



## FERWafa ELECTORAL COMMISSION

### REGULATIONS GOVERNING ELECTIONS OF FERWafa EXECUTIVE COMMITTEE MEMBERS

Pursuant to the FERWafa Statutes as well as Internal rules and regulations;

Pursuant to the FERWafa Electoral Code enacted by the General Assembly on 29/10/2017;

Considering the mission of the Electoral Commission as per article 6 of the FERWafa Electoral Code;

FERWafa Electoral Commission hereby enacts regulations governing elections of FERWafa Executive Commission Members scheduled on 24/06/2023 for the purpose of ensuring adherence to principles of transparency and equity during the elections.

#### **Article one: Purpose and scope of these regulations**

Subject to FERWafa Statutes, Internal Regulations and Electoral Code, these regulations contain detailed rules and procedures relating to the elections of FERWafa Executive Committee Members of 24/06/2023.

#### **Article 2: Candidates**

Candidates for elections of FERWafa Executive Committee will be determined in accordance with FERWafa Statutes and FERWafa Internal Rules and Regulations

#### **Article 3: Voters**

Eligible voters are the members of FERWafa General Assembly.

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## Article 4: Eligibility Requirements

### 4.1 Executive Committee

Candidates for a position in the Executive Committee must:

- a) Be a Rwandan;
- b) Be aged 25 or above and not older than 65 with full civic and political rights;
- c) Be recommended for the post by one of the FERWAFAs Members;
- d) Be recognized as a person of integrity;
- e) Possess at least secondary school diploma or equivalent with a diploma (or a certificate) of successful completion;
- f) Be able to speak at least 2 official working languages recognized by FERWAFAs;
- g) Not have been convicted and jailed for more than six months;
- h) Not have been formally suspended by a judicial organ of FERWAFAs, CAF or FIFA;

4.2 The President and the Vice Presidents shall have played a leading role in one of FERWAFAs members as a legal representative. They shall present at least 3 declarations from FERWAFAs members supporting their candidatures. However, for other members of the Executive Committee, one declaration from a FERWAFAs member supporting their candidature shall accompany their proof of skills and knowledge related to the position they are applying for. Declarations supporting other members of the Executive Committee shall not be part of the required documents for the President or vice president (s). For the avoidance of doubt, A proof required for post of President and Vice Presidents attesting that concerned Candidate has been among legal representatives of a FERWAFAs member differs from Recommendation letter supporting candidature on President and Vice President positions.

### Article 5: Required Files for Candidates

Files of all candidates for the posts of the president, Vice president in charge of Technical matters and members of the Executive Commission shall consist of:

- a. Motivation letter;

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- b. The curriculum vitae
- c. Notarized copies of degrees or certificates,
- d. Copy of criminal record
- e. Copy of ID card or passport
- f. Proof confirming if a candidate on President or Vice President positions has been a legal representative of a FERWAFa member
- g. Recommendation letter of the club or organization affiliated to FERWAFa in accordance with what is provided for by article 42 Paragraph 4 of FERWAFa Statutes
- h. Complete questionnaire for integrity checks as per annex 1

**Article 6: Examination of Candidatures and Communication of the eligible candidates**

The Electoral Commission shall examine complete candidatures that have been sent by recorded post or delivered in exchange for confirmation of receipt specifying all documents received.

The candidatures shall be examined by the Electoral Commission and the candidates shall be informed of the decision of the Electoral Commission in line with elections calendar as per these regulations.

**Article 7: Rejection and withdrawal of candidatures**

For the candidates to the post of President and members of the Executive Committee:

a) A FERWAFa member shall not be allowed to support more than one candidate for the positions within the Executive Committee;

b) In the event of withdrawal or of rejection by one third (1/3) of the candidates after the final submission of candidatures, elections shall continue and if the other candidates are elected, the vacant positions shall be completed in accordance with FERWAFa Statutes, Electoral Code and Resolutions of FERWAFa Extra-Ordinary General Assembly meeting of 29/10/2017.





c) In the event of withdrawal or of rejection of more than one third (1/3) of the candidates after the final submission of candidatures, Elections shall be automatically invalidated.

**Article 8: Elections campaign**

The elections campaign shall be conducted from 15<sup>th</sup> to 23<sup>rd</sup> June 2023. It may be done through media whereby every candidate is entitled to explain his/her manifesto.

Any form of corruption and public defamation directed to other candidates is prohibited during the elections campaign.

It is prohibited to hold elections campaign before or after the designated timeline of the elections calendar.

In case of breach of this article, The Electoral Commission may reject the candidature of the concerned.

**Article 9: Requirements for elections to take place**

The election of members of the Executive Committee shall only take place only when two thirds (2/3) of the members of the General Assembly are present or duly represented.

Each candidate must be physically present during the elections except in case of valid reasons approved by the General Assembly (official mission, sickness, etc..).

