VIETNAM FOOTBALL FEDERATION	**SOCIALIST REPUBLIC OF VIETNAM**
No.: 535A/QD-LDBDVN	**Independence - Freedom – Happiness**
	Hanoi, 6 November 2022

ELECTORAL CODE
OF THE VIETNAM FOOTBALL FEDERATION

Pursuant to Decision No. 178-CT dated July 3, 1989 of the Chairman of the Council of Ministers on the establishment of the Vietnam Football Federation (VFF);

Pursuant to Decision No. 660/QD–BNV dated 26 May 2021 of the Minister of Home Affairs on approving the VFF Statutes (amended and supplemented).

Chapter I
GENERAL PROVISIONS

Article 1. Scope of application

This code is applicable to the elections in the VFF Congress.

Article 2. Principles of application

1. The elections in the VFF Congress shall be implemented in accordance with the principles of democracy, publicity, transparency, equality and in-person.

2. The establishment of Electoral Committee and the electoral processes of VFF shall be implemented independently in accordance with the VFF Statutes and these regulation, without influenced by any other third parties. In case there is any discrepancies between the VFF Statutes and the these Electoral Code, implementation shall be based on the latest-effective document.

3. The VFF Committees shall continue performing their functions and duties until the end of the electoral processes.

Article 3. Elections

1. Only the eligible delegate who is registered of voting and election rights in writing by respective affiliated member of VFF shall have the right to vote in the Congress. Each affiliated member associations shall only designate 01 representating delegate who shall have the right to vote in the VFF Congress.

2. Elections shall be conducted by secret ballot or by raising cards (green card for approval, red card for disapproval).

3. Elections of VFF shall be conducted in accordance with the VFF Statutes and these code, and shall be supervised by the Electoral Committee.

Chapter II

ELECTORAL COMMITTEE

Article 4. Basic principles

1. To properly perform functions and tasks prescribed in these regulations and relevant documents of VFF.

2. Electoral Committee members must, under no circumstances, be:

a) A candidate for an elected position at the Congress;

b) Delegates representing any affiliated member associations with candidates for an elected position at the Congress;

c) A relative, whether by birth or marriage, of one of the candidates for an elected position;

d) To have an economic-benefit relationship with the candidate for the elected position; or there are evidences showing the subjectiveness in performing their functions and tasks;

e) A state government official of any kind.

Article 5. Electoral Committee

1. The members of the Electoral Committee shall be approved by the VFF Congress, upon proposal of the VFF Executive Committee, consisting of: 01 (one) Chairperson, 01 (one) Deputy Chairperson and maximum 03 (three) members.

2. The VFF General Secretary serves as the secretary to the Electoral Committee, has consulting duties and is responsible for the relevant logistical and administrative matters for the Electoral Committee.

3. In the event that members of the Electoral Committee or the secretary to the Electoral Committee act as candidates for an elected position at the Congress or are unable to carry out their duties, they shall be replaced by another member(s).

4. The members of the Electoral Committee must immediately declare their candidacy for the elected positions at the Congress or the inability to perform their duties to ensure that the replacement of another member does not affect the elections.

5. The Electoral Committee shall be assisted by members of the general secretariat of VFF provided that they are not candidates for any elected positions at the Congress.

Article 6. Responsibility of Electoral Committee

1. Organizing, guiding, supervising the electoral procedures of VFF Congress in accordance with VFF Statutes, these regulations and provisions, guidelines of Federation Internationale de Football Association (FIFA) and Asian Football Confederation (AFC).

2. Counting the votes and declaring the election results;

3. Making decisions on matters related to valid and invalid votes and voting procedures at the Congress;

4. Other duties to ensure smooth and efficient implementation of the electoral process.

Chapter III

CANDIDATES

Article 8. Criteria of candidates

1. For members of the Executive Committee:

- To be a Vietnamese citizen from the age of 25 (twenty five) or above;
- To have good moral qualities and a sense of responsibility at work;
- To have managing, directing and operating capacity;
- To be voluntary and be able to participate in activities of the VFF Executive Committee;
- To be trusted by affiliated member associations;
- Not being prosecuted for criminal liability or subject to discipline or punishment in football activities.

2. For VFF President and Vice Presidents:

In addition to the standards of the VFF Executive Committee members, the President and Vice President of VFF must meet the criteria prescribed by the VFF's regulations.

3. Chairperson and members of the Compliance Committee must meet the criteria prescribed by the VFF's regulations.

Article 9. List of candidates

1. The list of candidates nominated for the elected positions at the Congress shall be compiled by the Organizing Committee of the Congress on the basis of valid nominating documents of affiliated member associations. The list is notified to the affiliated members and members of the Executive Committee before conducting the Congress.

2. Before conducting the Congress, if a candidate wishes to withdraw his/her name from the list of candadates, a written request must be submitted to the Organizing Committee of the Congress. At the Congress, if a candidate withdraws from the list of nomination, it must be approved by the Presidium.

