Electoral Code of Islamic Republic of Iran 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 IRIFF.

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

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 bodies as defined in the Statutes of IRIFF.

2 This Electoral Code is also applicable to the elections of the members of the relevant bodies of the Members of IRIFF, if their statutes specifically stipulate this. The statutes of the Members of IRIFF shall define the scope of application of this Electoral Code and in particular, whether the Electoral Committees of IRIFF 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 IRIFF in a clear and unambiguous manner within the relevant time frame provided for in the Statutes of IRIFF.

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

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

5 IRIFF shall, at least 30 days before the date of the relevant elections, inform FIFA and 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 IRIFF shall immediately inform FIFA and AFC of any undue influence from third parties in the electoral process.

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

Article 3 Basic principles

1 Members of the Electoral Committees shall supervise the electoral process in accordance with the relevant provisions of the Statutes of IRIFF and of this Electoral Code.

2 The members of the Electoral Committees shall not be members of any other body of IRIFF[1] and may not hold any managerial position in any government body. Members of the Electoral Committees may not be candidates for any of the positions to be filled within IRIFF as long as they are still under mandate.

3 The members of the Electoral Committees 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 IRIFF.

4 In the event that a member of the Electoral Committees does not fulfil any of the above requirements and/or has to step down as member of the Electoral Committees 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 Committees shall be appointed by the General Assembly, in accordance with the provisions of the Statutes of IRIFF, for a mandate of four years.

6 No member of the Electoral Committees shall serve for more than two terms of office, whether consecutive or not.

7 The members of the Electoral Committees shall act in good faith at all times and observe the utmost impartiality when carrying out their duties.

Article 4 Composition

1 The Electoral Committees (First Instance Committee and Appeal Committee) whose members are proposed by the Executive Committee and appointed by the General Assembly; shall be composed as follows:

a) a chairperson;

b) a vice-chairperson;

c)_ ***Upto*** three ordinary members.[2]

2 Concurrently with appointment of the members, two substitutes shall also be proposed by the Executive Committee and appointed by the General Assembly.

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 at the discretion of the chairperson.

[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.

4 The Electoral Committees shall appoint one of their 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 chairpersons of the Electoral Committees shall be qualified to practise law.[3]

Article 5 General duties of the Election First Instance Committee

The Election First Instance Committee shall be responsible for all tasks relating to the organisation, running and supervision of the elections to take place during the General Assembly. In particular, the Election First Instance Committee shall be responsible for:

a) strictly enforcing the Statutes and regulations of IRIFF as well as this Electoral Code;

b) ensuring that the electoral rules and guidelines of the bodies of IRIFF are in line with the provisions of this Electoral Code and the Statutes of IRIFF as well as the Statutes, regulations, directives and decisions of FIFA;

c) strictly enforcing the statutory deadlines for elections;

d) supervising provision of information to the Members as well as to relevant government authorities (where necessary), the media and the public;

e) verifying supporting documents of the candidates to ensure compliance with the criteria set for positions to be filled;

f) checking original forms submitted by the members of the General Assembly and checking the time of submission

g) drawing up the list of eligible persons based on each position to be filled

h) **sending the list and other necessary documents to General Secretary for checking criminal records from relevant authorities**

i) communicating the final list of candidates to General Secretary for publication.

j) Where necessary, managing relations with relevant government authorities;

k) drawing up the list of voters (delegates), assisted by the general secretariat, in accordance with the statutory provisions of IRIFF;

l) verifying the identity of the voters (delegates) in the General Assembly based on birth certificate or national ID card.

m) -the electoral and voting procedure;

n) any and all other tasks to ensure the smooth running of the electoral process.

Article 6 Meetings, quorum and decisions

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

[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.

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 all the members –a copy of which shall immediately be submitted to General Secretary.

III. CANDIDATURES

Article 7 Eligibility criteria

1 The eligibility criteria for the positions to be filled within the relevant bodies of IRIFF are defined in the relevant provisions of the Statutes of IRIFF.

2 The Electoral Committee shall not impose any eligibility criteria that are not provided for in the Statutes of IRIFF or any other formal requirements that are not provided for in this Electoral Code or in the Statues of IRIFF. The Electoral Committee shall request only the documents that help establish whether the relevant eligibility criteria are met.

3 The Electoral Committee shall publish through the General Secretary the full list of eligibility criteria (with reference to the relevant provisions of the Statutes of IRIFF), as well as the documents to be provided for each of the positions within the deadlines stipulated in the Statutes of IRIFF.

