframe provided as stipulated in the PSSI Statutes.

3. Undue influence of any kind from third parties in the election process is prohibited.

4. PSSI shall ensure that any rules and guidelines for the election of the Board comply with the provisions of the Electoral Code, the PSSI Statutes as well as the Statutes, rules, instructions and decisions of FIFA.

5. At least 30 (thirty) days before the election date, PSSI must inform FIFA and AFC regarding the nature of the election (such as the number of Members to be elected, the term of office and the reasons for the election, etc.) and provide FIFA with a copy Legitimate and valid Electoral Codes including other electoral rules and guidelines.

6. PSSI must immediately inform FIFA and AFC of any undue influence of third parties in the election process.

7. Unless stated otherwise in the PSSI Statutes and PSSI Regulations, Members associated with the PSSI Board must continue to carry out activities until the completion of the election process.

## CHAPTER II
## ELECTION COMMITTEE AND ELECTION APPEAL COMMITTEE

### BASIC PRINCIPLES
### Article 3

1. The Election Committee shall oversee the electoral process in accordance with the provisions of the PSSI Statute and the Electoral Code.

2. Members of the Election Committee and the Election Appeals Committee cannot be Members of other Bodies in the PSSI nor can they hold executive positions in any Government Body. Members of the Election Committee and the Election Appeals Committee cannot be nominated for any position in PSSI as long as they are still carrying out their duties.

3. Members of the Election Committee and the Election Appeals Committee must immediately withdraw from ongoing issues and refrain from making decisions if:
   a. They are the immediate family Members of the candidate who will be running for each position to be filled;
   b. There is a risk or possibility of a conflict of interest as stipulated in the PSSI Code of Discipline and Ethics.

4. In the event that a Member of the Election Committee and the Election Appeal Committee cannot fulfill the above requirements and/or must resign as a Member of the Election Committee and the Election Appeal Committee for any reason, then he must be replaced in accordance with the provisions of article 4 paragraph (3) of the Election Code .

5. Members of the Election Committee and the Election Appeal Committee must be appointed by the PSSI Congress, in accordance with the provisions of the PSSI Statute for a term of 4 (four) years.

6. No member of the Election Committee and the Election Appeals Committee will serve more than 2 (two) terms of office, either consecutively or not.

7. Members of the Selection Committee and the Election Appeal Committee must at all times act in good faith and impartially when carrying out their duties.

**COMPOSITION**

**Article 4**

1. The Selection Committee shall consist of:
   a. Chairman;
   b. Vice Chairman;
   c. 5 (five) regular members.

2. 5 (five) substitutes must also be appointed by the PSSI Congress.

3. If the chairman is unable or unwilling to attend, his position must be replaced by a deputy chairman or by an ordinary member. If the Deputy Chairperson is unable or unwilling to attend. Any ordinary Member who is unable or unwilling to attend must be replaced by a substitute.

4. To assist in carrying out its duties, the Election Committee will be assisted by the PSSI General Secretariat as the secretary responsible for all matters related to logistics and carrying out administrative matters.

5. The chair of the Selection Committee must have met the requirements to practice law.

**GENERAL DUTIES OF THE ELECTION COMMITTEE**

**Article 5**

The election committee shall be responsible for all tasks related to the organization of the conduct and supervision of the elections which take place during the PSSI Congress. In particular the Selection Committee should be responsible for:

a. Enforce the PSSI Statutes and PSSI Regulations including the Electoral Code;
b. Ensure that the rules and guidelines for the election of the PSSI Board comply with the provisions of the Electoral Code, the PSSI Statutes as well as the Statutes, regulations, instructions and decisions of FIFA;
c. Enforce the election deadline in accordance with applicable legal provisions;
d. Providing information to PSSI Members including the relevant Government (if needed), the media and the public;
e. If necessary, manage relations with the relevant Government;
f. Candidate procedures (starting, conveying information, assessment, official publication, etc.);
g. Prepare voter lists (delegations) assisted by the PSSI General Secretariat, in accordance with the legal provisions in force in PSSI;
h. Checking the identity of voters (delegates) under the supervision of a Public Notary appointed for this purpose;
i. Election and voting procedures;

j. Other duties to ensure the smooth running of the selection process.

**MEETINGS, QUORUM AND DECISIONS**
**Article 6**

1. The chairman must convene the Election Committee meeting. Only a properly convened Election Committee has the authority to give considerations and make decisions.

2. The Election Committee will not be involved in a valid debate unless it is given a majority vote (more than 50% (fifty percent)) of the Members present.

3. The Election Committee must reach a majority vote decision (more than 50% (fifty percent)) of the valid votes. Voting through oral or written power of attorney is not permitted. In the event that the majority of votes are not achieved, the chairman must give voting rights.

4. Decisions taken must be recorded in the Minutes signed by the Chairman and Secretary of the Selection Committee.

**CHAPTER III**
**CANDIDATE**

**ELIGIBILITY CRITERIA**
**Article 7**

1. Eligible criteria to be filled in the PSSI Board are determined as stipulated in the PSSI Statute.

2. The Election Committee cannot impose eligibility criteria that are not regulated in the PSSI Statutes or impose other formal requirements that are not regulated in the PSSI Electoral Code and Statutes. The Selection Committee can only request documents to help determine eligibility criteria have been met.