3. The list of candidates shall be arranged in alphabetical order; If there are more than one person with the same name, they will be sorted by last name, if they have the same last name, they will then be sorted by middle name, if all of these data are identical, the older person (by age) shall be listed first.

4. The number of candidates in the list for election of the Executive Committee and the Compliance Committee must be equal to or higher than the required number to be elected.

Chapter IV

VOTING PROCEDURE

Article 10. Ballot papers

1. The ballot papers shall be printed with full names of the candidates on the election list; signed by the Chairperson of the Electoral Committee and sealed/stamped by VFF in the upper left corner of the ballot papers. The ballot papers are divided into 5 columns, including:

No.	Full name	Title, Department/Unit	Approval	Disapproval
…	…	…	…	…

Voters tick √ or **X** or + in either approval or disapproval box corresponding to the full names of the candidates on the election list.

2. The ballot papers for each title in each election round must be in different colors (the reference ballot papers given to delegates is in white color).

3. In case of changing the ballot papers, the permission of the Chairperson of the Electoral Committee is required, then the Electoral Committee shall cancel the old ballot papers and distributes new ones.

4. Valid or invalid ballot papers

a) Valid ballot papers:

- The ballot papers issued by the Electoral Committee;

- The ballot papers are casted in sufficient or less than the required number to be elected;

b) Invalid ballot papers:

- The ballot papers not issued by the Electoral Committee;

- The ballot papers are casted in more than the specified number;

- The ballot papers are casted with no vote (tick √ or **X** or + in all of the disapproval box);

- The ballot papers are ticked √ or **X** or + in both of the approval and disapproval boxes corresponding to a person in the election list;

- The ballot papers voted for candidates who are not on the election list;

- The ballot papers are fixed or erased;

- Blank ballot papers;

- The ballot papers with a mark or using more than one kind of ink color;

- The ballot papers with additional signatures or notes;

Article 11. Ballot box

1. The ballot box must be made of transparent/clear materials.

2. Before starting of the voting procedure, the ballot box shall be publicly opened and presented to the affiliated member associations of VFF. It shall then be closed and placed in visible position in the Hall for the Congress to publicly monitoring.

3. During the electoral process, the ballot box shall be monitored by the Electoral Committee members.

Article 12. Voting table

Voting table shall be put next to the ballot box and the ballot paper distribution table to facilitate and ensure the confidentiality of the election.

Article 13. Voting methods

1. The election shall be done by raising cards in case there is only 01 (one) candidate for the position of President, Vice President(s) and Chairperson of the Compliance Committee, the elected candidate must be approved by more than 1/2 (one-half) of the valid vote cast (cards).

2. Secret ballot voting shall be conducted in the following cases:

a. Election of the President

- Number of elected person: 01

- In case there are two (2) candidates in the first ballot, the elected candidate must be approved by the majority of more than 1/2 (one-half) of the valid vote cast.

- In case there are more than two (2) candidates in the first ballot, the elected candidate must be approved by the majority of more than 1/2 (one-half) of the valid vote cast. After the first ballot, if no one is elected per above requirement, a second ballot shall be conducted with two candidates, who received the highest number of valid votes cast in the first ballot, shall take part in. The elected candidate must be approved by more than 1/2 (one-half) of the valid vote cast.

- Candidates who are not elected as President position shall have the right to nominate for the position of Vice President or Executive Committee members in the next voting round.

b. Election of Vice Presidents:

- Number of elected persons: 03 (three) as the following title:

- Vice President in charge of technical matters: 01 (one) person
- Vice President in charge of finance and sponsorship: 01 (one) person
- Vice President in charge of media and external affairs: 01 (one) person

- A candidate may only nominate for one Vice President title.

- The election of Vice Presidents shall be conducted at the same time.

- In case there are two (2) candidates in the first ballot, the elected candidate must be approved by ***the majority of*** more than 1/2 (one-half) of the valid vote cast.

- In case there are more than two (2) candidates in the first ballot, the elected candidate must be approved by ***the majority of*** more than 1/2 (one-half) of the valid vote cast. After the first ballot, if no one is elected per above requirement, a second ballot shall be conducted with two candidates, who received the highest number of valid votes cast in the first ballot, shall take part in. The elected candidate must be approved by more than 1/2 (one-half) of the valid vote cast.

- Candidates who are not elected as the Vice President shall have the right to nominate for the position of Executive Committee members in the next voting round.

c. Election of Executive Committee members:

- Number of elected persons: 13 (apart from President and Vice Presidents).

- Candidates who are elected as Executive Committee members must have ***the majority of*** more than 1/2 (one-half) of the valid votes cast in the first ballot, taking in order from the person with the highest number of votes until 13 Executive Committee members are fully elected. If the required number of Executive Committee members is not reached in the first ballot, the second ballot shall be conducted, as the remaining vacant positions shall be elected based on the higher number of valid votes cast (more than 50% is not required). In the event that there are two or more candidates with the same number of valid votes cast in the second ballot, which leads to exceeding the required number of elected position, then these candidates will be re-voted until sufficient number of Executive Committee members is reached.

d. Election of Chairperson of Compliance Committee:

- Number of elected person: 01.

