

# **LFF Electoral Code**

November 2023 Edition

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## DEFINITIONS

Whenever relevant, the terminology used in this Electoral Code shall refer to the terms defined in the Definitions section of the Statutes of LFF.

NB: Terms referring to natural persons are applicable to both genders. Any term in the singular applies to the plural and vice-versa.

Article **1** **Scope of application**

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<sup>1</sup> This Electoral Code is applicable to the elections of the members of the Executive Committee and of the Independent Committees as defined in the Statutes of LFF.

<sup>2</sup> This Electoral Code is also applicable to the elections of the members of the relevant bodies of the Members of LFF, if their statutes specifically stipulate this. The statutes of the Members of LFF shall define the exact scope of application of this Electoral Code and in particular if the Electoral Committee of LFF shall supervise the relevant electoral process.

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Article **2** **Principles and obligations**

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<sup>1</sup> General good governance principles, such as separation of powers, independence, transparency, obligation to avoid situations of conflicts of interest shall be observed without exception throughout the entire electoral process.

<sup>2</sup> The electoral rules and guidelines shall be made available by LFF in a clear and unambiguous manner within the relevant timeframe provided for in the Statutes of LFF.

<sup>3</sup> Undue influence from third parties of any kind in the electoral process shall not be permitted.

<sup>4</sup> LFF shall ensure that any electoral rules and guidelines of its bodies are in line with the provisions of this Electoral Code, the Statutes of LFF as well as the Statutes, regulations, directives and decisions of FIFA.

<sup>5</sup> LFF shall, at least 30 days before the date of the relevant elections, inform FIFA and AFC about the nature of the elections (i.e. number of members to be elected, duration of mandates and reason for the elections, etc.) and provide FIFA with a copy of its valid Electoral Code and, if applicable, any other electoral rules and guidelines.

<sup>6</sup> LFF shall immediately inform FIFA and AFC of any undue influence from third parties in the electoral process.

<sup>7</sup> Unless stated otherwise in the Statutes and regulations of LFF, the members of the relevant bodies of LFF shall continue to exercise their functions until the completion of the electoral process.

Article **3** **Basic principles**

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- <sup>1</sup> The Electoral Committee shall supervise the electoral process in accordance with the relevant provisions of the Statutes of LFF and of this Electoral Code.
- <sup>2</sup> The members of the Electoral Committee shall not be members of any other body of LFF and may not hold any executive position in any government body. Members of the Electoral Committee may not be candidate for any of the positions to be filled within LFF as long as they are still under mandate.
- <sup>3</sup> The members of the Electoral Committee shall immediately withdraw from the matter in progress and refrain from taking any decision if:

  - a) they are an immediate family member of one of the candidates running for any of the positions to be filled;
  - b) there is a risk or possibility of a conflict of interest as defined in the Disciplinary and Ethics Code of LFF.
- <sup>4</sup> In the event that a member of the Electoral Committee does not fulfil any of the above requirements and/or has to step down as member of the Electoral Committee for any reason, he shall be replaced in accordance with the provisions of art. 4 par. 3 of this Electoral Code.
- <sup>5</sup> The members of the Electoral Committee shall be appointed by the Congress of LFF, in accordance with the provisions of the Statutes of LFF, for a mandate of four years.
- <sup>6</sup> No member of the Electoral Committee shall serve for more than two terms of office, whether consecutive or not.
- <sup>7</sup> The members of the Electoral Committee shall act in good faith at all times and observe the utmost impartiality when carrying out their duties.

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Article **4** **Composition**

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- <sup>1</sup> The members of the Electoral Committee shall be the Chairperson of the LFF Disciplinary and Ethics Committee, Chairperson of the LFF Appeal Committee and the member(s) of the judicial bodies as at the date of the convocation of the election.
- <sup>2</sup> The Electoral Committee shall be composed as follows:

  - a) a chairperson;
  - b) a vice-chairperson;
  - c) an ordinary member.
- <sup>3</sup> If the chairperson is absent or unavailable, the vice-chairperson shall deputise, and if he too is absent or unavailable, then an ordinary member shall deputise.
- <sup>4</sup> The Electoral Committee shall appoint a secretary from among its members, who shall be responsible for the related logistical matters and who shall take care of administrative matters. He may call upon the general secretariat of LFF to assist him in his duties.
- <sup>5</sup> The chairperson of the Electoral Committee shall be qualified to practice law.