3. The Selection Committee must issue a complete list of eligibility criteria (with reference to the relevant provisions in the PSSI Statutes) including also providing documents for each position with the time limit as stipulated in the PSSI Statutes.

**SUBMISSION AND EXAMINATION OF CANDIDATES FOR THE EXECUTIVE COMMITTEE**
**Article 8**

1. No fees are required to be requested from any of the candidates in any form during the election process, unless they have previously obtained approval from Congress

PSSI. However, the agreed fee must be reasonable and only used to cover the related administrative costs.

2. Applications for one of the positions of the Executive Committee must be sent by registered mail, via email by notifying the delivery or sending them directly instead of confirming acceptance to the Secretariat General within a period of at least 10 (thirty) days prior to the PSSI Congress related election. Applications that have been received by the Secretariat General must be immediately forwarded to the Secretary of the Selection Committee and also to the Disciplinary Committee for integrity checks in accordance with the Attachment to the PSSI Statute.

3. Within 3 (three) days of the deadline for their submission, the Selection Committee shall inform in writing to candidates who fail to submit relevant documents relating to their candidacy and give them 2 (two) days to complete their application. If the candidate fails to complete his/her application within the allotted time, his/her candidacy will be declared void.

4. Nominations for the Executive Committee must be examined by the Selection Committee within 10 (ten) days of their submission deadline and candidates must be informed of the decision of the Selection Committee within the same period.

## APPEAL PROCEDURE FOR CANDIDATE MEMBERS OF THE EXECUTIVE COMMITTEE

### Article 9

1. An appeal against a decision of the Selection Committee can only be submitted to the Election Appeal Committee, excluding the possibility of appealing against a decision before any other Body, in particular a Government Body.

2. Each application for appeal within the stipulated time must be sent by registered letter or sent as a substitute for confirmation of acceptance to the Secretariat General within 3 (three) days after receiving the decision from the Selection Committee. Appeals received by the Secretariat General shall be forwarded immediately to the Members of the Election Appeals Committee.

3. The Election Appeals Committee may decide to accept new evidence and documents not submitted by the relevant candidate together with the start of his candidacy.

4. The appeal must be considered by the Election Appeals Committee within 5 (five) days of receipt of the application and submitted to the candidate within the same period.

5. The Election Appeals Committee consists of a Chairman, and 3 (three) Ordinary Members who must be appointed by the PSSI Congress. 3 (three) replacements must also be appointed by the PSSI Congress within the same period as Members of the Election Appeals Committee. The chairman must have met the requirements to practice law.

6. The decision of the Election Appeal Committee is final and binding.

**CANDIDATE PROCEDURE FOR OTHER BODY IN PSSI**

**Article 10**

1. Nominations for the positions of other Bodies in PSSI, namely the Audit and Compliance Committee, the Election Committee and the Judicial Body must be submitted by the Executive Committee to the PSSI General Secretariat at least 30 (thirty) days before the relevant Election Congress.

2. Within 15 (fifteen) days of receipt of the nomination, the Selection Committee shall confirm to the Secretariat General whether the official requirements for the position concerned have been met. In the event that one or more candidates cannot be endorsed, the Executive Committee shall nominate another additional candidate for the relevant position.

3. Selection of members from other bodies can be carried out jointly. At the start of elections to the Congress, delegates must be given a ballot containing the candidate for the Agency concerned.

4. During the election of said Member, delegates shall remain seated in their seats and shall place the ballots in a ballot box which will be carried from seat to seat by one of the election officials and closely supervised by one Member of the Selection Committee.

5. After all delegates have put their ballot papers in the ballot box, the Election Committee will continue counting in front of all delegates and the results will be announced to the Members of the PSSI Congress.

**OFFICIAL LIST OF CANDIDATES**

**Article 11**

1. The official list of candidates for all PSSI Bodies must be sent to PSSI Members at least 10 (ten) days before the Election Congress.

2. The official list of candidates must be announced in the media and if necessary can be sent to the Government who is authorized in the field of information.

## CHAPTER IV
## VOTING PROCEDURE

### CONGRESS ELECTION MEETING
### Article 12

The PSSI Electoral Congress shall be held under the provisions of the PSSI Statutes. Deadlines related to the Election Congresses should be announced to the media and if necessary communicated to the relevant Governments.

### DUTIES OF THE ELECTION COMMITTEE DURING THE ELECTION CONGRESS
### Article 13

During an Electoral Congress, the duties of the Electoral Committee are as follows: a. Checking the identity of the elector (Delegate);
b. Observing election procedures during the PSSI Congress;
c. Counting ballots;
d. Make all decisions regarding the validity or invalidity of ballots;
e. Make definite decisions on all matters relating to the electoral procedure during the Electoral Congress;
f. Announcing official results;
g. Arranging and holding media conferences, as required.

### VOTING LETTER
### Article 14

1. The Secretariat General shall make ballots under the supervision of the Election Committee. Ballots must be printed clearly and clearly.