- In case there are two (2) candidates in the first ballot, the elected candidate must be approved by ***the majority of*** more than 1/2 (one-half) of the valid vote cast.

- In case there are more than two (2) candidates in the first ballot, the elected candidate must be approved by ***the majority of*** more than 1/2 (one-half) of the valid vote cast. After the first ballot, if no one is elected per above requirement, a second ballot shall be conducted with two candidates, who received the highest number of valid votes cast in the first ballot, shall take part in. The elected candidate must be approved by ***the majority of*** more than 1/2 (one-half) of the valid vote cast.

- Candidates who are not elected as the Chairperson of Compliance Committee shall have the right to nominate for the position of Compliance Committee members in the next voting round.

dd. Election of members of Compliance Committee:

- Number of elected person: 02

- The elected candidate must be approved by ***the majority of*** more than 1/2 (one-half) of the valid vote cast, the election shall be conducted as follows:

- In the first ballot, the elected members shall be taken in order from the person with the highest number of votes until the required number is reached. After the first ballot, if no one is elected or the number of Compliance Committee members is not reached in the first ballot, the second ballot shall be conducted. At the same time, the candidate with the lowest number of votes in the first ballot shall be eliminated. The elected person shall be taken in order from the person with the highest number of votes until the required number is reached. In the event that there are two or more candidates with the same number of valid votes cast, which leads to exceeding the required number of elected position, then these candidates shall be re-voted, the candidate receives the highest number of valid votes cast shall be elected.

Article 14. Voting procedures

1. The chairperson of the Electoral Committee shall explain the voting procedure in details (ballot box, ballot papers, valid and invalid votes, vote counting, required majority rate, results, etc.) and cite any relevant statutory or legislative provisions hereof.

2. The chairperson of the Electoral Committee calls, in alphabetical order, the delegates who have the right to vote in VFF Congress and invites them to the front of the hall where the election is taking place.

3. Once called, the delegates come to the table to receive ballot paper and sign on the confirmation of receipt of ballot paper.

4. The delegates then complete their ballot paper in the voting booth.

5. After that, the delegates will put the ballot paper into ballot box, sign on the confirmation of voting and finally return to his seat.

6. The vote counting procedure will begin at the Congress Hall under the supervision of the Congress as soon as all of the delegates of VFF Congress with the right to vote have finished submitting their ballot papers in the ballot box. A member of the Electoral Committee will open the ballot box and take out all of the ballot papers, and the procedure shall commences.

Article 15. Vote-counting and declaration of results

1. Once the ballot box has been opened, the members of the Electoral Committee shall count out loud the number of ballot papers and announce the number of ballot papers distributed and received. If the number of ballot papers in the box is equal to or less than the number of ballot papers issued, the ballot is valid. If that number is exceeded, the ballot shall be declared void and immediately recommence in accordance with the procedure described above.

2. The members of the Electoral Committee shall proceed to count the number of votes cast for each candidate.

3. After each round of the election, the Chairperson of the Electoral Committee shall declare the results officially to the Congress. The election minutes is signed by all the members of the Electoral Committee.

4. The Electoral Committee will send all official election-related documents to the VFF General Secretary for keeping and also to the relevant governing bodies.

Article 16. Appeal procedure

1. All complaints, appeals relating to the elections falls under the jurisdiction of the VFF Appeal Committee.

2. Any appeal, with its reasons, shall be immediately sent by registered post or signed delivery to the VFF office, Le Quang Dao street, Phu Do ward, Nam Tu Liem district, Hanoi, within 05 days from the date of arising the case to be appealed.

3. The appeal shall include:

a) Date of appeal;

b) Name and address of plaintiff;

c) Specific issues to be addressed by the Appeal Committee.

4. The plaintiff shall bear the burden of proof, in particular, to enclose the Appeal with documents and evidence to prove that its request is reasonable and lawful.

5. Within 10 days from the date VFF office received the valid appeal, the Election Appeal Committee will have a meeting to review and settle. The Appeal Committee only conducts meetings when more than half of their members are present. All of the Election Appeal Committee's decisions are passed when a majority (more than 50%) of the valid votes cast. If the number of vote in each opinion is equal, the chairperson (or the Host) shall have the casting vote. The decisions are recorded in the meeting minutes will be confirmed and signed by the Chairperson (or the Host) and the secretary of the Election Appeal Committee. The decision of the Election Appeal Committee is final and the concerned parties are obliged to implement.

6. The plaintiff shall be informed of the decision of the Election Appeal Committee no later than 05 days after the end of the period set for the consideration of the appeals.

Chapter V
ENFORCEMENT PROVISIONS

Article 17. For cases outside the provisions of this Code

The VFF Congress has the authority to make the final decision on all matters not specified in this regulation in accordance with the provisions of law, FIFA, AFC and the VFF Statutes.

Article 18. Enforcement

This Electoral Code is approved by the VFF Congress on 6 November 2022 and come into force immediately.

GENERAL SECRETARY

(signed)

Duong Nghiep Khoi