

TANZANIA FOOTBALL FEDERATION



TFF ELECTORAL CODE

2021

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**ELECTORAL CODE OF
TANZANIA FOOTBALL FEDERATION
(TFF)**

(Made Under Article 30 of TFF Statutes)

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A: PREAMBLE (PRELIMINARY REMARKS)

Whereas TFF recognizes the necessity of a clear electoral procedure that, among other components shall include:

- (a) internal electoral regulations of the Federation;
- (b) the invitation for candidatures;
- (c) the examination of candidatures;
- (d) appeals;
- (e) the publication of the official list of candidates;
- (f) the organization in technical and logistical terms of elections which includes but not limited to organization of the elective general assembly, list of voters, ballot papers, voting urn, count of votes, minutes.
- (g) the circulation of general information about the election among its members and TFF stakeholders.

And being aware of the necessity to perfect the procedure so as to ensure that its elections are transparent and democratic, the following Electoral Regulations are adopted.

B: GENERALREMARKS

Article 1 Scope of Application

1. This code is applicable to presidential elections, and members of the executive committee of the Tanzania Football Federation (hereinafter referred to as TFF or the Federation), as shall be provided by the Statutes of TFF, as well as the elections of the Tanzania Premier League Board (hereinafter referred to as TPL Board) as shall be provided by the Governing Regulations of the TPL Board.
2. This electoral code is also applicable to elections to all bodies that are subordinate to the association (e.g. leagues, regional associations, and affiliated members) and whose regulations and procedures are controlled exclusively by the association.
3. This electoral code is superior to electoral codes of the members of the Federation and to all bodies that are subordinate to the Federation where such codes are not consistent with this code, this code shall prevail.

Article 2 Principles, obligations and rights of parties, government interference

1. The Democratic principles of separation of powers, transparency and publicizing of the electoral processes of the Federation must be observed without exception.
2. Government interference of any kind in the electoral process or composition of the elective body of the Federation shall not be permitted. Consequently, government rules on elections shall not apply to the elected internal bodies of the Federation and the electoral rules of the Federation shall not require the approval of any government body.
3. The Federation shall inform FIFA of the commencement of the Federation elections and its electoral rules at one month's notice.
4. Unless this code states otherwise, the elected leadership of the Federation shall continue to exercise their functions until the completion of the electoral process.

C: ELECTORAL COMMITTEE

Article 3 Basic principle

1. The Elections Committee (hereafter the Committee) shall organise and/or supervise the election process of TFF and TPL Board and Member Associations (e.g. leagues, regional associations, and affiliated members), and take all decisions relating to the election.
2. The members of the Committee shall under no circumstances be members of the executive body of TFF or any other TFF Organ or of TPL Board or of the Federation members and their subordinate bodies or Elections Committee of any of TFF subordinate body.
3. The members of the Committee must immediately decline to give an opinion and withdraw from the matter in process if they are:
 - (a) a candidate for an elected post;
 - (b) a relative, whether by birth or marriage, of one of the candidates for an elected post;
4. In the event that a member does not fulfil the above requirements, the member in question shall immediately leave his position and be replaced by a substitute.

Article 4 Appointment

1. The Committee shall be proposed by the Executive Committee of TFF as per the procedure laid down in the statutes.
2. The members of the Committee shall hold office for a term of four years and such an appointment may be extended.
3. The chairperson and deputy chairperson shall have the legal qualification, while the remaining three members shall be appointed based on their knowledge and experience in football affairs, good reputation, impartiality and contribution to football development.

Article 5 Composition

1. The Committee shall be composed of five (5) members.
2. The Committee shall comprise of:
 - (a) The chairperson;
 - (b) The deputy chairperson;
 - (c) Three other members.
3. The General Secretary of the Federation shall serve as the secretary to the electoral committee and shall take part in the activities of the Committee in a consultative capacity, and shall be responsible for the related logistical and administrative matters.
4. The chairperson, deputy chairperson of the Committee and members of the committee shall be approved by the TFF General Assembly upon proposal of the Executive Committee and the Members of TFF.
5. In the event that one or more members of the Committee stand as a candidate for an elected post or are unable to carry out their duties, they shall resign from the Committee. Any member who resigns shall be replaced by a substitute.

