



CAMEROON FOOTBALL FEDERATION

- FECAFOOT -

ELECTORAL CODE

13 July 2021

Table of Contents

Preamble 3

A - General Provisions..... 3

B - ELECTORAL COMMITTEE AND APPEALS COMMITTEES 4

C- PROVISIONS COMMON TO THE ELECTORAL COMMITTEE AND THE APPEALS COMMITTEE 6

D- SECRETARIAT OF THE ELECTORAL COMMITTEE..... 6

E- POWERS, CONVENING AND DELIBERATIONS OF ELECTORAL COMMITTEES..... 7

F - CANDIDATURES..... 8

G - VOTING PROCEDURE..... 10

H - VOTE COUNTING 11

I - ELECTORAL DISPUTES..... 13

J - MISCELLANEOUS, TRANSITIONAL AND FINAL PROVISIONS 14

K- TRANSITIONAL PROVISIONS..... 15

Preamble

The preparation and drafting of this Electoral Code of the Cameroon Football Federation are based on and in compliance with the major principles enshrined in the Statutes of FECAFOOT.

Organization of elections within FECAFOOT requires sound knowledge of the Statutes and regulations, strict compliance with the key milestones in truly reflecting the desires of Members of FECAFOOT and its branches (call for candidatures, review of candidatures, appeals, publicity of electoral instruments, technical and logistical organization of elections, etc.) and appropriate communication.

This code seeks to ensure democratic and transparent elections within each National Federation. Compliance with all the aforementioned principles should help to avoid any dispute and ensure impartial elections.

NB: The generic masculine used for purposes of conciseness applies to the female gender, just as the singular form can have a plural meaning and vice versa.

A - GENERAL PROVISIONS**ARTICLE 1: Scope of Application**

- (1) This code shall apply to elections for:
 - (a) the President and members of the Executive Committee of FECAFOOT;
 - (b) presidents, vice-presidents, rapporteurs and members of judicial bodies of FECAFOOT.
 - (c) the chairperson, deputy-chairperson, rapporteur and members of independent committees.
 - (d) presidents and members of the executives of decentralized and specialized leagues.
- (2) This code shall also apply to elections within members of FECAFOOT as defined in Article 11 of the Statutes of FECAFOOT.
- (3) For purposes of this code, the term “association” or “associations” shall mean FECAFOOT and/or members of FECAFOOT as defined in Article 11 of the Statutes of FECAFOOT.

Article 2: Principles, Obligations and Rights of the Parties

- (1) Democratic principles just as the separation of powers, transparency and publication of the electoral process must be observed at all times within FECAFOOT and associations.
- (2) Interference of any kind by the government in the electoral procedure or in the composition of the General Assembly of FECAFOOT and associations shall not be allowed. Accordingly, government guidelines regulating elections within internal

elected bodies of FECAFOOT and associations shall not apply, and the electoral guidelines of FECAFOOT shall not be submitted to any government body for approval.

- (3) FECAFOOT shall adopt and approve the electoral guidelines of internal bodies elected in accordance with the content of this code and any FIFA guidelines.
- (4) FECAFOOT shall, no less than one (1) month in advance, communicate to FIFA and CAF the date of commencement of elections for elected internal bodies, the election date and its electoral rules. It shall also inform FIFA of the duration of elections and of the terms of office.

B - ELECTORAL COMMITTEE AND APPEALS COMMITTEES

Article 3: Basic Principles

- (1) An electoral committee (hereinafter referred to as “the Committee”) shall be responsible for organizing, managing and supervising the electoral process of FECAFOOT, and taking any decision relating thereto.
- (2) The Appeals Committee shall be the second instance jurisdiction, in accordance with Article 71 of the FECAFOOT statutes. It shall be responsible for examining appeals against the decisions of the Electoral Committee of FECAFOOT.
- (3) Members of the Electoral Committee and of the Appeals Committee shall under no circumstances be members of the executive body of any other organ, or representatives of a member of the association concerned by the election.
- (4) Members of the Electoral Committee and of the Appeals Committee shall observe the utmost impartiality in the discharge of their duty.
- (5) Members of the Electoral Committee and of the Appeals Committee must immediately recuse themselves and withdraw from the ongoing procedure where they are:
 - (a) candidates for an elective position within the executive body or the judicial body concerned;
 - (b) a relative or an ally of a person vying for such a position. Relative shall mean ascendants, descendants and collaterals. Ally shall mean the spouse, ascendants, descendants and collaterals of the spouse.
- (6) Where a member of the Electoral Committee or of the Appeal Committee does not fulfil any of the above principles, he must immediately step down and be replaced by a substitute chosen by the Electoral Committee concerned or the Appeals Committee from among those elected by the General Assembly of FECAFOOT.

