

Draft

ELECTORAL CODE OF VIETNAM FOOTBALL FEDERATION

Chapter I **GENERAL REMARKS**

Article 1. Scope of application

This code is applicable to the elections of Chairman, Deputy Chairman, Members of Executive Committee, Inspection Committee and Head of the Inspection Committee (hereinafter referred collectively to as elected post at the Congress) of the Vietnam Football Federation (VFF).

Article 2. Principles of application

1. The democratic principles of separation of powers, transparency and publicity of the electoral processes of VFF must be observed without exception.

2. Establishing Electoral Committee and the electoral processes of VFF are implemented in accordance with the VFF Statutes and this Code independently, without being affected by any other organizations. In case there is any discrepancy between the VFF Statutes and the present Electoral Code, the latter shall prevail.

3. VFF shall notify the Fédération Internationale de Football Association (FIFA), the Asian Football Confederation (AFC) the election organization (the Congress) of VFF including the time, location and electoral rules at least 30 days before the Congress.

4. The VFF Committees shall continue to perform their functions and duties until the end of the electoral processes.

Article 3. Election

1. Only a delegate who is registered by the respective Member shall have the right to vote and elect. Each Member of VFF shall designate 01 delegate who shall have one vote in the VFF Congress.

2. Elections shall be conducted by secret ballot or by holding the cards (green card for approval, red card for disapproval).

3. Elections within VFF shall be conducted in accordance with the VFF Statutes and this Code, and shall be supervised by the Electoral Committee of VFF.

Chapter II

ELECTORAL COMMITTEE

Article 4. Basic principles

1. To properly perform the functions and tasks prescribed in this Code and relevant documents of VFF.
2. The members of the electoral committee must under no circumstances be:
 - a) A candidate for an elected post;
 - b) Delegates representing the member organization whose candidates are elected at the Congress;
 - c) A relative, whether by birth or marriage, of one of the candidates for an elected post;
 - d) Have an economic relationship with the candidate for the elected post; or there are grounds showing the objectivity in performing their functions and tasks;
 - e) A government official of any kind.
3. In the event that a member of the electoral committee does not fulfil the requirements in the paragraph 2 hereof, the member in question shall immediately leave his position and be replaced by a substitute.

Article 5. Electoral Committee

1. The members of the Electoral Committee are appointed by the VFF Congress, upon proposal of the VFF Executive Committee. Electoral Committee shall comprise: 01 Chairman, 01 Deputy Chairman and maximum 03 members.
2. The general secretary of VFF serves as the secretary to the electoral committee. The general secretary takes part in the activities of the electoral committee in a consultative capacity, is responsible for the related logistical matters and takes care of administrative matters.
3. In the event that one or more members of the Electoral Committee or the secretary to the Electoral Committee stand as candidates for an elected post or are unable to carry out their duties, they shall be replaced by a substitute.
4. The members of the electoral committee shall officially declare their candidature for elected posts in such a way as 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 the bodies to be elected.
5. The Electoral Committee may be assisted by members of the general secretariat at any time provided that they are not standing as candidates for elected posts.

Article 6. Duties

1. Organizing, running and supervising the electoral progresses and decisions related to the election.

2. The Electoral Committee is responsible for all tasks relating to the organisation, running and supervision of the elective VFF Congress. In particular, it is responsible for:

a) Strictly enforcing the statutes, directives and regulations of FIFA, AFC, VFF and this Code;

b) Strictly enforcing the regulatory deadlines for elections;

c) Distributing information to the Executive Committee, affiliates as well as to the media and the public;

d) The candidature procedure (distribution of information, evaluation, publication of official list, etc.);

e) Organising, in administrative and technical terms, the elective VFF Congress;

f) The voting procedure;

g) All other tasks necessary to ensure the smooth running of the electoral process.

3. Logistical matters shall be taken care of by VFF.

Article 7. Electoral Committee Meeting

1. The Chairman shall convene a meeting to discuss and approve decisions related to the election.

2. The Electoral Committee only conducts the meeting when more than half of the members are present. All of the electoral committee's decisions must be passed by a majority (more than 50%) of the valid votes cast. If a vote is tied, the chairman of the electoral committee shall have the casting vote.