6. The members of the Committee shall officially declare their candidature for elected posts not later than one week after the announcement of the elections to allow the replacement process described above to be carried out without any time pressure.
7. The Committee, if it so desire, may be assisted by members of the general secretariat, provided that they have no conflict of interest.

Article 6 Duties

1. The Committee shall be responsible for all tasks relating to the organization, running and supervision of the elective general assembly. In particular, it is responsible for:
 - (a) strictly enforcing the Federation's statutes and regulations;
 - (b) strictly enforcing the statutes, directives and regulations of FIFA and the regulations of the Federation and confederation where they do not contradict FIFA regulations;
 - (c) strictly enforcing the electoral code;
 - (d) strictly enforcing the statutory deadlines for elections;
 - (e) distributing information to the members of the general assembly as well as to government bodies, the media and the public;
 - (f) managing relations with government bodies (where necessary);
 - (g) the candidature procedure (launch, distribution of information, evaluation, publication of official lists etc)

- (h) organizing, in administrative and technical, the elective general assembly;
 - (i) drawing up the list of voters in accordance with the Federation's statutory provisions;
 - (j) verifying the identity of the voters;
 - (k) the voting procedure, arrangement and declaration of results.
 - (l) all other tasks necessary to ensure the smooth running of the electoral process.
2. Logistical matters shall be taken care of by the Secretariat of the Federation.

Article 7 Convoking the Committee and quorum

1. The committee shall be entitled to deliberate on, or pass decisions, only if it is validly convoked by its chairperson.
2. A quorum shall be constituted by more than half of the members of the Committee, one of whom must be the chairperson or deputy chairperson.

Article 8 Decisions

1. All of the Committee's decisions must be passed by majority of the valid votes cast by members. If a vote is tied, the chairperson of the Committee shall have the casting vote. Decisions shall be recorded in minutes and signed by the chairperson and the secretary of the Committee.
2. Appeals against the Elections committee's decisions for candidate's candidature, scrutiny and nomination may be lodged only with the TFF Elections Appeal Committee (hereinafter referred to as Elections Appeal Committee) to the exclusion of the possibility of appealing said decisions before any other body particularly a Government body or ordinary court of Law. Any Appeal to the Elections Appeal Committee shall be accompanied with the filing fees of Tanzanian shillings of one million only (Tsh. 1,000,000).
3. Appeals against the Elections committee's decisions from Member Associations for candidate's candidature, scrutiny and nomination may be lodged to the TFF Elections Committee to the exclusion of the possibility of appealing said decisions before any other body particularly a Government body or ordinary court of Law. Any appeal to the Elections Committee shall be accompanied with the filing fees of Tanzanian shillings of one million only (Tsh. 1,000,000).

D: CANDIDATURES

Article 9 Criteria

Any person contesting any position in the Federation must fulfil the following conditions:

1. Must be a Tanzanian citizen.
2. Must have a minimum academic qualification of Form Four and holder of a Certificate of Secondary Education;
3. Must have at least 5 years proven experience in Football Administration;
4. Must have never been previously found guilty of a criminal offence and sentenced to imprisonment without the option of a fine;
5. Must be at least 25 years old;
6. Must have played football, coached, refereed, or involved in soccer administration at least at the, Regional, first division league and Second division League at least 5 years.
7. Must have integrity, high level of honesty and the capacity of performing, fulfilling and implementing TFF obligations and objectives.
8. The person vying for the post of the President must have a minimum academic qualification of a University Degree, and must have the capacity and personality of representing TFF within and outside the country.