Article 4: Election

- (1) The chairperson, deputy-chairperson, rapporteur and members of the Electoral Committee and of the Appeals Committee shall be elected by the General Assembly for a term of four (4) years, in accordance with the provisions of the Statutes of FECAFOOT, of the association concerned and this code.
- (2) Members of the Electoral Committee may not serve two consecutive terms.
- (3) The chairperson, deputy-chairperson, rapporteur and members of the Electoral Committee shall be elected at the General Assembly preceding the General Assembly during which the president and members of the executive body of the association concerned were elected.

Article 5: Composition of Electoral Committees

- (1) The Electoral Committee shall be composed of five (5) members from within the Federation.
- (2) The Electoral Committee shall comprise:
 - (a) a chairperson;
 - (b) a deputy-chairperson;
 - (c) a rapporteur;
 - (d) two members.
- (3) The General Assembly shall also elect three (3) alternate members, including a rapporteur.
- (4) For the election of the chairperson, deputy-chairperson, rapporteur, members and alternate members of the Committee, the candidate(s) with the highest number of votes with regard to the position(s) to be filled shall be declared elected.
- (5) In the absence of the chairperson, his powers shall be exercised by the deputy-chairperson.
 - (a) Where the chairperson permanently ceases to discharge his duties during his term of office, he shall be automatically replaced by the deputy-chairperson. The deputy-chairperson shall be replaced by the eldest member. In such case, the first alternate member in the order of election shall become member.
 - (b) Where the deputy-chairperson permanently ceases to discharge his duties during his term of office, he shall be automatically replaced by the eldest member. In such case, the first alternate member in the order of election shall become member.

- (c) Where the rapporteur of a judicial body permanently ceases to discharge his duties during his term of office, he shall be automatically replaced by the alternate rapporteur.
 - (d) Where a member of a judicial body permanently ceases to discharge his duties during his term of office, he shall be automatically replaced by the first alternate member in the order of election.
- (6) The absence of a member of the Electoral Committee may be established by the relevant committee. Where the absence exceeds 6 (six) committee sessions, the member concerned shall be replaced.
- (7) As part of its missions, the electoral committee may set up local electoral committees within the decentralized leagues.

C- PROVISIONS COMMON TO THE ELECTORAL COMMITTEE AND THE APPEALS COMMITTEE

Article 6: Members

- (1) Where one or more members of the Electoral Committee, the Ethics Committee and the Appeal Committee are candidates for one of the elective positions or are prevented from discharging their duties, they must resign from their respective committees. Each resigning member shall be replaced in accordance with Article 67 paragraph 8 of the Statutes of FECAFOOT
- (2) The chairperson, deputy-chairperson, rapporteur and members of the Electoral Committee, the Ethics Committee and the Appeal Committee must officially declare their candidature for any of the elective positions in such a manner as to allow the replacement procedure referred to above to be conducted smoothly and without any time constraint prejudicial to elections within the executive body.

D - SECRETARIAT OF THE ELECTORAL COMMITTEE

Article 7: Role of the Secretariat General

- (1) During the electoral process, the Secretariat General shall provide material assistance to the Electoral Committee.
- (2) The Secretary-General or any employee of FECAFOOT wishing to run for an elective position must inform the Electoral Committee in writing and resign from his duties prior to the calling of elections.
- (3) However, the Electoral Committee shall set up an ad-hoc elections technical secretariat to provide assistance in discharging its duties. Such secretariat shall act in an exclusively advisory capacity.