2. Ballots must have a different color for each round of the election.

### BALLOTS BOX
### Article 15

1. Before the start of the voting procedure, if possible, the ballot box must be transparent (clear and clear) and must be opened and submitted to the PSSI Congress Delegation. The ballot box must be covered and placed in a visible place close to the Members of the Election Committee.

2. During the entire voting process, the ballot box must be under the supervision of a Member of the Selection Committee.

## VOTING

### Article 16

1. Before Delegates are asked to cast their ballots, the Chair of the Selection Committee must explain in detail the voting procedure (ballot boxes, ballot papers, valid or invalid ballot papers, counting, required majority, results, etc.) and refer to legal provisions applicable.

2. The Chairman of the Selection Committee shall call alternately each Delegate from the Members who are present and entitled to vote to move to the front of the hall of the Congress where the election is taking place.

3. After being summoned, the relevant Delegate came forward to the front of the Congress hall to sign the receipt of the ballot form, then he received the ballot.

4. Then the Delegation fills out the ballot papers at the polling place provided for that purpose. The polling place must be located in a visible place but delegates can still vote in secret. No telephones, cameras, or other recording devices are allowed to be brought to the polls.

5. Then the Delegation keeps his ballot in the ballot box, signs the election list and then returns to his seat.

6. The counting procedure begins when all Delegates have deposited the ballots in the ballot boxes. Members of the Election Committee open ballot boxes and issue ballots in front of all Delegates.

7. Then the calculation can begin.

## CHAPTER V
## CALCULATION

### GENERAL PRINCIPLE

### Article 17

1. Only Members of the Election Committee may take part in the counting of ballots. The entire work (opening ballot boxes, counting ballots, counting votes, etc.) must be carried out in a manner that can be clearly followed by all PSSI Congress delegates.

2. In the event of a dispute regarding the legitimacy or invalidity of the ballot papers, the validity or invalidity of vote counting, the preparation of Minutes, statements regarding the results or other matters related to the counting procedure, the decision of the Election Committee is final.

## INVALID VOTING

**Article 18**

1. A ballot is considered invalid if:
   a. Ballots that do not have an official mark that has been determined by the Election Committee;
   b. Ballots containing a name other than the candidate's name;
   c. Unreadable or damaged ballots;
   d. A ballot containing identification.

2. The chairman of the Election Committee must write down the reasons for the invalidity of the ballot on the back of the ballot accompanied by his signature.

## PROBLEM ERRORS

**Article 19**

Spelling errors will result in invalid elections if they are not enabled to identify with certainty one of the official candidates.

## CALCULATION AND ANNOUNCEMENT OF RESULTS

**Article 20**

1. After the ballot boxes are opened, the Members of the Election Committee shall count the ballots and verify their validity. If the number of ballots is equal to or less than the number of ballots issued, then the ballots are valid. If the number of ballots issued exceeds the number of ballots issued, the ballots must be declared null and void and immediately resume according to the procedure described above.

2. After the ballot papers have been checked, the Members of the Election Committee shall proceed to count the totals for each different candidate or for each different list.

3. If a second (or subsequent) round is required, the voting procedure shall be repeated pursuant to the provisions of the above articles. Members of Congress must also be notified of any applicable legal provisions that may apply to a second (and subsequent) round. (such as any changes to required majority votes, elimination of candidates, etc).

4. At each election round, the Chair of the Selection Committee shall certify the results to the Members of Congress.

5. The Secretary General must place the ballot papers that have been collected and counted into the envelope provided for election purposes. The envelope must be signed by the Chairman of the Selection Committee and sealed. The Secretariat General must save

these envelopes and destroy them within 3 days of the Congress taking place.

## CHAPTER VI
## FINAL PROVISIONS

### DOCUMENT ARCHIVE AND CONFIDENTIALITY
### Article 21

1. The Selection Committee and the Election Appeal Committee shall submit all official documents including all documents provided to them during the electoral process to the Secretariat General, which shall be responsible for their custody.

2. Members of the Selection Committee and the Election Appeal Committee must maintain absolute confidentiality of all information and documents provided to them during the election process. Such obligations remain in effect for an indefinite period following the relevant electoral process. They will not retain any documents (electronic or otherwise) provided to them during the selection process.

### PUBLIC NOTARY
### Article 22

Notaries or persons with equivalent legal status recognized by the Court must attend the Congress and draw up the Minutes of election according to the provisions of National law. He or she should especially be responsible for checking the identity of the Delegate and ensuring compliance with the election procedure.

### THINGS NOT PROVIDED
### Article 23

1. All matters relating to the administrative and technical organization of the electoral Congress which are not listed in the Electoral Code or the PSSI Statutes or the PSSI Regulations will be regulated by the Election Committee whose decisions are final.

2. All matters relating to the election process that are not regulated in the Electoral Code or PSSI Statutes or PSSI Regulations will be regulated by the Election Committee whose decision is final.

### IMPLEMENTATION
### Article 24

This Election Code was stipulated at the PSSI Congress in Jakarta on July 27 2019 and took effect on July 27 2019.