Article 10 Notice to General Public and Submission of Candidatures

1. The TFF Elections Committee in accordance with the Constitution of TFF shall give notice of Elections to TFF members and the General Public through Newspapers, at least one Swahili daily issue, one English daily issue, one Radio and TV Stations at least 60 days before the Election Day, requiring qualified persons to collect Nomination Forms from TFF Secretariat. The Committee shall also set the deadline for submission of Nomination Forms, the nomination day and date of the elections as per guidance below.
2. The Nomination Form shall be referred to as TFF Form No. 1, and the same shall be collected upon payment of fees in exchange of a payment receipt from the TFF Secretariat as follows:-
 - (a) The TFF Presidency Tsh. 500,000 only.
 - (b) Other Members of the Executive Committee Tsh. 200,000 only.
 - (c) The TPL Board Chairperson and vice Chairperson Tsh. 200,000 only.
 - (d) Other Members of the Management Committee of TPL Board Tsh. 100,000 only.
3. The leadership aspirants shall be required to fill in the TFF Form No. 1, which shall bear their signature and the endorsement of the Regional Association or the Premier League Club or the TFF affiliated Association at national level.
4. Candidate in the elections of the position of the President shall be endorsed by at least five (5) members by means of a letter of support. Each member shall support one candidate only for the position of the president. If a member supports more than one candidate for a position of a president, none of its expressions of support shall be considered valid.
5. Candidates for the members of the Executive Committee representing the

six (6) zones shall be endorsed by at least one regional association from relevant zone by means of a letter of support. Each regional Association shall only support one candidate for position of member of the Executive Committee representing the relevant zone. If a regional Association supports more than one candidate, none of its expression of support shall be considered valid.

6. The officers endorsing by means of a letter of support, shall have the responsibility of verifying the correctness of the information provided by the aspirant.

7. Candidates shall be required to return to the TFF General Secretary Form No.1 together with all necessary proof of their qualifications and two passport size photographs before the deadline for submission of the Nomination Forms.
8. Upon giving notice of the elections in accordance with Article 10(1) above, no any other body shall have the mandate to; change the deadline for submission of Nomination Forms, the date of the nomination day, date of the elections; to add or remove to the list of posts to be aspired for; and to cancel the elections except by the TFF Elections Committee.
9. Immediately upon giving notice of the elections but no later than two (2) days from the day of announcement, the Committee shall issue Nomination Forms to leadership aspirants.
10. Leadership aspirants shall return to the TFF General Secretary Form No.1 as required in Article 10(4) above not later than 16:00hrs of the 5th day of the date of issuance of the Nomination Forms.
11. Candidature for more than one TFF or TPL Board position by a Leadership aspirant shall not be permitted and such candidature shall be disqualified.

Article 11 Examination of candidatures

1. Nomination Forms filled and submitted by Leadership aspirants shall be examined by the Committee on the date to be set by the Committee within three (3) days of the deadline for their submission and the outcome of such examination shall be made public and communicated to leadership aspirants within the three (3) days.

2. Within 2 days from the date of the announcement of the outcome of the examination of Nomination Forms, the list of candidates shall be made public and published at the TFF notice board stating their personal particulars and qualifications, upon which objections may be raised against a candidate.
3. Objections may be raised only by TFF members and/or elected official(s) of TFF and its member associations. Any objection shall be in writing, stating clearly grounds for objection, accompanied with supporting evidence and shall bear the full name, permanent address and signature of the person or the chairperson/secretary of the respective member association filing the objection.
4. Objections raised on the candidates shall be submitted to the General Secretary not later than 16:00 hours on the third (3rd) day of the publication of the list of candidates.
5. Within three (3) days from the expiry of the period set for objections, the Committee shall deliberate on the objections raised against the candidates.
6. The objector and candidate shall be required to attend in person at the hearing of the objections and should any of them fail to appear shall forfeit the right to appeal.
7. Within three (3) days of hearing the objections by the Committee, the Committee shall conduct interviews on the candidates. The candidates shall be informed of the Committee's decision within 2 days after the interview.
8. Provisional list of candidates shall be published and placed at the TFF notice Board not later than 2 days after the decision of the Committee.