E - POWERS, CONVENING AND DELIBERATIONS OF ELECTORAL COMMITTEES

Article 8: Duties

- (1) As part of its duties, the Electoral Committee shall be responsible, in particular, for:
- (a) strictly enforcing the Statutes and regulations of FECAFOOT and of the association concerned, in compliance with FIFA and CAF Regulations;
 - (b) strictly enforcing this Electoral Code;
 - (c) strictly enforcing statutory deadlines for elections;
 - (d) informing the members of the elective General Assembly,
 - (e) managing relations with government bodies, the media and the public;
 - (f) managing relations with government authorities, where necessary;
 - (g) the candidature procedure (opening, information, evaluation, publication of the official list, etc.);
 - (h) the administrative and technical organization of the work of the General Assembly with respect to the election of the President and of the other members of the executive body of the association concerned, as well as of the presidents, vice-presidents, rapporteurs, members and alternate members of the judicial bodies of the association concerned;
 - (i) checking the identity of voters, under the supervision of the bailiff hired for that purpose;
 - (j) the voting procedure, in accordance with Article 15 below;
 - (k) any other tasks necessary to ensure the smooth conduct of the electoral process;
 - (l) settling, at the first instance, of any dispute arising from the electoral process.
- (2) Logistics shall be provided by the association concerned.

Article 9: Convening and Quorum

- (1) Only a session of the Electoral Committee validly convened by its chairperson shall be authorized to deliberate and take decisions.
- (2) A quorum shall be constituted by an absolute majority (more than 50%) of members of the Electoral Committee.

Article 10: Decisions

- (1) The decisions of an electoral committee shall be taken by an absolute majority (more than 50%) of the votes cast. In the event of a tie, the chairperson shall have the casting vote. The decisions shall be recorded in a report signed by the chairperson and members of the Committee.
- (2) Decisions taken by an electoral committee may only be appealed internally before the Appeal Committee.
- (3) The guidelines issued by an electoral committee shall under no circumstances go counter to the provisions of the Statutes and Regulations of FECAFOOT. They shall be intended to supplement, where necessary, or lay down conditions governing the electoral process.

F - CANDIDATURES**Article 11: Eligibility Criteria**

The eligibility criteria shall be laid down by the Statutes and Regulations of FECAFOOT for the elections of the Executive Committee, independent committees and judicial bodies of FECAFOOT, and by the statutes of decentralized or specialized leagues and associations for related elections. They must comply with the FIFA and FECAFOOT Statutes and regulations, where applicable.

Article 12: Elections for the President and Members of the Executive Committee of FECAFOOT

- (1) Candidatures for the positions of president and members of the Executive Committee shall be submitted against acknowledgment of receipt to the Secretariat General within no less than twenty (20) days at least prior to the holding of the elective General Assembly.
- (2) The application file of candidates for the positions of president and members of the Executive Committee shall include:
 - (a) a declaration of candidature according to the model provided by FECAFOOT;
 - (b) a certificate of nationality
 - (c) a criminal record not more than three (3) months old;
 - (d) a certified copy of the national identity card;
 - (e) ten (10) letters of sponsorship for candidates for the presidency of FECAFOOT, and five (5) letters of sponsorship for candidates for the Executive Committee of FECAFOOT, according to the model provided

by FECAFOOT, bearing the legalized signatures of their issuers in accordance with Articles 46(2) and 36(2) of the Statutes of FECAFOOT;

(f) a statement of integrity according to the integrity form provided by FECAFOOT.

(3) Only complete files shall be accepted against a receipt recapitulating all the documents submitted. However, candidates shall have three (3) days following submission to complete the file or replace any non-compliant document(s).

Article 13: Review of Candidatures for the Positions of President and Member of the FECAFOOT Executive Committee

(1) The Ethics Committee of FECAFOOT, through its Investigatory Committee, shall, within five (5) days of submission of applications, issue its no-objection opinion on the integrity of candidates and forwards its decisions to the Electoral Committee.

(2) The candidatures for the positions of president and member of the FECAFOOT Executive Committee shall be examined by the Electoral Committee of FECAFOOT within ten (10) days of the deadline for submission of candidatures.

(3) Candidates shall be informed of the decisions of the Electoral Committee within ten (10) days of the deadline for submission of candidatures and may lodge an appeal under the conditions provided for in Article 29 below.