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Article **5** **General duties of the Electoral Committee**

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The Electoral Committee shall be responsible for all tasks relating to the organisation, running and supervision of the elections to take place during a Congress. In particular, the Electoral Committee is responsible for:

- a) strictly enforcing the Statutes and regulations of LFF as well as this Electoral Code;
- b) ensuring that the electoral rules and guidelines of the bodies of LFF are in line with the provisions of this Electoral Code and the Statutes of LFF as well as the Statutes, regulations, directives and decisions of FIFA;
- c) strictly enforcing the statutory deadlines for elections;
- d) providing information to the Members of LFF as well as to relevant government authorities (where necessary), the media and the public;
- e) where necessary, managing relations with the relevant government authorities;
- f) the candidature procedure (launch, distribution of information, evaluation, publication of official list, etc.);
- j) drawing up the list of voters (delegates), assisted by the general secretariat of LFF, in accordance with the statutory provisions of LFF;
- h) verifying the identity of the voters (delegates) under the supervision of the public notary appointed for this purpose;
- i) the electoral and voting procedure;
- j) any and all other tasks to ensure the smooth running of the electoral process.

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Article **6** **Meetings, quorum and decisions**

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<sup>1</sup> The chairperson shall convene the meetings of the Electoral Committee. Only an Electoral Committee that has been duly convened has the authority to deliberate and pass decisions.

<sup>2</sup> The Electoral Committee shall not engage in valid debate unless a majority (more than 50%) of its members are present.

<sup>3</sup> The Electoral Committee shall reach its decisions by a majority (more than 50%) of the valid votes cast. Voting by proxy or by letter is not permitted. In the event of a tied vote, the chairperson shall have the casting vote.

<sup>4</sup> The decisions taken shall be recorded in minutes signed by the chairperson and by the secretary of the Electoral Committee.

Article **7** Eligibility criteria

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- <sup>1</sup> The eligibility criteria for the positions to be filled within the relevant bodies of LFF are defined in the relevant provisions of the Statutes of LFF.
  - <sup>2</sup> The Electoral Committee shall not impose any eligibility criteria that are not provided for in the Statutes of LFF or impose any other formal requirements that are not provided for in this Electoral Code or in the Statutes of LFF. The Electoral Committee shall only request the documents that help establish whether the relevant eligibility criteria have been fulfilled.
  - <sup>3</sup> The Electoral Committee shall publish the full list of eligibility criteria (with reference to the relevant provisions of the Statutes of LFF) as well as the documents to be provided for each of the position within the deadlines stipulated in the Statutes of LFF.
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Article **8** Submission and examination of candidatures for the Executive Committee

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- <sup>1</sup> No fees or charges of any sort shall be requested from any of the candidates at any point during the entire electoral procedure, unless they have previously been approved by the Congress of LFF. In any event, any fees or charges agreed upon shall remain reasonable and shall only serve to cover the costs of the relevant administrative burden.
  - <sup>2</sup> Candidatures for any of the positions of the Executive Committee shall be sent by recorded post, by email with delivery notification, or delivered by hand in exchange for confirmation of receipt, to the general secretariat of LFF at least forty-five (45) days before the relevant elective Congress. Candidatures received by the general secretariat shall immediately be forwarded to the secretary of the Electoral Committee for the relevant integrity checks to be carried out as per Annexe A of the Statutes of LFF. The Electoral Committee is entitled to request the support of an external company to conduct the integrity checks.
  - <sup>3</sup> Within seven (7) days of the deadline for their submission, the Electoral Committee shall inform in writing candidates who have failed to provide all the relevant documents in support of their candidatures and grant them another five (5) days to complete their applications. If the relevant candidates fail to complete their applications within the prescribed deadline, their candidatures shall be declared invalid.
  - <sup>4</sup> The candidatures for the Executive Committee shall be examined by the Electoral Committee within fourteen (14) days of the deadline for their submission and the candidates shall be informed of the decision of the Electoral Committee within the same period.
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Article **9** Appeal procedure for candidates for the Executive Committee

