Bhutan Football Federation (BFF)

Electoral Code

Article Contents Page

PRELIMINARY CHAPTER
1. Scope of application 2
2. General principles 2

CHAPTER ONE: ELECTORAL COMMITTEE
3. Composition 2
4. Duties 4
5. Convocation and Quorum 4
6. Decisions 4

CHAPTER TWO: CANDIDATURES
7 .Eligibility 5
8. Submission 5
9. Examination 5

CHAPTER THREE: BFF CONGRESS
10. Deadline for convocation 5
11. Ballot papers 5
12. Urn 5
13. Vote 6
14. Count 6
15. Invalid ballot papers 6
16. Declaration of results 7
17. Minutes 7
18. Verification of voters 7

CHAPTER FOUR: FINAL PROVISIONS
19 Appeal 7
20. Matters not provided for 7
21. Enforcement 8

PRELIMINARY CHAPTER

1. Scope of Application

This BFF Electoral Code (Code) is applicable to the elections to the BFF Executive Committee pursuant to Article 25 and Article 32 of the BFF Statutes.

2. General Principles

2.1 The democratic principles of separation of powers, transparency and publication of BFF electoral processes must be observed without exception.

2.2 In accordance with Articles 3 of the BFF Statutes, the BFF is neutral in matters of politics and shall manage its affairs independently and with no influence from third parties. Accordingly, interference of any kind by any government or any Sport Association members in the BFF electoral process is not permitted. For the avoidance of doubt, local and national government rules in any territory regarding elections shall not apply to the BFF electoral process.

2.3 The Electoral Committee shall adapt and approve electoral rules for elections to the BFF Executive Committee in accordance with this Code and pertinent to AFC and FIFA regulations.

2.4 The BFF shall inform *AFC* and FIFA of:

2.4.1 the commencement of the elections to its elected bodies;
2.4.2 the announcement of the elections and its electoral rules;
2.4.3 the duration of the elections and of the mandates; and
2.4.4 any government interference in the electoral process.

2.5 The elected members of the BFF Executive Committee shall continue to exercise their functions until the completion of the electoral process.



3. Composition

3.1 The Electoral Committee organizes, supervises, and makes all decisions relating to BFF elections unless stipulated otherwise in this Code.

3.2 The members of the Electoral Committee shall be the Chairperson of the BFF Disciplinary Committee, Chairperson of the BFF Appeal Committee and Chairperson of the BFF Audit Committee as at the date of the convocation of the election.
3.2.1 In the event that a member is ineligible or unwilling to carry out their duties, they shall be replaced by the Deputy of the Committee which they chair.
3.2.2 In the event that the replacement is ineligible or unwilling to carry out their duties, they shall be replaced by the most senior member (by time served) of the Committee for which they are Deputy.
3.2.3 In the event that the replacement is ineligible or unwilling to carry out their duties, they shall be replaced by the next most senior member (by time served) of the Committee from which they were appointed. This process shall be continued until no eligible members exist on a specific Committee.
3.2.4 If no eligible members exist on a specific Committee, the BFF Executive Committee shall appoint an eligible member from the other Committees.

3.3 The Electoral Committee shall comprise of:
3.3.1 a Chairperson; and
3.3.2 two (2) Deputy Chairpersons.

3.4 The Chairperson shall be selected by the members of the Electoral Committee.

3.5 The BFF head of Legal affairs will serve as the Secretary to the Electoral Committee. He takes part in the activities of the Committee in a consultative capacity and is responsible for related logistical and administrative matters.

3.6 In the event that any member of the Electoral Committee:
3.6.1 submits a candidature for an BFF election; or
3.6.2 is a relative, whether by birth or marriage, of one of the candidates; or
3.6.3 has an identifiable conflict of interest (e.g. business relationship with a candidate or is of the same nationality as a candidate); they are ineligible to sit on the Electoral Committee for matters where there are serious grounds for questioning their impartiality and shall be replaced.

3.7 Members of the Electoral Committee shall be expected to officially declare their candidature for a BFF election in such a way as to allow the replacement process to be carried out without any time pressure prejudicial to any BFF election.

3.8 The Electoral Committee may be assisted by the BFF General Secretariat at any time provided that the individuals providing the assistance are not candidates for any BFF election and have no identifiable conflict of interest.