(4) The Electoral Committee shall publish the official list of candidatures ten (10) days prior to the date of the General Assembly. Candidatures, together with the agenda of the General Assembly during which the election of the executive body is scheduled, must reach members of FECAFOOT seven (7) days prior to the date of the General Assembly.

Article 14: Elections within other FECAFOOT Bodies

(1) Elections for the chairperson, deputy-chairperson and members of the judicial bodies and independent committees of FECAFOOT shall be governed by the Statutes of FECAFOOT, this Electoral Code and the Electoral Committee guidelines.

(2) Elections for the presidents, vice-presidents, rapporteurs and members of the executive organs (executives of specialized and decentralized leagues) and judicial bodies of associations shall be governed by their statutes, this Electoral Code and the Electoral Committee guidelines.

G - VOTING PROCEDURE

Article 15: Convening of the Elective General Assembly

- (1) The elective General Assembly shall be convened by decision of the President of FECAFOOT within the deadlines set by the Statutes of FECAFOOT.
- (2) Elective general assemblies within decentralized or specialized leagues shall be convened by decision of their presidents and, failing this, by the President of FECAFOOT within the time-limits set by their respective statutes.
- (3) Elective assemblies of member associations shall be convened in accordance with their respective statutes.
- (4) The elective General Assembly shall be held at the headquarters of the association concerned. It may be relocated by the Electoral Committee, where necessary.
- (5) The Electoral Committee shall supervise the elections.

Article 16: Tasks of the Electoral Committee

The Electoral Committee shall be tasked with:

- (1) making public and organizing the electoral process;
- (2) controlling the voting procedure during the elective general assembly concerned, on the basis of the voters' register previously submitted by the Secretariat General of the association concerned;
- (3) vote counting;
- (4) taking any useful decision concerning the validity or invalidity of the ballot papers;
- (5) in general, deciding on all matters relating to the voting procedure during the elective general assembly;
- (6) drawing up and signing the official election report;
- (7) proclaiming and ensuring the publication of official results;
- (8) organizing a press conference, where necessary.

Article 17: Ballot Papers

- (1) The Electoral Committee shall produce the ballot papers, which must be printed clearly and legibly.
- (2) Ballot papers shall be of a different colour for each round of the election.
3. The ballot paper shall be single.

Article 18: Ballot Box

- (1) Prior to the commencement of the voting process, the ballot box(es) shall be opened and presented to the members of the elective general assembly. They (it) shall then be closed/sealed and placed in a visible spot close to the members of the Electoral Committee or the local Electoral Committee.
- (2) During voting, the ballot box(es) shall be monitored by a member of the Electoral Committee or the Local Electoral Committee.

Article 19: Polling Booth

A polling booth or polling booths shall be placed near the ballot box and the polling station so that voters can complete their ballot paper in secret.

Article 20: Vote Casting

- (1) Prior to the commencement of vote casting, the Chairperson of the Electoral Committee or any member of the Committee or the local electoral committee delegated by him shall explain in detail the voting procedure (ballot box(es), ballot papers, spoilt and blank ballot papers, vote counting, required majorities, results, etc.), and refer to any applicable statutory and regulatory provisions.
- (2) The Chairperson of the Electoral Committee/ Local Electoral Committee or any member of the Committee delegated by him shall call in turn and request each of the voters to move to the front of the hall where the elections are taking place in order to vote.
- (3) The voter shall move to the front of the room and receive his ballot.
- (4) The voter called up shall complete his ballot paper in the polling booth provided for this purpose.
- (5) The voter called up shall drop his ballot paper in the ballot box, sign the electoral register, then return to his seat.
- (6) The vote counting procedure shall begin once all the voters have dropped their ballot papers in the ballot box(es). A member of the Electoral Committee or the Local Electoral Committee shall open the ballot box(es) and take out the ballot papers. The vote counting procedure shall then commence.

H - VOTE COUNTING**Article 21: Vote Counting Procedure and Decisions in the Event of a Dispute**

- (1) Only members of the Electoral Committee or the Election Monitoring Committee may take part in vote counting. All operations (opening the ballot box(es), counting of ballot papers, counting of votes cast, etc.) shall be carried out in a way that can be followed clearly by voters.