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- <sup>1</sup> Appeals against decisions of the Electoral Committee may be lodged only with the Election Appeal Committee, to the exclusion of the possibility of appealing said decisions before any other body, particularly a government body.
- <sup>2</sup> Any appeal, duly motivated, shall be sent by recorded post, or delivered in exchange for confirmation of receipt, to the general secretariat of LFF within five (5) days of receipt of the decision of the Electoral Committee. Appeals received by the general secretariat shall immediately be forwarded to the members of the Election Appeal Committee.

<sup>3</sup> The Election Appeal Committee may decide to accept fresh evidence and documents that were not provided by the relevant candidate together with the initial candidature.

<sup>4</sup> Appeals shall be considered by the Election Appeal Committee within seven (7) days of their receipt and communicated to the candidates within the same period.

<sup>5</sup> The Election Appeal Committee shall be composed of a chairperson and two ordinary members who shall be appointed by the Congress of LFF. Two substitutes shall also be appointed by the Congress at the same time as the members of the Election Appeal Committee. The chairperson shall be qualified to practice law.

<sup>6</sup> The decisions of the Election Appeal Committee shall be final and binding.

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Article **10** Procedure for candidates for other bodies of LFF

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<sup>1</sup> Candidatures for any of the positions of all other bodies of LFF (Audit and Audit Committee, Electoral Committee and judicial bodies) shall be sent by the Executive Committee to the general secretariat of LFF at least thirty (30) days before the relevant elective Congress.

<sup>2</sup> Within fifteen days of receipt of the candidatures, the Electoral Committee shall confirm to the general secretariat whether the formal requirements for the relevant positions are fulfilled. In the event that one or more candidates cannot be validated, the Executive Committee shall propose additional candidatures for the relevant positions.

<sup>3</sup> Elections of the members of such other bodies may be conducted en bloc. At the start of the elective Congress, the delegates shall be provided with the relevant ballot papers containing the lists of the candidates for the bodies in question.

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Article **11** Official list of candidates

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<sup>1</sup> The official list of candidates for all the bodies of LFF shall be sent to the Members of LFF at least fifteen (15) days before the elective Congress.

<sup>2</sup> The official list of candidates shall also be published in the press and, where necessary, shall be sent to the relevant government authorities for information.

Article **12** Convocation of the elective Congress

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The elective Congress of LFF shall be convened according to the provisions of the Statutes of LFF. The relevant deadlines in relation to the elective Congress shall be published in the press and, where necessary, communicated to the relevant government authorities.

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Article **13** Duties of the Electoral Committee during the elective Congress

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During the elective Congress, the duties of the Electoral Committee shall be as follows:

- a) verify the identity of the voters (delegates);
  - b) monitor the electoral procedure during the Congress;
  - c) count the ballot papers;
  - d) take any decision regarding the validity or invalidity of ballot papers;
  - e) pass a definitive decision on any matters relating to the electoral procedure during the electoral Congress;
  - f) declare the official results;
  - g) organise and hold a media conference, where necessary.
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Article **14** Ballot papers

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<sup>1</sup> The general secretariat shall produce the ballot papers under the supervision of the Electoral Committee. The ballot papers shall be printed clearly and legibly.

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Article **15** Ballot boxes

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<sup>1</sup> Before the start of the voting procedure, the ballot boxes – which shall be transparent if possible – shall be opened and presented to the delegates of the Congress. The ballot box shall then be closed and placed in a visible spot close to the members of the Electoral Committee.