3. Decisions are recorded in minutes signed by the chairman and the secretary of the electoral committee.

4. Appeals against the electoral committee's decisions may be lodged only with the election appeal committee of the VFF.

Chapter III

CANDIDATURES

Criteria

1. Members:

To be a citizen of Vietnam at the age of 25 (twenty five) or older, good moral qualities and a sense of responsibility at work; knowledgeable and experienced in football or professional sport activities; to have managerial, directing and operating capacity; voluntary and able to arrange time to participate in activities of the VFF Executive

Committee; to be trusted by member organizations; not during the time of being examined for penal liability or serving discipline or sentence.

2. VFF Chairman and Deputy Chairman:

In addition to the standards of the VFF Executive Committee members, the Chairman and Deputy Chairman of VFF must meet the criteria prescribed by the VFF.

3. Inspection Committee members must meet the criteria prescribed by the VFF.

Article 9. Submission of candidatures

1. The Executive Committee shall fix the place and date of an elective VFF Congress and notify the members in writing at least 30 days in advance.

2. Candidatures for any of the positions of the Executive Committee shall be sent by recorded post or delivered in exchange for confirmation of receipt to the VFF office, Le Quang Dao Street, Phu Do Ward, Nam Tu Liem District, Hanoi, at least 60 days before the Congress is held.

3. The official list of candidates for the Executive Committee must be passed to the members of VFF with the agenda of the Congress at least 10 days before the Congress. The provisions of this paragraph shall also apply when elections take place during an Extraordinary Congress.

Article 10. Examination of candidatures

1. The candidatures shall be examined by the Electoral Committee within 07 days of the deadline for their submission. During the same period, the Electoral Committee shall inform any observation on the candidatures including the request of additional information and supporting documents of the candidatures and shall grant an additional period of 21 days to remedy the observations that have been raised by the Electoral Committee and submit any requested documents.

2. The list of candidates shall be published, and the candidates shall be informed of the decision of the Electoral Committee's examination not later than 05 days after the end of the period set in the paragraph 1 hereof.

Article 11. Appeal procedure

1. Any appeal, with its reasons, shall be immediately sent by registered post or delivered in exchange for confirmation of receipt to the at of the VFF office, Le Quang Dao Street, Phu Do Ward, Nam Tu Liem District, Hanoi, within 05 days of receipt of the Electoral Committee's decision.

2. The appeal should include:

- a) Date of appeal;
- b) Name and address of plaintiff;
- c) Specific issues to be addressed by the Election Appeal Committee.

3. The plaintiff must enclose the Appeal with documents and evidence to prove that its request is grounded and lawful.

4. Within 07 days from the date the VFF received a valid Appeal, the Election Appeal Committee will meet to review and resolve. The Election Appeal Committee only conducts meetings when more than half of the Election Appeal Committee members are present. All of the Election Appeal Committee's decisions must be passed by a majority (more than 50%) of the valid votes cast. If a vote is tied, the chairman of the Election Appeal Committee shall have the casting vote. The decisions are recorded in the meeting minutes confirmed by the Chairman and the secretary of the Election Appeal Committee. The decision of the Election Appeal Committee is final and the parties concerned are obliged to implement.

5. The candidates shall be informed of the decision of the Election Appeal Committee not later than 03 days after the end of the period set for the consideration of the appeals.

Article 12. Distribution of the final official list

The final official lists of candidates shall be sent to all the affiliates of the VFF Congress and, where necessary, to the relevant government bodies no less than 5 days before the elective VFF Congress is held. It shall also be published in the VFF's website.

Chapter IV

VOTING PROCEDURE

Article 13. Deadline for convoking an elective Congress

An elective VFF Congress shall be convened within the requisite number of days before it takes place as stipulated in the VFF Statutes and this Code. Notification shall be addressed to all the affiliates of VFF and, where necessary, to the relevant government bodies. The elective VFF Congress shall be published in the VFF's website.

Article 14. Duties of the Electoral Committee

1. To organize, guide and monitor the voting procedure during the elective VFF Congress;
2. To count the votes;
3. To make any decision regarding the validity or invalidity of ballot papers;
4. To pass a definitive decision on any matters relating to the voting procedure during the elective VFF Congress;
5. To draft official minutes of the election;
6. To declare the official results;
7. To organize a media conference, where necessary.