- (2) In the event of a dispute over the validity or invalidity of a ballot paper, the validity or invalidity of a vote, the drafting of the report, the proclamation of the results or any other matter relating to the vote counting procedure, the decision of the Electoral Committee shall be final.

Article 22: Spoilt Ballot Papers

- (1) The following ballot papers, in particular, shall be considered spoilt:
- (a) ballot papers not bearing the official distinctive marks defined by the Electoral Committee;
 - (b) ballot papers bearing information other than the names of the candidates;
 - (c) illegible or crossed out ballot papers;
 - (d) ballot papers bearing identifying marks;
 - (e) ballot papers containing fewer or more candidates than vacancies;
- (2) The chairperson of the Electoral Committee/ Local Electoral Committee shall write on the back of the spoilt ballot paper (in red) the reasons for its invalidation and confirm them with his signature.

Article 23: Misspelling

Misspellings shall invalidate the vote cast only where they do not enable clear identification of any of the official candidates.

Article 24: Vote Counting and Proclamation of Results

- (1) Once the ballot box(es) has(have) been opened, the members of the Electoral Committee or the Local Electoral committee shall count the number of ballot papers loud and clear and check their validity. Where the number of ballot papers recorded is equal to or less than the number of ballot papers issued, the ballot shall be declared valid. Where the number of ballot papers recorded exceeds the number of ballot papers issued, the ballot shall be declared spoilt and restarted forthwith, following the same procedure described above.
- (2) When the number of ballot papers has been checked, the members of the Electoral Committee or the Local Electoral Committee shall count the number of votes cast for each candidate.
- (3) Once vote counting has been completed, the President of the Electoral Committee or the Local Electoral Committee shall officially proclaim the results to the voters.
- (4) Where a second round of election is required, the voting procedure shall be repeated in accordance with statutory provisions and those of this Code. The Chairperson of the Electoral Committee or the Local Electoral Committee shall inform voters of the provisions that apply from the second and subsequent rounds.

Article 25: Proclamation of Final Results

- (1) During each round of election, the Chairperson of the Electoral Committee or the Local Electoral Committee shall officially proclaim the results to the voters. The election report shall be drawn up and signed by all the members of the Electoral Committee or the Local Electoral Committee.
- (2) The final version of the election report shall be sent by the Secretary-General to the members of the elective General Assembly, to the candidates and to the relevant government authorities.
- (3) The Electoral Committee/ Local Electoral Committee shall seal the ballot papers that were actually used for the vote, including spoiled ballot papers, and send them within 48 hours to the Secretariat General of the association concerned for archiving.

Article 26: Establishment of Procedural Compliance

- (1) A bailiff or any other judicial officer approved by the courts shall attend the elective General Assembly and draft the election report.
- (2) Under the authority of the Committee, he shall be specifically responsible for checking the identity of voters and ensuring procedural compliance.

Article 27: Observers

The minister in charge of territorial administration or the relevant administrative authority, and the minister in charge of sports or the delegate having territorial jurisdiction shall each designate two (2) observers to the elective general assemblies of associations. The observers shall not be voters or eligible.

I - ELECTORAL DISPUTES**Article 28: Appeals Committee**

The Appeals Committee provided for in Article 71 of the Statutes of FECAFOOT shall be the second instance jurisdiction responsible for settling electoral disputes involving FECAFOOT. The members of the Appeals Committee shall be elected in accordance with the provisions of the Statutes of FECAFOOT and of this Code by the General Assembly of FECAFOOT for a term of 4 (four) years.

Article 29: Appeal Procedure

- (1) Any duly reasoned appeals (lists, post-electoral) shall be filed against acknowledgment of receipt or sent by email to the Secretariat General of FECAFOOT within two (2) clear days of receipt of the decision or the report of the Electoral Committee/ Local Electoral Committee.
- (2) Appeals shall be reviewed by the Appeals Committee within two (2) clear days of their receipt by the Secretariat General.