Article 8 Invitation

General Secretary via the following methods shall publicly call for candidates for elective positions of Executive Committee for the subsequent term, two months before the term of incumbent members end. Date of registration, date of elections, necessary documents, procedures for registration, deadlines and procedures for receipt and submission of the form for proposing candidates shall be duly described in the invitation.

a) Issuing a notification in the press and IRIFF website

b) sending a notification to the members of General Assembly

Article 9 Documents

Supporting documents for candidacy in different elective positions of the bodies of IRIFF (including proposed vice presidents) are outlined below. Such documents shall be personally submitted by the candidate within the relevant time frame to General Assembly secretariat:

a) General documents:
   1- Birth certificate and national ID card and copies of all pages
   ~~2- Highest university degree and a copy of the same~~

3- Two passport size photos
4- ~~Military service card or permanent exemption or membership card in armed forces and copies of the same (for men~~)
5- Supporting documents for records of sports management and copies of the same
6- Certification of no criminal record
Note: The original documents are returned to candidates after verifying validities of the copies

b) Specific documents for different positions:
1- Filling out nomination form based on positions to be filled
2- Form no. 1 by candidate for presidency
3- Form no. 2 by proposed candidates of vice presidency
4- Form no. 3 by candidates of other positions of Executive Committee
5- Filling out all required information in the forms is mandatory.
6- All forms must be signed and submitted by the candidate to secretariat of the general assembly after duly completing them

Article 10 Women

Proposed candidate for third vice president shall be female

Article 11 Proposing Candidates

Each member of the General Assembly is only allowed to propose candidates as follows:

1- Proposing 1 candidate for presidency (form no. 4)
2- Proposing one candidate for position of first vice president (form no. 5)
3- Proposing one candidate for position of second vice president (form no. 6)
4- Proposing one candidate for position of third vice president (form no. 7)
5- Proposing two candidates for position of members of Executive Committee from presidents of provincial associations (form no. 8)
6- Proposing two candidates for position of members of Executive Committee from managing directors of professional or first division clubs (form no. 9)
7- Proposal for three other positions of Executive Committee (form no. 10)
8- Candidacy proposal forms (forms no. 4-10) shall be signed by the highest authorized official. For natural persons, signature and fingerprint shall suffice.
9- Any marks made by correction pens, absence of signature or fingerprint, failure to submit the forms within the time frames stipulated or proposing candidates for positions other than what they have registered for shall nullify the forms.
10- These forms may not be copied, reproduced or returned under any circumstances and shall be retained confidentially after submission to secretariat of General Assembly.

11- The original forms for proposing candidates must be submitted to secretariat of the General Assembly by relevant member of the General Assembly or by its legal representative (bearing official letter of representation) in exchange of confirmation of receipt within the time frame stipulated in the notification.
12- The original form must be submitted to Elections First Instance Committee by General Secretary within three days from deadline for submission of proposal forms.

Article 12 Submission and examination of candidatures for the Executive Committee

1 No fees or charges of any sort may be requested from any of the candidates at any point during the entire electoral procedure, unless the General Assembly of IRIFF has previously approved the raising of reasonable fees or charges which serve only to cover the respective administrative costs of the electoral procedure.

2 Candidatures for any of the positions of the Executive Committee shall delivered by hand by the candidate in exchange for confirmation of receipt, to the general secretariat by 50 days before the relevant elective General Assembly.[4] Candidatures received by the general secretariat shall immediately within three days be forwarded to the secretary of the Election First Instance Committee

3 At the latest seven days after the deadline for submission of the candidatures, the Election First Instance 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 working 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 Election First Instance Committee shall examine the candidatures for the Executive Committee within 21 days of the deadline for their submission and inform the candidates of the decision of the Election First Instance Committee within the same period.

Article 13 Duties of Election Appeal Committee

The Election Appeal Committee shall be responsible for dealing with candidates' protests against appealable decisions taken by the Election First Instance Committee.

Article 14 Appeal procedure for candidates for the Executive Committee

1 Appeals against decisions of the Election First Instance Committee may be lodged only with the Election Appeal Committee,[5] thereby precluding the possibility of appealing said decisions before any other body, particularly a government body.

2 Any appeal, duly motivated, shall be delivered in exchange for confirmation of receipt, to the general secretariat within two working days of receipt of the decision of the Election First Instance 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 five working days of their receipt and communicated to the secretariat of the General Assembly within the same period. The secretariat of the General Assembly shall immediately forward the decision of Election Appeal Committee to protesting candidates.