9. All ethical matters raised against leadership aspirants or observed by the Committee during the examinations of the aspirants candidatures that are considered by the Committee as breach of the TFF Ethics Code shall be referred to the TFF Ethics Committees for consideration and decision in accordance with the TFF Ethics Code.
10. Within three (3) days after the release of the provisional list, the Secretariat shall submit ethical matters to the Ethics Committee for consideration and decision and the same shall deliberate and make decision within seven (7) days of receipt of the submission(s). The committee shall pronounce the decision within three (3) days thereafter.
11. Appeal against the Ethics Committee decision shall be lodged only with the TFF Appeal Committee. Appeal with the grounds thereof, shall be sent by registered post or delivered by dispatch, email or courier service to the General Secretary of the Federation in exchange for confirmation of payment receipt within three (3) days from the date of pronouncement of the decision.
12. Appeals shall be considered by the TFF Appeal Committee within five (5) days after the deadline for submission of appeals. The candidates shall be informed of the Appeal Committee's decision within three (3) days thereafter.
13. The decisions of the TFF Appeal Committees on matters covered by the TFF Code of Ethics shall be final and conclusive and binding on all parties concerned and shall not be monitored by any other body.

Article 12 TFF Elections Appeal Committee

1. The TFF Elections Appeal Committee shall be composed of five (5) members proposed by the Executive Committee of TFF and members of TFF. The chairperson and deputy chairperson shall have the legal qualification, while the remaining three members shall be proposed based on their knowledge and experience in football affairs, good reputation, impartiality and contribution to football development.
2. The chairperson, deputy chairperson and member of the committee of the TFF Elections Appeal Committee shall be approved by the TFF General Assembly upon proposal of the Executive Committee and the Members of TFF.
3. The members of the TFF Elections Appeal Committee shall under no circumstances be members of the executive body of TFF or any other TFF Organ or of TPL Board or of the Federation members and their subordinate bodies or Elections Committee of any of TFF subordinate body.
4. The TFF Elections Appeal Committee shall be responsible for hearing appeals against decisions by the TFF Elections Committee.
5. The TFF Elections Appeal Committee shall deliberate and pass decisions only when at least three members are present, one of whom must be the chairperson or deputy chairperson.
6. The members of the TFF Elections Appeal Committee must immediately decline to give an opinion and withdraw from the matter in process where there is a conflict of interest.

7. The members of the TFF Elections Appeal Committee shall observe the utmost impartiality when carrying out their duties.
8. In the event that a member does not fulfil the above requirements, the member in question shall immediately leave his position and be replaced by a substitute.
9. In the event that one or more members of the TFF Elections Appeal Committee stand as a candidate for an elected post or are unable to carry out their duties, they shall resign from the Elections Appeal Committee. Any member who resigns shall be replaced by a substitute.
10. The members of the TFF Elections Appeal Committee shall officially declare their candidature for elected posts not later than one week after the announcement of the elections to allow the replacement process described above to be carried out harmoniously and without any time pressure that would be prejudicial to the elections of TFF or TFF subordinate Body.
11. The Secretary of the TFF Elections Appeal Committee shall be the TFF General Secretary.
12. The TFF Elections Appeal Committee, if it so desire, may be assisted by members of the general secretariat, provided that they have no conflict of interest.
13. The members of the TFF Elections Appeal Committee shall hold office for a term of four years and such an appointment may be extended.
14. The function of the Elections Appeal Committee shall be governed by the TFF Electoral Code.