Article 15. Ballot papers

1. VFF Office shall produce the ballot papers under the supervision of the Electoral Committee. The ballot papers shall be printed clearly and legibly.
2. The ballot papers shall be of a different color for each round of the election.
3. In case of changing the ballot papers, the Chairman of the Electoral Committee must give permission, then the Electoral Committee shall cancel the old ballot papers and distributes new ones.

Article 16. Urn

1. The urn must be made of transparent materials.
2. Before the start of the voting procedure, the urn shall be opened and presented to the affiliates of VFF Congress. It shall then be closed and placed in a visible position near to the members of the Electoral Committee.
3. During the vote, the urn shall be monitored by one of the members of the Electoral Committee.

Article 17. Polling booths

Polling booths shall be erected near to the urn and the polling station for convenience and secret.

Article 18. Vote

1. The chairman of the Electoral 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 hereof.
2. The chairman of the Electoral Committee calls in turn each affiliate of VFF Congress who has the right to vote and invites him to move to the front of the hall where the election is taking place.
3. Once called, the affiliate of VFF Congress moves to the front of the hall and, after signing, he receives his ballot paper.
4. The affiliate then completes his ballot paper in the polling booth designated for this purpose.
5. The affiliate in question deposits his ballot paper in the urn, signs the electoral register and then returns to his seat.
6. The counting procedure begins as soon as all of the affiliates of VFF Congress with the right to vote have deposited their ballot papers in the urn. A member of the Electoral Committee opens the urn and tips out the ballot papers, and the count then commences.

Article 19. General provisions regarding the elections

1. Voting by secret ballot shall be conducted in the following cases:
 - a) Election of the Chairman;
 - b) Election of Deputy Chairman;

c) Election of Executive Committee members.

2. Election of the Chairman

a) Number: 01 person

b) The candidates winning the position of Chairman must gain over 1/2 of the valid votes in all votes.

- After the first voting, if there is no candidate winning the position of Chairman, the two candidates with the highest number of votes will participate in the next round of voting..

- Candidates who are not elected to the position of Chairman shall have the right to stand for the position of Vice Chairman or Executive Committee members in the next voting.

c) If there is only 01 candidate for the Chairman, the Congress may decide to vote by holding the cards. The candidate who is elected Chairman must gain more than 1/2 of the number of approval cards.

d) The person who wins the Chairman position is naturally a member of the Executive Committee.

3. Election of Deputy Chairman

a) Number: 03 Deputy Chairmen as the title:

- Deputy Chairman in charge of expertise: 01 person

- Deputy Chairman in charge of finance and funding advocacy: 01 person

- Deputy Chairman in charge of communication: 01 person

b) A candidate may only nominate one Deputy Chairman title.

c) The candidates winning the position of Deputy Chairman must gain over 1/2 of the valid votes in all votes.

- After the first voting, if there is no candidate winning the position of Deputy Chairman, the two candidates with the highest number of votes will participate in the next round of voting..

- Candidates who are not elected to the position of Deputy Chairman shall have the right to stand for the position of Executive Committee members in the next voting.

d) The candidates wins the Deputy Chairman positions are naturally members of the Executive Committee.

4. Election of Executive Committee

a) Number: 17 people, including the positions of Chairman (01 person) and Deputy Chairmen (03 people) who are naturally members of the Executive Committee.

- Candidates who are elected as Executive Committee members must reach more than 1/2 of the valid votes in the first vote, taking the order from the person with the highest number of votes until there are 13 Executive Committee members. If the

Executive Committee members is not sufficient in the first voting, the second voting shall be conducted, the remaining positions will be elected based on the higher number of votes (more than 1/2 is not required). If there are two or more candidates with the same number of votes in the second voting, then candidates will be voted for candidates with the same number of votes until a sufficient number of Executive Committee members are elected.

In the event that at the end of the list of winners, there are two or more candidates with the same number of votes, making the number of votes more than the number needed to vote, then voting will be held for candidates with the same number of votes for until the election of the full number of 13 Executive Committee members, if there are still not enough members, the Congress will decide whether to continue or not.

5. Election of Inspection Committee members and its Chairman by holding cards or casting a secret ballot decided by the Congress.

