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ELECTORAL CODE OF TAJIKISTAN 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 TFF.

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

Article **1** **Scope of application**

¹ This Electoral Code is applicable to the elections of the members of the Executive Committee and of the independent committees as defined in the Statutes of TFF.

² This Electoral Code is also applicable to the elections of the members of the relevant bodies of the Members of TFF, if their statutes specifically stipulate this. The statutes of the Members of TFF shall define the exact scope of application of this Electoral Code and in particular if the Electoral Committee of TFF shall supervise the relevant electoral process.

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 The electoral rules and guidelines shall be made available by TFF in a clear and unambiguous manner within the relevant time frame provided for in the Statutes of TFF.

³ Any undue influence from third parties in the electoral process shall not be permitted.

⁴ TFF shall ensure that any electoral rules and guidelines of its bodies are in line with the provisions of this Electoral Code, the Statutes of TFF as well as the Statutes, regulations, directives and decisions of FIFA.

⁵ TFF shall, at least 30 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 with a copy of its valid Electoral Code and, if applicable, any other electoral rules and guidelines.

⁶ TFF shall immediately inform FIFA and the AFC of any undue influence from third parties in the electoral process.

⁷ Unless stated otherwise in the Statutes and regulations of TFF, the members of the relevant bodies of TFF shall continue to exercise their functions until the completion of the electoral process.

Article **3** **Basic principles**

- ¹ The Electoral Committee shall supervise the electoral process in accordance with the relevant provisions of the Statutes of TFF and of this Electoral Code.
- ² The members of the Electoral Committee shall not be members of any other body of TFF¹ and may not hold any executive position in any government body. Members of the Electoral Committee may not be candidates for any of the positions to be filled within TFF as long as they are still under mandate.
- 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 Disciplinary and Ethics Code of TFF.
- 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 shall be replaced in accordance with the provisions of art. 4 par. 3 of this Electoral Code.
- ⁵ The members of the Electoral Committee shall be appointed by the Congress, in accordance with the provisions of the Statutes of TFF, for a mandate of four years.
- ⁶ No member of the Electoral Committee shall serve for more than two terms of office, whether consecutive or not.
- ⁷ The members of the Electoral Committee shall act in good faith at all times and observe the utmost impartiality when carrying out their duties.

Article **4** **Composition**

- ¹ The Electoral Committee shall be composed as follows:
 - a) a chairperson;
 - b) a vice-chairperson;
 - c) Three ordinary members.²
- ² An appropriate number of substitutes shall also be appointed by the Congress.
- ³ If the chairperson is absent or unavailable, the vice-chairperson shall deputise, and if he too is absent or unavailable, then an ordinary member shall deputise. Any ordinary member who is absent or unavailable shall be replaced by a substitute.
- ⁴ The Electoral Committee shall appoint one of its members as a secretary, who shall be responsible for relevant logistical and administrative matters. He may call upon the general secretariat to assist him in his duties.
- ⁵ The chairperson of the Electoral Committee shall be qualified to practise law.³

¹ An association may also decide to use members of the independent committees for the Electoral Committee. In such case, this clause shall be adapted accordingly.

² It is recommended to have between one and three ordinary members depending on the needs of the association.

³ An association may also decide that at least one or several of the other members of the Electoral Committee need to be qualified to practise law.

Article **5** **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 Congress. In particular, the Electoral Committee shall be responsible for:

- a) strictly enforcing the Statutes and regulations of TFF as well as this Electoral Code;
- b) ensuring that the electoral rules and guidelines of the bodies of TFF are in line with the provisions of this Electoral Code and the Statutes of TFF as well as the Statutes, regulations, directives and decisions of FIFA;
- c) strictly enforcing the statutory deadlines for elections;
- d) providing information to the Members as well as to relevant government authorities (where necessary), the media and the public;
- e) where necessary, managing relations with relevant government authorities;
- f) the candidature procedure (launch, distribution of information, evaluation, publication of official list, etc.);
- j) drawing up the list of voters (delegates), assisted by the general secretariat, in accordance with the statutory provisions of TFF;
- h) verifying the identity of the voters (delegates) under the supervision of the Electoral Committee for this purpose;
- i) the electoral and voting procedure;
- j) any and all other tasks to ensure the smooth running of the electoral process.

Article **6** **Meetings, quorum and decisions**

¹ The chairperson shall convene the meetings of the Electoral Committee. Only an Electoral Committee that has been duly convened has the authority to deliberate and pass decisions.

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

³ 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.