Article 13 Appeal Procedure

1. Appeal against the TFF Elections Committee decision may be lodged only with the TFF Elections Appeal Committee. Appeal with the grounds thereof, shall be sent by registered post, email or delivered by dispatch or courier service to the General Secretary of the Federation in exchange for confirmation of payment receipt within 3 days from the day of the pronouncement of decision of the TFF Elections Committee.
2. Appeals shall be considered by the TFF Elections Appeal Committee within five (5) days after the decision of the Ethics Committees.
3. The right of appeal shall only be for the affected individual appellant on decisions of the TFF Elections Committee upon fulfilling appeals conditions stated herein.
4. The Appellants and the Committee shall be informed of the decision of the TFF Elections Appeal Committee's decision within 2 days after its decision.
5. The decisions of the TFF Elections Appeal Committee shall be final and conclusive and binding on all parties concerned and shall not be monitored by any other body.

Article 14 Distribution of the final official list

1. The final list of candidates shall be made public by the TFF Elections Committee after the TFF Elections Appeal Committee decisions. The day on which the final list is made public by the TFF Elections Committee shall be referred to as the Nomination day.
2. The final official list of candidates shall be sent to all members of the general assembly not less than five (5) days before the elective general assembly is held. For the information of the general public the list shall be made public and published at TFF notice board.
3. Candidates shall be allowed to launch their campaign from the nomination day to the day of the elective General Assembly, without using abusive language.

4. On the date(s) of elective General no public campaign shall be allowed at a venue of elections and to keep secret voting valid no events or supportive attire shall be allowed therein. Notwithstanding to what is stated herein, candidates shall have the right of audience to the members of the elective general assembly for at least 3 minutes but not more than 5 to finalize his or her election campaign on own leadership capability, planning, policy, or explain on own election manifesto, if any, but without using abusive language. However, ordinary criticism shall be allowed. A candidate may be required to respond to not more than three (3) questions by members of the general assembly allowed by the Chairperson of the Committee. Candidates shall have the right to answer the questions in not more than 3 minutes for each question.

E: VOTING PROCEDURE

Article 15 General Duties of the Committee

The duties of the Committee are as follows:

- (a) To monitor the voting procedure during the elective general assembly using the electoral register that it has compiled;
 - (b) To count the votes;
 - (c) To take any decision that is necessary regarding the validity or invalidity of ballot papers;
 - (d) In general, to pass a definitive decision on any matters relating to the voting procedure during the elective general assembly;
 - (e) To draft official minutes of the election and distribute them to the members and, where necessary, to government authorities;
 - (f) To declare the official results;
 - (g) To organize a media conference, where necessary
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Article 16 Voting and Ballot Papers

1. Voting shall proceed by secret ballot, and no person shall be allowed to assist a delegate in voting, unless otherwise for reasons of incapability, such person with incapability at his own volition may appoint a person to assist who shall accordingly tick the ballot papers by his or her instructions.
2. No proxy shall be allowed to vote.

3. The Federation secretariat shall produce the ballot papers under the supervision and charge of the Committee. The ballot papers shall be printed clearly and legibly.
 4. The ballot papers shall be of a different colour for each elected post.
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Article 17 Urn

1. Before the start of the voting procedure, the urn- which shall be transparent where possible, shall be opened and displayed upside down to the members of the general assembly. It shall then be closed and placed in a visible position near to the members of the Committee.
 2. During the vote, the urn shall be monitored by one of the members of the Committee.
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Article 18 Polling booths

Polling booths shall be erected at the polling station and the urn shall be placed within proximity so that members of the general assembly who are entitled to vote may complete their ballot paper in secret.

Article 19 Voting process

1. The Committee shall explain in detail the voting procedure (urn, ballot papers, valid and invalid ballot papers, count, required majorities, results etc.) and cite any relevant statutory or legislative provisions.
2. The Committee shall call in each member that is to say, a delegate's names of the general assembly that has the right to vote and invite him to move to the hall where the election is taking place.
3. Once called, the member shall move to the front of the hall and, after signing the electoral register, he shall receive his ballot papers.
4. The member then shall complete his ballot papers in the polling booth designated for this purpose.
5. The member in question shall deposit his ballot papers each in the urn designated for the elected post, thereafter signs the electoral register and then return to his seat.
6. The counting procedure shall begin as soon as all of the members with the right to vote have deposited their ballot papers in the urns. A member of the Committee shall open the urn for each elected post, and tip out the ballot papers. The counting shall immediately commence until it is all finished.
7. The counting shall be conducted in presence of counting agents, if any, appointed from among the members by the respective candidate. A candidate may be allowed to be present at counting if he or she chooses not to have an agent, unless it is to the satisfaction of the committee that such candidate is likely to disrupt the counting process.