**Article 10: Voting procedures**

The election for the positions within the Executive Committee shall take place by position. The only exception is for the position of the Commissioner for Refereeing who is approved by the General Assembly at the request of the Executive Committee by the General Assembly.

The General Assembly shall vote candidate of their choice.

The voting procedure followed for the elections of the Executive Committee, shall be of secret ballot in writing. Each voting member shall be entitled to one vote only.

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In case there is only one candidate on a position, he/she will only be proclaimed as a winner if he/she is voted by absolute majority (50%+1) of the validly expressed votes of the delegates representing the Members eligible to vote.


#### Article 11: Elections calendar

Elections of the FERWAFA Executive Committee shall be conducted within the following timeline:

No.	Activity	Timeline
1.	Publication of Electoral guidelines	19/05/2023
2.	Submission of candidatures	22-27/05/2023
3.	Completion of candidates files upon request of Electoral Commission	29-30/05/2023
4.	Examination of candidatures	31/05/2023-06/06/2023
5.	Communication of the eligible candidates	06/06/2023
6.	Submission of appeals	07-08/06/2023
7.	Examination of appeals	09-12/06/2023
8.	Communication of the decision of FERWAFA Electoral Appeal Commission	13/06/2023
9.	Publication of The Final List of Candidates (Press Conference) and Notification to AG Members	14/06/2023
10.	Kick-Off of The Elections Campaign	15-23/06/2023
11.	Election by the General Assembly and Publication of Results	24/06/2023
12.	Submission of the Final Report of The Elections & Filing of documents	27/06/2023

#### Article 12: Transitional and Final provisions

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All candidates are bound by these regulations. Appropriate measures shall be taken by Electoral Commission in case of violation of these regulations, decisions against which shall be appealed before the Appeal Electoral Commission.

Matters not provided for by FERWAFWA Statutes, Internal Rules and Regulations as well as FERWAFWA Electoral code in that order and Force majeure shall be decided by Electoral Commission.

Done at Kigali, 19<sup>th</sup> May 2023

- Adolphe KALISA, President



- Boniface NSABIMANA, Vice president



- Me. Paulin MUHOZI, Member



- Fidel NIYOBUHUNGIRO, Member



-MURWANASHYAKA Gregoire Masista, Member



## ANNEXE I – QUESTIONNAIRE FOR INTEGRITY CHECKS

Second name(s):	
First name(s):	
Address of residence:	
Date and place of birth:	
Nationality/nationalities:	
Profession:	

<sup>1</sup> Have you previously been convicted by a final decision of any intentional indictable offence or of any offence corresponding to a violation of the rules of conduct set out in FIFA, CAF or FERWAF Code of Ethics?

No  Yes

If yes, please specify:

<sup>2</sup> Has a sports governing body ever imposed any disciplinary or similar sanction or measure on you in the past for actions which amount to a violation of the rules of conduct set out in in FIFA, CAF or FERWAF Code of Ethics?

No  Yes

If yes, please specify:

<sup>3</sup> Are you the subject of any pending civil, criminal or disciplinary proceedings or investigations?



No  Yes

If yes, please specify:

<sup>4</sup> I am fully aware that I am subject to the provisions of the Disciplinary and Ethics Code of FERWAFA and to the provisions of the Statutes and other regulations of FERWAFA that may address integrity issues, and I fully comply with such provisions.

<sup>5</sup> I currently hold the following positions in football:

<sup>6</sup> The following facts and circumstances may give rise to potential conflicts of interest regarding me (see particularly article 27 paragraph 8 of these Statutes):

<sup>7</sup> Remarks and observations which may be of potential relevance in the context of the integrity check:

<sup>8</sup> I am fully aware and agree that this questionnaire is made available to the members of the appropriate body of FERWAFA.

<sup>9</sup> I am fully aware and confirm that I must notify the body conducting the integrity check of any relevant facts and circumstances arising after the integrity check has been completed.

<sup>10</sup> I am fully aware and confirm that I am obliged to collaborate fully to establish the relevant facts with regard to the integrity check to which I am subject. In particular, I will comply with requests



for any documents, information or any other material of any nature held by me. In addition, I will comply with the procurement and provision of documents, information or any other material of any nature not held by me but which I am entitled to obtain.

<sup>11</sup> I am fully aware and confirm that the body conducting the integrity check may also request information on possible sanctions (questions 1 and 2 above) directly from FIFA or the relevant confederation as well as from other institutions such as the Court of Arbitration for Sport in Lausanne, Switzerland, or the International Olympic Committee. In this regard, I hereby release the relevant institutions from any obligation of confidentiality relating to the information concerned.

<sup>12</sup> I am fully aware and confirm that the body conducting the integrity check may collect further information on me in accordance with part 2 paragraph 3 of this annex.

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(Place and date)

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(Signature)