Article **7** Eligibility criteria

- ¹ The eligibility criteria for the positions to be filled within the relevant bodies of TFF are defined in the relevant provisions of the Statutes of TFF.
 - ² The Electoral Committee shall not impose any eligibility criteria that are not provided for in the Statutes of TFF or any other formal requirements that are not provided for in this Electoral Code or in the Statutes of TFF. The Electoral Committee shall only request the documents that help establish whether the relevant eligibility criteria have been fulfilled.
 - ³ The Electoral Committee shall publish the full list of eligibility criteria (with reference to the relevant provisions of the Statutes of TFF), as well as the documents to be provided for each of the positions within the deadlines stipulated in the Statutes of TFF.
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Article **8** Submission and examination of candidatures for the Executive Committee

- 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.
- ² Candidatures for any of the positions of the Executive Committee shall be sent by recorded post, by email with delivery notification, or delivered by hand in exchange for confirmation of receipt, to the general secretariat at least 30 days before the relevant elective Congress. Candidatures received by the general secretariat shall immediately be forwarded to the secretary of the Electoral Committee.
- ³ Within two 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 candidatures and grant them another three days to complete their applications. If the relevant candidates fail to complete their applications within the prescribed deadline, their candidatures shall be declared invalid.
- ⁴ The candidatures for the Executive Committee shall be examined by the Electoral Committee within 10 days of the deadline for their submission and the candidates shall be informed of the decision of the Electoral Committee within the same period.

Article **9** Appeal procedure for candidates for the Executive Committee

¹ Appeals against decisions of the Electoral Committee may be lodged only with the Election Appeal Committee,⁴ thereby precluding the possibility of appealing said decisions before any other body, particularly a government body.

² Any appeal, duly motivated, shall be sent by recorded post, or delivered in exchange for confirmation of receipt, to the general secretariat within three 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 Appeal Committee.

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.

⁴ Appeals shall be considered by the Election Appeal Committee within four days of their receipt and communicated to the candidates within the same period.

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 practise law.

⁶ The decisions of the Election Appeal Committee may only be referred to an independent and duly constituted arbitration tribunal in accordance with the provisions in the Statutes of TFF.

Article **10** Procedure for candidates for other bodies of TFF

¹ Candidatures for any of the positions of all other bodies of TFF (Audit and Compliance Committee, electoral committees and judicial bodies)⁵ shall be sent by the Executive Committee ⁶ to the general secretariat at least 30 days before the relevant elective Congress. Candidatures received by the general secretariat shall be immediately forwarded to the Electoral Committee as well as to the relevant body in charge of carrying out the integrity checks.⁷

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

⁴ An association may also decide that its Appeal Committee acts as a second instance body instead of creating a specific Election Appeal Committee. Should this be the case, the provisions in this Electoral Code that relate to the Election Appeal Committee shall be amended accordingly.

⁵ To be specified in accordance with the pertinent provisions of the Statutes of the association.

⁶ If the Members of the association may propose candidates for the positions of all other bodies as well, please specify accordingly.

⁷ This sentence should be amended in case the association has not implemented integrity checks for candidates for these positions.

Article **11** Official list of candidates

¹ The official list of candidates for all the bodies of TFF shall be sent to the Members at least 10 days before the elective Congress.

² The official list of candidates shall also be published in the press and, where necessary, sent to the relevant government authorities for information.

Article **12** Convocation of the elective Congress

The elective Congress shall be convened according to the provisions of the Statutes of TFF. The relevant deadlines in relation to the elective Congress shall be published in the press and, where necessary, communicated to the relevant government authorities.

Article **13** Duties of the Electoral Committee during the elective Congress

During the elective Congress, 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 Congress;
 - 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 Congress;
 - f) declaring the official results;
 - g) organising and holding a media conference, where necessary.
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Article **14** Ballot papers⁸

¹ The general 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.

Article **15** 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 Congress. 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.

⁸ FIFA encourages associations to use ballot papers that contain the full names of the candidates running in the relevant elections with a corresponding box for each of the candidates. Voting delegates will then simply tick the box that corresponds to the candidate(s) for whom they wish to cast their vote.

Article **16** Casting of ballots

- 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 Congress Hall where the election is taking place.
- ³ Once called, the relevant delegate shall move to the front of the Congress Hall and, after signing receipt of the ballot paper form, receive his 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.

Article **17** 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 Congress.

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 **18** 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 **19** Spelling mistakes⁹

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 **20** 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.

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.).

⁹ If an association uses ballot papers that contain the full names of the candidates running in the relevant elections with a corresponding box for each of the candidates, art. 19 of this Electoral Code may be deleted (see footnote under art. 14).

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

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 general secretariat shall keep these envelopes and destroy them 100 days after the Congress.

Article 21 Archiving of documents and confidentiality

¹ The Electoral Committee and the Election Appeal Committee shall hand over all official documents as well as all 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 Appeal 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.

Article 22 Drawing Up a Minutes

The Scrutineers appointed by the Congress shall count the votes and prepare the minutes for the election of the President, First Vice-President, Vice-Presidents, members of the Executive Committee and other electoral bodies. The Scrutineers shall report the results to the Electoral Committee, and the Electoral Committee shall report to Congress the results of the votes for each candidate separately. The minutes shall be approved by the Congress.

Article 23 Matters not provided for herein

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

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 TFF shall be ruled upon by the Electoral Committee, whose decision shall be final.

Article 24 Enforcement

This Electoral Code was adopted by the Congress in Dushanbe city on 16 December 2023 and comes into force from the date of adoption at the TFF Congress.

Dushanbe, 16 December 2023

For Tajikistan Football Federation

Khurshed Mirzo
First Vice President

Akhmedzhanov Furkatdzhon
General Secretary