4. Duties

4.1 The Electoral Committee is responsible for all tasks relating to the organization, running and supervision of an elective BFF Congress, including without limitation:
4.1.1 strictly enforcing the relevant Statutes, Directives and Regulations of FIFA and the AFC;
4.1.2 strictly enforcing this Code;
4.1.3 strictly enforcing the statutory deadlines for elections;
4.1.4 conducting the eligibility check on the candidates and deciding on their eligibility;
4.1.5 distributing information to BFF affiliate members, the media and public;
4.1.6 managing relations with government bodies (where necessary);
4.1.7 adopting and strictly enforcing electoral rules for elections to the BFF Executive Committee;
4.1.8 the candidature procedure;
4.1.9 organizing the elective BFF Congress;
4.1.10 drawing up the list of voters accordingly;
4.1.11 the voting procedure; and
4.1.12 all other tasks necessary to ensure the smooth running of the electoral process.

5. Convocation and Quorum

5.1 The Electoral Committee must be convoked validly by the Chairperson to be entitled to deliberate and pass decisions.

5.2 A quorum is constituted by the absolute majority of the members.

6. Decisions

6.1 Decisions must be passed by an absolute majority of the votes cast. If a vote is tied, the Chairperson shall have the casting vote.

6.2 Decisions are recorded in the minutes signed by the Chairperson and the Secretary.

CHAPTER TWO: CANDIDATURES

7. Eligibility

7.1 The eligibility criteria for candidatures are defined within Article 32 of the BFF Statutes.

8. Submission

8.1 Candidatures shall be sent by mail or delivered to BFF Office in exchange for confirmation of receipt.

9. Examination

9.1 Candidatures shall be examined and an integrity check shall be conducted by the Electoral Committee.

9.2 The Electoral Committee shall decide on the eligibility and on the integrity of the candidates and inform them accordingly.

CHAPTER THREE: BFF CONGRESS

10. Deadline for convocation

10.1 An elective BFF Congress shall be convoked in accordance with the BFF v Statutes

10.2 The elective BFF Congress shall be announced through the BFF website.

11. Ballot papers

11.1 The BFF shall produce the ballot papers under the supervision and charge of the Electoral Committee. The ballot papers shall be printed clearly and legibly.

11.2 The ballot papers shall be a different colour if required for each round of the election.

12. Urn

12.1 Before the start of voting, the urn for receiving votes (which shall be transparent where possible) shall be opened and presented to the BFF Congress. It shall then be closed and placed in a visible position near the Electoral Committee.

12.2 During the vote, the urn shall be monitored by a member of the Electoral Committee.

13. Vote

13.1 The Chairperson shall explain the voting procedure in detail and cite any relevant statutory or legislative provisions.

13.2 Each BFF member with the right to vote shall be called in turn and invited to move to the front of the hall where the election is taking place.

13.3 The voting delegate of the BFF member deposits their ballot paper in the urn, signs the electoral register, and returns to their seat.

14. Count

14.1 The counting procedure begins once all ballot papers have been deposited in the urn. The Chairperson opens the urn and tips out the ballot papers.

14.2 Only the Electoral Committee, the Secretary, and members of the BFF General Secretariat approved by the Chairperson may take part in the count. All operations shall be carried out in a way that can be followed clearly by the BFF Congress.

15. Invalid ballot papers

15.1 The following ballot papers are considered spoiled:

16.1.1 ballot papers that do not bear the official distinctive marks defined by the Electoral Committee;
16.1.2 ballot papers that bear any words other than the names of the candidates;
16.1.3 ballot papers that are illegible or have been defaced; and
16.1.4 ballot papers that bear identifying marks.
16.2 Spelling mistakes shall result in the invalidity of a vote only if it is not possible to identify with certainty any of the official candidates.
16.3 The Chairperson shall write on the back of any invalid ballot paper (in red) the reasons for its invalidity and confirm with a signature.

16. Declaration of results

16.1 Once the urn has been opened, the Electoral Committee shall count out loud 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 a re-vote shall occur immediately in accordance with the procedure described above.

16.2 After the number of ballot papers has been verified, the Electoral Committee shall count the number of votes cast for each candidate.

16.3 Once the count has been completed and verified, the Chairperson shall officially declare the results to the BFF Congress.

17. Minutes

17.1 The official minutes of the BFF Congress shall be drafted and approved in accordance with BFF Statutes. The Chairperson shall additionally sign the minutes.

18. Verification of voters

18.1 The members of the BFF General Secretariat are specifically responsible for verifying the identity of the voting delegates and ensuring compliance with the voting procedure.

CHAPTER FOUR: FINAL PROVISIONS

19. Appeal

19.1 Appeals of dissatisfaction against decisions may be lodged with the AFC or FIFA, with the last resort of going to any district Court in Bhutan.

20. Matters not provided for

20.1 All matters relating to any BFF election not covered by this Code and/or the BFF Statutes shall be ruled upon by the Electoral Committee.

21. Enforcement

21.1 This BFF Electoral Code was approved by the BFF Congress when it convened on 12th November 2019 during the Extra Ordinary Congress held at Thimphu and comes into force from 31st December 2019.