<sup>2</sup> During the entire voting process, the ballot box shall be monitored by one of the members of the Electoral Committee.

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Article **16** Casting of ballots

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<sup>1</sup> Before the delegates are requested to cast their vote, the chairperson of the Electoral Committee shall explain in detail the electoral procedure (ballot box, ballot papers, valid and invalid ballot papers, count, required majorities, results, etc.) and refer to the relevant statutory provisions.

<sup>2</sup> The chairperson of the Electoral Committee shall call in turn each delegate of the Members present and eligible to vote to move to the front of the Congress hall where the election is taking place.

<sup>3</sup> Once called, the relevant delegate moves to the front of the Congress hall and, after signing the receipt of ballot paper form, receives his ballot paper.

<sup>4</sup> The delegate then completes his ballot paper in the polling booth designated for this purpose. The polling booth shall be placed in a visible spot, but still allow the delegate to cast his vote secretly. No cell phones, cameras or any other recording devices shall be allowed at the polling booth.

<sup>5</sup> The delegate then deposits his ballot paper in the ballot box, signs the electoral register and then returns to his seat.

<sup>6</sup> The counting procedure begins as soon as all of the delegates have deposited their ballot papers in the ballot box. A member of the Electoral Committee opens the ballot box and tips out the ballot papers in front of all the delegates.

<sup>7</sup> The count then commences.

Article **17** General principles

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<sup>1</sup> Only the members of the Electoral Committee shall take part in the count of the ballot papers. All operations (opening the ballot box, counting the ballot papers, counting the votes, etc.) shall be carried out in a way that can be followed clearly by all the delegates of the Congress.

<sup>2</sup> 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 decision of the Electoral Committee shall be final.

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Article **18** Invalid ballot papers

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<sup>1</sup> The following ballot papers are considered invalid:

- a) ballot papers that do not bear the official distinctive marks defined by the Electoral 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.

<sup>2</sup> The chairperson of the Electoral Committee shall write on the back of any invalid ballot paper the reason(s) for its invalidity and confirm with a signature.

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Article **19** Count and declaration of results

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<sup>1</sup> Once the ballot box has been opened, the members of the Electoral 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.

<sup>2</sup> 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 or for each different list.

<sup>3</sup> 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 Congress 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, etc.).

<sup>4</sup> After each round of the election, the chairperson of the Electoral Committee shall declare the results officially to the Members of the Congress.

<sup>5</sup> The General Secretary shall put the ballot papers that have been collected and counted into envelopes intended for this purpose. The envelopes shall then be signed by the Chairperson of the Electoral Committee and sealed. The general secretariat shall keep these envelopes and destroy them hundred (100) days after the end of the elective Congress.

Article **20** Archiving of documents and confidentiality

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<sup>1</sup> The Electoral Committee and the Election Appeal Committee shall hand over all official documents as well as all documents provided to them during the electoral process to the general secretariat, which shall be responsible for archiving them.

<sup>2</sup> The members of the Electoral Committee and of the Election Appeal Committee shall maintain absolute confidentiality and secrecy with respect to any and all information and documents made available to them during the course of the electoral process. Such obligation shall remain for an indefinite period following the relevant electoral process. They shall not retain any documents (electronic or otherwise) supplied to them during the electoral process.

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Article **21** Matters not provided for

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<sup>1</sup> All matters relating to the administrative and technical organisation of the elective Congress that are not covered by this Electoral Code or by the Statutes and regulations of LFF shall be ruled upon by the Electoral Committee, whose decision shall be final.

<sup>2</sup> All matters relating to the running of the elections that are not covered by this Electoral Code or by the Statutes and regulations of LFF shall be ruled upon by the Electoral Committee, whose decision shall be final.

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Article **22** Enforcement

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This Electoral Code was adopted at the LFF Executive Committee Meeting in Vientiane, Laos on 24 November 2023 and come into force immediately.

Vientiane, 24 November 2023



**Vipheth Sihachakr**  
*President*



**Kanya Keomany**  
*General Secretary*