[4] Such deadline must be in line with the time frame stipulated in the Statutes of the association.

[5] 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 The Election Appeal Committee shall be composed of a chairperson, a vice-chairperson and three ordinary members who shall be proposed by the Executive Committee and appointed by the General Assembly. Two substitutes shall also be proposed by the Executive Committee and appointed by the General Assembly 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 shall be final and binding.

Article 15 Procedure for candidates for other bodies of IRIFF

1 Candidatures for any of the positions of all other bodies of IRIFF (Audit Committee, electoral committees and judicial bodies) [6] shall be sent by the Executive Committee [7] to the general secretariat at least two months before the relevant elective General Assembly. Candidatures received by the general secretariat shall be immediately forwarded to the Election First Instance Committee.

2 The Electoral Committee shall confirm to the general secretariat whether the formal requirements for the relevant positions have been fulfilled within 14 working days of receipt of the candidatures. In the event that one or more candidates cannot be validated, the Executive Committee shall propose additional candidates for the relevant positions.

Article 16 Official list of candidates

1 The official list of candidates for all the bodies of IRIFF shall be sent to the Members at least 21 days before the elective General Assembly.[8]

2 The official list of candidates shall also be published in IRIFF official website.

IV. VOTING PROCEDURE

Article 17 Convocation of the elective General Assembly

The elective General Assembly shall be convened according to the provisions of the Statutes of IRIFF. The relevant deadlines in relation to the elective General Assembly shall be published in IRIFF official website.

Article 18 Duties of Election First Instance Committee during the elective General Assembly

During the elective General Assembly, the duties of the Election First Instance Committee shall be as follows:

a) verifying the identity of the voters (delegates);

b) monitoring the electoral procedure during the General Assembly;

[6] To be specified in accordance with the pertinent provisions of the Statutes of the association.

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

[8] Such deadline should be in line with the time frame stipulated in the Statutes of the association.

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 General Assembly;

f) declaring the official results;

Article 19 Ballot papers[9]

1 The general secretariat shall produce the ballot papers under the supervision of the Election First Instance 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.

3 The ballot papers for different positions for the Executive Committee shall have separate designs.

Article 20 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 General Assembly. The ballot box shall then be closed and placed in a visible spot close to the members of the Election First Instance Committee.

2 During the entire voting process, the ballot box shall be monitored by one of the members of the Election First Instance Committee.

Article 21 Casting of ballots

1 Before the delegates are requested to cast their vote, the chairperson of the Election First Instance 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 Election First Instance Committee shall call in turn each delegate of the Members present and eligible to vote to move to the front of the General Assembly hall where the election is taking place.

3 Once called, the relevant delegate shall move to the front of the General Assembly 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, -and return to his seat.

[9] 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.

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 Election First Instance Committee shall open the ballot box and tip out the ballot papers in front of all the delegates.

7 Once casting of ballots is over, the Election First Instance Committee shall count the votes in front of the Members and announce the results.

V. COUNT

Article 22 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 Election First Instance 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 Election First Instance Committee shall write on the back of any invalid ballot paper the reason(s) for its invalidity and confirm with a signature.

Article 23 Spelling mistakes[10]

Spelling mistakes shall result in the invalidity of a vote only if they mean that it is not possible to identify with certainty for any of the official candidates.

Article 24 Count and declaration of results

1 Once the ballot box has been opened, the members of the Election First Instance 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 Election First Instance Committee shall proceed to count the number of votes cast for each candidate.

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.).

4 After each round of the election, the chairperson of the Election First Instance 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 Election First Instance

[10] 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, article 19 of this Electoral Code may be deleted (see footnote 11).

Committee and sealed. The general secretariat shall keep these envelopes and destroy them two years after the General Assembly.

Article 25 General principles

1 Only the members of the Election First Instance 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 General Assembly.

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 Election First Instance Committee shall be final.

V. FINAL PROVISIONS

Article 26 Archiving of documents and confidentiality

1 The Election First Instance 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 Election First Instance Committee and -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 -the members of the Election First Instance Committee and the Election Appeal Committee shall not retain any documents (electronic or otherwise) supplied to them during the electoral process.

Article 27 Signatures and Correspondences

All correspondences of the Electoral Committees shall be signed by IRIFF General Secretary.

Article 28 Matters not provided for herein

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

Article 29 Enforcement

This Electoral Code was adopted at the General Assembly of the Islamic Republic of Iran Football Federation on 28 Nov. 2020 and comes into force on 28 Nov. 2020.

Tehran 28 November 2020