



# Electoral Process Guidelines

The present Electoral Process Guidelines are designed to ensure transparency and fairness in the CFU election process as well as respect for basic and fundamental democratic principles.

### **Article 1. General Principles**

1. Elections for the offices of the CFU Executive Committee are governed by the provisions of the CFU Statutes and the present guidelines.
2. In addition, the FIFA Code of Ethics alongside fundamental principles such as those of democracy, separation of powers, transparency and openness, shall be respected.

### **Article 2. Scope of Application**

1. These guidelines shall apply to:
  - a) All elections for the offices of the CFU Executive Committee;
  - b) All persons under CFU jurisdiction.
2. As from the moment that these guidelines apply to a particular candidate for the offices of the CFU Executive Committees, that candidate shall also be subject to the FIFA Code of Ethics if he/she is not otherwise already bound and covered by such Codes.

### **Article 3. Place of Elections**

The elections for the offices of the CFU Executive Committee shall take place at a CFU Ordinary Congress in accordance with the CFU Statutes.

### **Article 4. Implementation of the Call**

Elections shall be called by the CFU General Secretariat at least sixty (60) days before the date of the Congress and such call shall be included in the Congress official notice.

### **Article 5. Content of the Call**

The call for elections shall contain, at a minimum, the following points:

- a) The positions up for election;
- b) Electoral calendar, which shall respect the deadlines established in the CFU Statutes, and the present guidelines.

### **Article 6. Announcing the Call**

The call shall be sent to all CFU Member Associations. It shall also be published on the CFU website: [www.cfufootball.org](http://www.cfufootball.org)

## **Article 7. Ad-hoc Electoral Committee**

1. For an appropriate period in the context of the elections for the offices of the CFU, the CFU Executive Committee shall set up an Ad-hoc Electoral Committee comprising of three (3) individuals.
2. The Ad-hoc Electoral Committee shall be appointed by the CFU Executive Committee. The members of the Ad-hoc Electoral Committee shall agree on one of them being chairperson.
3. If a member of the Ad-hoc Electoral Committee is or becomes a candidate for any office of, or is currently a member of the CFU Executive Committees, he/she shall immediately become ineligible, or cease in his or her function respectively, as a member of the Ad-hoc Electoral Committee.
4. If a member of the Ad-hoc Electoral Committee is prevented from performing his/her duties due to a conflict of interest, or for any other duly justified reason, he/she shall be immediately replaced by the CFU Executive Committee.
5. The CFU General Secretariat may assign additional persons to carry out administrative tasks for the Ad-hoc Electoral Committee.

## **Article 8. Duties of the Ad-hoc Electoral Committee**

1. In addition to its role of supervising the electoral process, the Ad-hoc Electoral Committee's duties shall also include, in particular:
  - a) Supervising the administrative process relating to the elections for the offices of the CFU Executive Committee and monitoring compliance with the present guidelines;
  - b) Ensuring the correct application of the CFU Statutes, regulations and provisions, as well as the contents of the present guidelines, in matters relating to the electoral process;
  - c) Issuing instructions for the application of the present guidelines as necessary before and during the entire electoral process;
  - d) Requesting the CFU Ethics Committee, Concacaf or any other party appointed by the CFU Executive Committee, and as the case may be, through Concacaf, the competent FIFA body, to provide pertinent information they may have on the candidates;
  - e) Admitting candidatures for the CFU Executive Committee. In this regard, the Ad-hoc Electoral Committee shall assess whether candidates for the offices of the CFU Executive Committee meet the profile specifications and

requirements stipulated in the CFU Statutes;

- f) Any other tasks that may be required in the course of its duties.
2. In view of its close and direct knowledge of the electoral process, the Ad-hoc Electoral Committee shall be obliged to notify the competent CFU bodies in writing and in a substantiated manner of any infringements of the provisions of these guidelines that may be committed during the course of the electoral process as soon as it has direct knowledge of such infringements or is made aware of them by any of the candidates or Member Associations.
  3. The exclusive venue for appeals of any decisions of the Ad- hoc Electoral Committee shall be with the Court of Arbitration for Sport and no other judicial or administrative body.

### **Article 9. Election format and type of ballot**

The elections for the offices of the CFU Executive Committee shall be made by secret ballot in accordance with the applicable Statute of CFU.

### **Article 10. Submission of Candidatures**

1. All CFU Member Associations may nominate or provide declarations of support for positions on the CFU Executive Committee.
2. Only Member Associations may propose candidates for a position on the Executive Committee. A nomination of a candidate for a position on the Executive Committee shall only be valid if made by his or her own Member Association and supported by at least two (2) other Member Associations. Member Associations must notify the CFU General Secretariat, in writing, of their candidatures for the CFU offices up for election at least forty-five (45) days before the date of the Congress. Each Member Association may only propose one candidate for position of President. Each Member Association may propose up to a maximum of 4 candidates for the 4 Vice-President positions and may additionally propose up to a maximum of 4 candidates for the 4 Executive Committee Members positions. If a Member Association presents proposals for more than one candidate for the President position, all of its presented proposals shall be deemed invalid. Similarly, if a Member Association presents proposals for more than 4 candidates for the 4 Vice-Presidents positions and more than 4 candidates for the 4 Executive Committee Member positions, such presented proposals shall be deemed invalid. All presented proposals shall be deemed final.
3. Nominations must include the declarations of support of the required Member Associations as detailed in Article 11.1 h of the CFU Statute and be submitted in the form of a duly signed letter by the President or General Secretary of the nominating Member Association on official letterhead to the CFU General Secretariat.

4. The election of two or more CFU Executive Committee members belonging to the same Member Association is not permitted.
5. The CFU General Secretariat shall forward all candidatures to the Ad-hoc Electoral Committee for a decision on admission of a candidate.

#### **Article 11. Eligibility Checks**

1. In accordance with the CFU Statutes, candidates for the offices of the CFU Executive Committee must pass an eligibility check in order to stand for election for such offices.
2. Any person running for a position of the CFU Executive Committee must have passed an eligibility check within the past six (6) months of such elections in order to stand as a candidate.

#### **Article 12. Announcement of Candidatures**

Upon receipt of the proposed candidature(s), the Ad-hoc Electoral Committee shall forward the proposed candidature(s) to the party appointed by the CFU Executive Committee to conduct and to carry out the eligibility checks.

1. Upon receipt of the results of the eligibility checks, the Ad-hoc Electoral Committee shall take a decision on the admission of the proposed candidature(s) and inform the CFU General.
2. The CFU General Secretariat shall inform all Member Associations of the names of the eligible candidates running for office at least thirty (30) days before the date of the Congress

#### **Article 13. Voting Procedure**

1. Any time before the voting is opened, if permitted by the Ad Hoc Electoral Committee at its discretion and in accordance to its rules that it may issue, the candidates may be allotted the opportunity to speak to present their program to the Congress.
2. The elections for the offices of the CFU Executive Committee shall be by position with the election for President being first during the related Ordinary Congress and by secret ballot (which may be made by means of an electronic count), except where a candidate has no opponent for the seat he/she may be elected by acclamation. The secrecy of the ballot shall be guaranteed by the provision of a procedure ensuring privacy for the voter. The Ad hoc Electoral Committee may issue additional restrictions ensuring privacy for the voter as well as the integrity of the voting process.

3. Each Member Association shall have one vote for that of the position of President. For the positions of the 4 Vice-Presidents, each Member Association can collectively and in total, vote for up to 4 candidates for the 4 positions. Similarly, for the positions of the 4 Executive Committee Members, each Member Association can vote for up to 4 candidates collectively and in total for the 4 positions. Each Member Association is entitled to be represented at the Congress by a maximum of three delegates (the CFU is only responsible for the cost of two delegates). One of the three delegates shall exercise the right to vote on behalf of the Member Association. The names of the three delegates must be provided to the General Secretariat at least fourteen (14) days before the date of the Congress and should indicate the delegate authorized to vote. In case the delegate authorized to vote is unable to attend the Congress, the Member Association should notify the General Secretariat of the name of a replacement at least three (3) days before the date of such Congress. In case either or both of the non-voting delegates is unable to attend the Congress, the Member Association should notify the General Secretariat of the names of any replacements by no later than the day immediately prior to the date of such Congress. Delegates must belong to the Member Association that they represent and shall not be allowed to represent more than one Member Association. Only the authorized delegates who are present are entitled to vote. Voting by proxy or by letter is not permitted.
4. All CFU Member Associations may participate in the election of positions on the CFU Executive Committee.
5. The Congress shall appoint an adequate number of scrutineers to assist with the examination and counting of the votes and to ensure that the voting process is properly documented. No Member Association shall act as a scrutineer in the event that a national from its Member Association is a candidate for election.
6. The order in which the Member Associations present shall cast their votes shall be in English alphabetical order from A to Z. The CFU General Secretary will individually call each Member Association present to cast its vote. An adequate number of ballot boxes will be allocated in order for Member Associations to deposit their casted ballot papers. Additionally, voting areas to ensure the privacy of each voting delegate when casting his/her vote will also be implemented.
7. The General Secretary and/or the person(s) that he appoints, assisted by the scrutineers, shall conduct the distribution of the ballots. The ballot papers that will be used for the vote cast shall conform to the official model established by the CFU General Secretariat, and any vote cast using a different ballot paper shall be invalid. The ballot papers shall contain the name(s) of the candidate(s) and the office for which they are standing for election. Voters must mark one candidate only in relation to the position of President and up to 4 candidates in

relation to the positions of Vice-President and Executive Committee Members respectively. Ballot papers on which more than one candidate is marked for the position of President and more than 4 candidates are marked for the respective positions of Vice-President and Executive Committee Members, shall be invalid.

#### **Article 14. Counting and declaring results**

1. The General Secretary and/or the person(s) that he appoints, assisted by the scrutineers, shall conduct the counting of the ballot papers. The number of ballot papers that have been distributed shall be announced by the General Secretary before the count. If the number of ballot papers returned is equal to or less than the number of ballot papers distributed, the election shall be declared valid. If the number returned exceeds that of the ballot papers distributed, the vote shall be declared null and void and another vote shall be taken immediately. Prior to the counting of any ballots, each ballot shall be reviewed to ensure that the vote marked for each ballot is marked properly and is valid.
2. The counting of the ballot papers should be done on the main stage of the Congress hall in plain view of all Member Associations.
3. The election of the President, vice-presidents and members of the Executive Committee shall be decided in a first ballot by a majority. If, in the first ballot, no candidate obtains the majority of the votes cast, a second ballot shall take place after the elimination of the candidate who has obtained the least number of votes in the first ballot; and this procedure shall continue until the required numbers of candidates have been elected. In case of a tied vote, a new vote shall be conducted with the respective candidates until the position is filled in accordance with the procedure set forth in these guidelines.
4. The General Secretary shall announce the result of each ballot. The mandate of each member of the CFU Executive Committee shall begin after the end of the CFU Congress which elected them.
5. The CFU General Secretary shall place the ballot papers that have been collected and counted into envelopes intended for this purpose and seal them immediately. The General Secretariat shall keep these envelopes and destroy them 45 days after the end of the Congress.