8. In the event that there is only one candidate for an elected post, The General Assembly shall ratify the candidate.

F: COUNT

Article 20 General principles, decisions in the event of dispute

1. Only the Committee assisted by recognized secretariats may take part in the count. All operations (opening the urns, counting the ballot papers, counting the votes etc) shall be carried out in a way that can be followed clearly by the members of the general assembly.
 2. In the event of a dispute regarding the validity or invalidity of a ballot paper, the validity or invalidity of a vote, the drafting of the minutes, the declaration of the results or any other matter relating to the counting procedure, the Committee's decision shall be final.
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Article 21 Invalid ballot papers

1. The following are considered invalid:
 - (a) Ballot papers that do not bear the official distinctive marks defined by the 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 Committee shall write on the back of any invalid ballot paper (in red) the reasons for its invalidity and confirm with a signature.
 3. In the event of disputes regarding the validity or invalidity of a ballot paper, the Committee's decision shall be final.
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Article 22 Spelling mistakes

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 23 Count and declaration of results

1. Once the urn has been opened, the members of the committee shall count to the agents or candidates 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 paper 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 Committee shall proceed to count the number of votes cast for each different candidate.
3. Once the count has been completed and verified for all elected posts, the chairperson of the Committee shall officially declare the results to the members of the general assembly.
4. For the post of the President, the winner in the election shall be pronounced on the basis of absolute majority that is to say, more than (50%) of the votes validly cast by official delegates in the first round.

5. For the posts referred in sub article 4 herein above, if no candidate has achieved absolute majority, the election shall be Re-done by taking two candidates who have obtained the highest number of votes, which the winner shall be the one with relative majority.
6. For the post of other members of the executive committee, election shall be carried out on the basis of simple majority.
7. Absenteeism shall not be disregarded in counting and declaring results.
8. If a second (or subsequent) round of voting is required, the voting procedure shall be repeated in accordance with the preceding articles. The members of the general assembly 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).
9. For the post that has only one candidate, the general assembly shall ratify the candidate.

Article 24 Declaration of Final results

1. After counting is complete for all posts of the election, the Chairperson of the Committee shall declare the results officially to the members of the general assembly. The minutes are to be drafted and signed by the Chairperson and Secretary of the Committee.
2. The results declared by the Committee shall be final and conclusive and shall not be appealed to any other body.
3. The final minutes shall be distributed to the members of the general assembly. They shall be entered in the record of the deliberations of the general assembly.

Article 25 Enforcement

This electoral code was approved by the TFF Executive Committee that convened on the 27th day of May 2021 and it came into force on the same day.

G. FINAL PROVISIONS

Article 26 Violations, rights of FIFA, archiving of documents, omissions

1. Failure by the Federation to apply the principles of this code shall be considered a serious violation of the provisions of article 13 of the FIFA statutes and shall lead to the consequences described in article 14 of the FIFA statutes or the disciplinary measures provided for under article 65 of the FIFA statutes.
2. FIFA has the right to intervene in the electoral process of the Federation at any time to monitor its integrity and check that this code and the statutes and regulations of FIFA are being applied.
3. FIFA may likewise suspend or invalidate the electoral processes and/or appoint a provisional administration for the Federation, as the case maybe.
4. The Committee shall hand over all the official documents relating to the elections to the Federation's general secretariat, which is responsible for passing them on to the relevant bodies, where required, and for archiving them.
5. All matters relating to the administrative and technical organization of the elective general assembly that are not covered by this code shall be ruled upon by the Committee.