- 03 people, including: 01 Chairman and 02 members. Members of Inspection Committee cannot be members of Executive Committee.

- The Congress elects members of the Inspection Committee first, then elects the Chairman of the Inspection Committee among its members.

- The candidates who are elected the Inspection Committee members must gain more than 1/2 of valid votes or the number of approval cards.

- Electing the Chairman of the Inspection Committee among its members, the candidate who has received the most number of valid votes or the number of cards with the most consent shall be elected as the Chairman of the Inspection Committee.

In case there are 02 candidates who have the most number of votes or cards with the same number of votes, they will conduct the next election for these two candidates, the candidate who gets higher votes or cards is elected.

Chapter V COUNT

Article 20. General principles, decisions in the event of dispute

1. Only the members of the Electoral 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 affiliates of the VFF Congress.

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 Electoral Committee's decision shall be final.

Article 21. Ballot papers

1. The ballot papers are printed with the full names of the candidates on the election list; signed by the Chairman of the Electoral Committee and sealed by VFF in the upper left corner of the ballot papers. The ballot papers are divided into 5 columns:

No.	Full name:	Title, Unit	Approval	Disapproval
...

Voters tick $\sqrt{\quad}$ in the approval or disapproval boxes corresponding to the full names of the candidates on the election list.

2. The ballot papers for each title in each election round must be in different color (the Executive Committee member ballot form is given to the white reference and draft delegates).

3. In case of changing the ballot papers, the Chairman of the Electoral Committee must give permission, then the Electoral Committee shall cancel the old ballot papers and distributes new ones.

Article 22. Valid or invalid ballot papers

a) Valid ballot papers:

- The ballot papers issued by the Electoral Committee;
- The ballot papers are sufficient or less than the number to be elected;
- In case the list of voters shall have only one person, if the voters stick $\sqrt{\quad}$ in the approval box, the ballot papers are valid.

b) Invalid ballot papers:

- The ballot papers not issued by the Electoral Committee;
- The ballot papers are more than the specified number;
- Blank ballot papers (stick $\sqrt{\quad}$ in the disapproval box) on the candidate list;
- The ballot papers sticked $\sqrt{\quad}$ in the approval and disapproval boxes or only one candidate on the election list;
- The ballot papers for candidates outside of the election list;
- The ballot papers are corrected or erased;
- Blank ballot papers;
- The ballot papers with marking or using various inks;
- Sign or take additional notes on the ballot papers.
- The ballot papers with misspellings, indistinguishable from the names of the candidates.

c) The Chairman of the Electoral Committee shall write on the back of the invalid ballot papers (in red ink) mentioning the reasons for the invalid vote and sign.

Article 23. Count and declaration of results

1. Once the urn has been opened, the members of the Electoral Committee shall count out loud the number of ballot papers and verify their validity. If the number of ballot papers is equal to or less than the number of ballot papers issued, the ballot is valid. If it exceeds the number of ballot papers issued, the ballot shall be declared void and recommence immediately in accordance with the procedure described above.

2. After the number of ballot papers has been verified, the members of the Electoral Committee shall proceed to count the number of votes cast for each different candidate.

3. Once the count has been completed and verified, the Chairman shall officially declare the results to the affiliates of the VFF Congress.

4. If a second (or subsequent) round of voting is required, the voting procedure shall be repeated in accordance with the above articles. The affiliates of the VFF Congress are also to be informed of the statutory provisions that apply for the second (and subsequent) rounds of voting.

5. After each round of the election, the Chairman of the Electoral Committee shall declare the results officially to the affiliates of the VFF Congress. The minutes are to be drafted and signed by all the members of the Electoral Committee.

7. The Electoral Committee will send all official election-related documents to the VFF General Secretary for keeping and to the governing bodies.

**Chapter VI
FINAL PROVISIONS**

Article 24. Cases outside of this Code

1. Election-related issues of the VFF Congress not mentioned in this Code will be governed by the Electoral Committee.

2. The members of the Electoral Committee shall carry out their duties in the most fair manner.

Article 25. Enforcement

This VFF Electoral Code was approved by the VFF Congress on and comes into force immediately.

CHAIRMAN

Le Khanh Hai