- (3) The decisions of the Appeals Committee shall be taken by an absolute majority (more than 50%) of the validly cast votes. In the event of a tie, the Chairperson of the Committee shall have the casting vote. The decisions shall be entered in a report signed by the chairperson, the Deputy-chairperson, rapporteur and members of the Appeals Committee.
- (4) An appeal against a decision of an Electoral Committee shall not be suspensive.

J - MISCELLANEOUS, TRANSITIONAL AND FINAL PROVISIONS

Article 30: participation in the virtual General Assembly

- (1) As stated in article 22, paragraph 6 of the FECAFOOT Statutes, the General Assembly may be organized in virtual format. In this case, Delegates exercise their rights online. The procedure for the exercise of the right to vote, in particular during elections, is detailed in the paragraphs below.
- (2) All Delegates are requested to vote online on the various agenda items prior to the General Assembly. In this case, an electronic voting system shall be made available to participants.
- (3) The Delegate to the General Assembly shall receive, by e-mail and by mobile phone, no later than two days after the convening of the General Assembly, the necessary information and the login data (login and password) to the online voting system.
- (4) Each Delegate shall submit his/her votes between the date of receipt of the necessary information and the data relating to the online voting system and the day before (until 23:59) the General Assembly. Only the votes received by FECAFOOT within this period shall be considered as valid votes cast. In the presence of a judicial officer, the supplier of the electronic voting solution guarantees the secrecy of the electoral procedure.

Article 31: Preservation of Documents, Loopholes

- (1) Official election documents shall be archived by FECAFOOT and the association concerned.
- (2) All matters relating to the administrative and technical organization and management of the elective General Assembly not covered by this Code shall be examined and resolved by the electoral committee concerned.

Article 32: Continuity of Service

The General Assembly of FECAFOOT, the Executive Committee of FECAFOOT, the General Assemblies of the regional and divisional leagues, the council and offices of the regional and divisional leagues as well as the independent commissions and judicial bodies shall continue to discharge their duties until the ongoing electoral process is concluded.

K - TRANSITIONAL PROVISIONS

Article 33: Scope of Application

All the provisions of this Code shall apply, *mutatis mutandis*, to all FECAFOOT members.

Article 34: Entry into Force

This Code, written in English and French, was adopted by the General Assembly of FECAFOOT in its extraordinary session of 13 July 2021. It shall enter into force immediately upon adoption.

Yaounde, 13 July 2021

Benjamin Didier BANLOCK

SEIDOU MBOMBO NJOYA

SECRETARY GENERAL

PRESIDENT

Annex:

INTEGRITY QUESTIONNAIRE

First name(s):

Surname(s)

Date of birth:

Member association:

Nationality(ies)

Occupation:

- 1- Have you been previously convicted by a final decision of any intentional indictable offence or of any offence corresponding to a violation of the rules of FECAFOOT?

No Yes

If yes, please specify:

- 2- 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 FECAFOOT?

No Yes

If yes, please specify:

- 3- Are you the subject of any pending civil, criminal or disciplinary proceedings or investigation?

No Yes

If yes, please specify:

I am fully aware that I am subject to the provisions of the Code of Ethics, the Statutes and other regulations of FIFA that address integrity issues, and I fully comply with such provisions. In this respect, I have in particular taken due note of the fact that the FECAFOOT Code of Ethics also applies to conduct which occurred before it entered into force (cf. Art. 3 of the FIFA Code of Ethics).

I currently hold the following positions in football:

The following facts and circumstances may give rise to possible conflicts of interest regarding me:

Remarks and observations that may be of any interest in the present context:

I am fully aware and accept that this questionnaire will be made available to members of the appropriate FECAFOOT bodies.

I am fully aware and confirm that I must notify the body conducting the eligibility check of any relevant facts and circumstances arising after the eligibility check has been completed, and that any failure to do so may be subject to sanctions by the appropriate body.

I am fully aware and confirm that I am obliged to collaborate to establish the relevant facts with regard to the eligibility check I am subject to. In particular, I will comply with requests for documents, information or any other material of any nature held by me. In addition, I will ensure 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. I am fully aware and confirm that non-compliance with such requests may lead to sanctions imposed by the appropriate FIFA body.

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

I am fully aware and confirm that the body conducting the eligibility check may collect further information on me.

Date:

Signature: