Tanzania Football Federation

Affiliated to FIFA, CAF and CECAFA

TFF MEMBERS

The Standard Electoral Code

THE STANDARD ELECTORAL CODE OF TANZANIA FOOTBALL FEDERATION MEMBERS

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A. PREAMBLE (PRELIMINARY REMARKS)

Whereas (xxx Association) recognizes the necessity of a clear electoral procedure that, among other components shall include

a) Internal electoral regulations of the association

b) The invitation for candidatures

c) The examination of candidatures

d) Appeals

e) The publication of the officials 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 xxx association stake holders.

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. GENERAL REMARKS

Article 1 Scope of Application

1. This code is applicable to (xxx Association electoral posts) as well as those for members of the executive committee, the general assembly and any other post which is subject to election.

2. This electoral code is also applicable to elections to all bodies that are subordinate to the association and whose regulations and procedures are controlled exclusively by xxx Association.

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 member association of the xxx Association shall be observed without exception.

2. Government interference of any kind in the electoral process or composition of the elective body of the association is not permitted. Consequently, government rules on elections shall not apply to elected internal bodies of the association and the electoral rules of the association shall not require the approval of any government body.

3. The xxx Association Committee shall inform Tanzania Football Federation (TFF) of the commencement of the xxx Association elections and its electoral rules at one month's notice.

4. Unless this code states otherwise, the elected leadership of xxx association shall continue to exercise their functions until the completion of the electoral process.

C. ELECTORAL COMMITTEE

Article 3 BASIC PRINCIPLE

1. The electoral committee (hereafter the committee) organizes and supervises the election process of the xxx Association and its members and takes 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 Executive body of the Association or Executive body of other TFF or Elections Committee of the other member association of TFF or Executive body/Elections Committee of a 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, one of the candidate for an elected post.

4. In the event that a member does not fulfill the above requirement, the member in question shall immediately resign from his post and be replaced by a substitute.

Article 4 Appointment

1. The committee shall be approved by the xxxx General Assembly upon proposal of the Executive Committee.

2. The members of the Committee shall hold office for a term of two years and such an appointment may be extended.

3. The chairperson and deputy chairperson shall have the legal qualification, while the remaining 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 a minimum of five and a maximum of seven members.

2. The Committee shall be comprise of:
   (a) The chairperson
   (b) The deputy chairperson
   (c) Between three and five members,

3. The secretary of the committee shall be elected by the committee from among the members of the committee and shall be a Liaison person with the secretariat of the xxx Association on all logistical and administrative matters.

4. The chairperson and the deputy chairperson of the committee shall be designated by the executive committee.

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 without any time pressure.

7. The committee, if it so desire, may be assisted by members of the secretariat, provided that they have no conflict of interest.

Article 6 Duties

1. The committee shall be responsible for tasks relating to the organization, running and supervision of the elective general assembly. In particular, it is responsible for:
   (a) Strictly enforcing the association's statutes and regulations.

   (b) Strictly enforcing the statutes, directives and regulations of TFF and the regulations,

   (c) Strictly enforcing the electoral code of the Association.

   (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 officials' lists etc.)

(h) Organizing, in administrative and technical, the elective general assembly.

(i) Drawing up the list of voters in accordance with the association'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 xxx Association.

Article 7 Convoking the Committee and Quorum

1. Only if the committee is convoked validly by its chairperson is it entitled to deliberate and pass decisions.

2. A quorum shall be constituted by more than half of the members of the committee and when the chairperson or deputy chairperson is present.

Article 8 Decisions

1. All of the committee's decisions must be passed by majority of the valid votes cast. If a vote is tied, the chairperson of the committee shall have the casting vote. Decisions shall be recorded in minutes signed by the chairperson and the secretary of committee.

2. Appeals against the committee's decision for candidature, scrutiny and nomination may be lodged only with the TFF Appeal Election Committee, to the exclusion of the possibility of appealing against the said decision before any other body. Any appeal to the TFF Appeal Elections committee shall be accompanied with the filing feds of Tanzanian shillings of one million only (Tsh. 1,000,000) or an evidence of payment of such amount to the TFF.

3. Any appeal against the decision for candidate's candidature, scrutiny and nominations shall be lodged to the TFF Election Appeal Committee's secretary within 3 days from the date of pronunciation of the decision and the TFF Election committee shall convene immediately and make a decision at least 5 days before the date of elections.

4. Appeals against xxx Association subordinates election committees decisions for candidate's candidature, scrutiny and nomination may be lodged only with the Elections Appeals committee xxx Association. Any appeal to the xxx Association Elections committee shall be accompanied with the filing fees of Tanzania shillings of five hundred thousand only (Tsh. 500,000) or evidence of payment of such amount to the xxx association.

D. CANDIDATURES

Article 9 Criteria

Any person contesting any position in the xxx must fulfill 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 referred, or involved in soccer administration at least at the Regional, District, First Division League and Second Division League at least 5 years.

7. Must have integrity, high level of honesty and capacity of performing, fulfilling and implementing xxx obligations and objectives.

Article 10 Notice to General Public and Submission of Candidatures

1. The xxx Association Elections committee in accordance with the constitution of xxx association shall give notice of elections to xxx association members and the General Public through xxx Association notice boards at least 40 days before the Election day, requiring qualified persons to collect Nomination forms from xxx association 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 xxx association form No. 1, and the same shall be collected upon payment of fees in exchange of a payment receipt from the xxx association secretariat as follows:-

(a) The xxx association chairperson, vice chairperson and secretary Tsh. 200,000 only.
(b) Member of the Executive committee of xxx association from any group Tsh. 100,000.

3. The nomination forms of xxx association subordinate body shall be collected upon payment of fees in exchange of payment receipt from the xxx association subordinate body secretariat as follows:-
   (a) The xxx association subordinate body chairperson, vice chairperson and secretary Tsh. 100,000 only.
   (b) Members of the Executive committee of xxx association subordinate body from any group Tsh. 50,000 only.

4. The leadership aspirants shall be required to fill in the xxx association form No. 1 which shall bear their signature and the endorsement of the xxx member association, the club or the xxx association affiliated group where the aspirant belongs.

5. Candidates shall be required to return to the xxx association election committee 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.

6. 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 Appeal Election Committee.

7. 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 leadership aspirants.

8. Leadership aspirants shall return to the xxx Association Secretary form No. 1 as required in article 10 (5) above not later than 16:00hrs of the 5th day of the date of issuance of the Nomination form

Article 11 Examination of candidatures

1. Candidatures shall be examined by the committee on the date to be set by the committee within 5 days of the deadline for their candidature submission and the outcome of such examination shall be made public and communicated to leadership aspirants within the 5 days.

2. Within 2 days from the date of the announcement of the outcome of the examination of candidatures, the list of candidates shall be made] public and published at the xxx association notice board, upon which objections may be raised against a candidate. 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 filling the objection.

3. Objections raised on the candidates shall be submitted to the xxx association secretary not late than 16:00hrs on the 5th days of the publication of the list of candidates.

4. Within 3 days from the expiry of the period set for objections, the committee shall conduct interviews on the candidates. The candidates shall be informed of the decision of the committee's examination within 2 days after the interview.

5. The list of candidates shall be published and placed at the xxx association notice Board not later than 2 days after the decision of the Committee. The day on which the final list is made public shall be referred to as the Nomination day.

Article 12 Appeal Procedure against xxx Association's Decision

1. The election appeal committee shall be constituted by the TFF Elections Appeal Committee.

2. Any appeal, with its reason, shall be sent by registered post, email or delivered in exchange for confirmation of receipt to the general secretariat of TFF within 3 days after pronunciation of the committee's decision.

3. Appeals shall be considered by TFF Appeal Elections committee within 5 days of their receipt by the General Secretariat.

4. The decisions of the TFF Elections Appeal Committee are final and conclusive and shall not be monitored by any other body.

Article 13 Appeal Procedure against xxx Association's Subordinate Body Decision

1. The election appeal committee shall be constituted by the xxx Association Election committee.

2. Any appeal, with its reason, shall be sent by registered post, email or delivered in exchange for confirmation of receipt to the secretariat of xxx association within 2 days of receipt of the committee's decision.

Article 14 Distribution of the final official list

1. The final official list of candidates shall be sent to all xxx Association members of the general assembly not less than 4 days before the elective general assembly is held. For the information of the general public the list shall be made public and published at xxx Association notice board.

2. Candidates shall be allowed to launch their campaign from the nomination day to the day of elections without using abusive language.

3. On the date of elections 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 for at least 3 minutes but not more than 5 to finalize his or her election campaign own leadership capability, planning, policy, or explain on own election manifesto, if any, but without using abusive language. However ordinary criticism shall be allowed.

E. VOTING PROCEDURE

Article 15 GENERAL Duties of the Committee

The duties of the committee shall be 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.

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 a person with incapability at his own volition may appoint a person to assist who shall accordingly tick the ballot papers by his or her instruction.

2. No proxy shall be allowed to vote.

3. The xxx Association 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 round of the election.

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 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.

Article 18 Polling booths

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

Article 19 Voting process

1. The chairperson of 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 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, he shall receive his ballot paper.

4. The member then shall complete his ballot paper in the polling booth designated for this purpose.

5. The member in question shall deposit his ballot paper in the urn, sign 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 urn. A member of the committee shall open then urn and tips 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 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 members of the committee may take part in the count. All operations (opening the urn, 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.

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 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 countering procedure, the committee's decision shall be final.

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 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 committee shall proceed to count the number of votes cast for each different candidate.

3. Once the count has been completed and verified, the chairperson shall officially declare the results to the members of the general assembly.

4. The winners for elected posts shall be determined in accordance with xxx Association constitution.

5. If a second (or subsequent) round of voting is required, the voting procedure shall be repeated in accordance with the above 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).

6. Absenteeism shall not be disregarded in counting and declaring results.

Article 24 Declaration of Final results

1. After each round 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 all the members 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 in the record 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 xxx Association Executive Committee that convened on the …… day of …… 2021 and it come into force immediately thereafter.

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

1. Failure by the association to apply the principles of this code shall be considered a serious violation of the TFF statutes and shall lead to the consequences described in the TFF statutes or the disciplinary measures.

2. TFF has the right to intervene in the electoral process of the xxx association or its member Association at any time to monitor its integrity and check that this code and the statutes and regulations of TFF and FIFA are being applied.

3. TFF may likewise suspend invalidate or takeover the electoral processes and/or appoint a provisional administration for the association, as the case may be.

4. The committee shall hand over all the official documents relating to the elections to the association'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 rule upon by committee.

6. All matters relating to the running of the elections not covered by this code shall be ruled upon by committee.

7. The members of the committee shall observe the utmost impartiality when carrying out their duties.

8. During the election process any person or member who contravenes this code or provides false particulars or qualification, may be penalized to a fine not exceeding five hundred thousand shillings or be barred to participate in the election process for 2 years or for both a fine and such barring, provided that the General Secretary lodges a complaint to the TFF judicial organ for disciplinary action.

These regulations shall be applicable to all TFF members and their members.

Dated at xxx this …….. day of …… 2021

FOT THE XXX ASSOCIATION EXECUTIVE COMMITTEE

Xxxxxxxxxxxxx
xxxxxxxxxxxxxx
CHAIRPERSON **SECRETARY**

This standard Electoral Code of TFF Member Associations was approved by the TFF Executive Committee that convened on the 27th day of May, 2021 and it come into force on 27th day of May, 2021.

FOR THE TFF EXECUTIVE COMMITTEE

……..
Wallace Karia
PRESIDENT

……
Kidao Wilfred
GENERAL SECRETARY