**GUIDELINES**

**FOR**

**FUFA ELECTIONS**

****

**Abbreviations**

**DFA** District Football Association

**FUFA EC** FUFA Electoral Committee

**FWEL** FUFA Women Elite League

**NCHE** National Council for Higher Education

**RFA** Regional Football Association

**SIG** Special Interest Group

**UBSA** Uganda Beach Soccer Association

**UFCA** Uganda Football Coaches Association

**UFPA** Uganda Football Players Association

**UFRA** Uganda Football Referees Association

**UNEB** Uganda National Examination Board

**UWFA** Uganda Women Football Association

**UYFA** Uganda Youth Football Association

**Definition**

**FUFA Election** Means the election of officials for Bodies of FUFA, Members of FUFA and Members of Members of FUFA

**Special Interest Group** Means the associations of Referees, Coaches, Players, Youth, Women, Beach Soccer and Players

**National** Means matter conducted at the level of the Nation

**Airtel Money** Means the money transfer platform operated by Airtel Uganda

**FUFA Identification Card** Means an Identification Document issued by FUFA that includes the picture of the bearer

**FUFA Member Family** Means the Members of FUFA and their respective Members

**Elective Assembly** Means the gathering of persons with the mandate to represent their respective entities in a FUFA Election

**Invalid Votes** Means Ballots that do not clearly tell which candidate was voted for

**ARTICLE-1: GENERAL PROVISIONS**

**Time Schedules;**

1. The Time Schedules shall be as released and may only be altered by the FUFA EC
2. Electoral activities outside the scheduled time will be NULL and VOID and may cause disciplinary action by the FUFA Ethics and Integrity Committee

**Disciplinary Matters;**

1. Where the FUFA EC finds a person or body to have contravened the FUFA Statutes, FUFA Electoral Code and the Guidelines and the contravention requires a disciplinary action, the FUFA EC will refer the matter to the FUFA Ethics and Integrity Committee
2. Matters referred to the FUFA Ethics and Integrity Committee will not hold the continuity of the exercise of FUFA Elections
3. The Corrective Actions that the FUFA Ethics and Integrity Committee may apply include;
4. Cancellation of Results of the Elections
5. Order the Repeat of Elections
6. Disqualification of Candidates
7. Disciplinary actions provided for in the FUFA Statutes and/or FUFA Ethics Code

**Decisions of the FUFA EC;**

1. The Decisions of the FUFA EC may among others include;
2. Declaration of Candidatures as Invalid
3. Declaring the Winner of a FUFA Election
4. Cancellation of Results of a FUFA Election
5. Repeat of a FUFA Election
6. Referring electoral matters to the appropriate FUFA Body

**Nomination Fees**

1. The Nomination Fees for FUFA Elections at RFA and National Level as stipulated in Annex-2 will **ONLY** be considered paid if paid to the bank of the following details;

**Bank Name:** DFCU

**Account Name**; FEDERATION OF UGANDA FOOTBALL ASSOCIATIONS

**Account Number**; 01013500059901

1. The Nomination Fees for FUFA Elections at DFA Level as detailed in Annex-2 will **ONLY** be considered paid if paid by Airtel Money of the number **0701224433**

**Nomination Process**

1. Intending Persons to become candidates, for positions of the FUFA Elections, will obtain banking slips or Airtel Money payment slip from the FUFA EC.
2. The FUFA EC may only issue Banking Slips or Airtel Money slip to eligible intending Candidates.
3. Upon presentation of proof of payment, the FUFA EC will issue nomination forms to the intending Candidates
4. The Intending candidate will thereafter submit the Nomination Forms to the FUFA EC within the time period stipulated in Annex-1.
5. FUFA EC has the exclusive authority to schedule the return of nomination forms by intending Candidates. Candidates that do not follow their scheduled time of return of forms may be fined by the FUFA EC and nomination forms will not be received until the fine is paid and proof of payment is submitted to the FUFA EC. If scheduled nomination time elapses, nomination forms will not be accepted by the FUFA EC and if received will be considered NULL and VOID
6. Unless if prior special consideration is given by the FUFA EC, Nomination forms will be picked and returned by the intending candidates in person

**Documents**

1. The following documents will be required to be submitted to the FUFA EC for completion of return of nomination forms for **DFA Level Elections**;
2. Dully filled Nomination Forms
3. Copy of Identification document that include either of;
	* 1. National Passport
		2. National ID
		3. Driving License issued by the Government of Uganda
		4. FUFA Issued Identification Card
		5. Letter with a picture of the bearer from the LC1 of area of residence
4. Copy of Identification (c.f. Art 22)
5. The following documents will be required to be submitted to the FUFA EC for completion of return of nomination forms for **RFA and National Elections**;
6. Dully filled Nomination Forms
7. Copy National Identification document that include either of;
8. National Passport
9. National ID
10. Driving License issued by the Government of Uganda
11. UNEB or NCHE Certified copy of academic qualification for positions where is required in the FUFA Statutes or FUFA Electoral Code
12. Proof of Payment of Nomination Fees
13. Proof of Administrative Experience as may be required by the FUFA Statutes and/or FUFA Electoral Code
14. Any other document as may be required by the FUFA EC

**Examination and Declaration of Candidatures**

1. The FUFA EC will scrutinize the application of the intending Candidate within in the time period stipulated in Annex-1 and declare them Candidates if found compliant with the FUFA Statutes, FUFA Electoral Code, and these Guidelines.
2. Candidatures found inconsistent with the FUFA Statutes, FUFA Electoral Code, and these Guidelines will be declared invalid.
3. For the case of election by List, a person found to have consented by signature to appear on 2 different nomination candidature lists will be disqualified by the FUFA EC from both Lists and the Lead candidates will be given the opportunity to replace the vacant positions
4. Invalid Candidatures will be excluded from the continuation with the FUFA Election Process
5. Persons or bodies whose candidatures have been declared invalid may appeal this FUFA EC decision to the FUFA Elections Appeals Committee within the time period stipulated in Annex-1.

**Identification**

1. The voting delegates representing an eligible entity to vote in the FUFA Elections shall be required by the FUFA EC to present a form of voting authorization from the respective entity
2. Identification of persons against their names on the voters register will require presentation of one of the following documents;
3. Passport
4. Driving License
5. National Identity Card
6. FUFA Identity Card
7. Letter with a picture of the bearer from the LC1 of area of residence

**Belonging to More than One FUFA Member Family**

1. Persons who qualify to vote and/or be voted for in more than one FUFA Member Family shall ONLY participate in FUFA Elections in one FUFA Member Family.
2. Any person who contravenes provision will be disqualified from voting and being voted for and will be referred to the FUFA Ethics & Integrity Committee by the FUFA EC for Disciplinary Action.
3. In event that He/She is discovered to have participated in more than one FUFA Member Family Elections as a voter, the election will not be cancelled
4. In event that He/She is discovered to have participated in more than one FUFA Member Family Elections as a candidate and He/She won the election, the election will be cancelled and repeated

**FUFA EC**

1. The FUFA EC Will appoint a Returning Officer who will represent the FUFA EC at the FUFA Election
2. The FUFA EC will issue administrative, housekeeping rules and voting procedure details at the voting venue but not in contravention with the FUFA Statutes, FUFA Electoral Code and these Guidelines

**Voting**

1. Each member of an Elective General Assembly has one vote
2. FUFA Elections will be by secret ballot
3. Voting by Proxy is prohibited
4. The list of eligible voters in accordance with the FUFA Statutes, FUFA Electoral Code, and these Guidelines will be established in Names and the total number and declared before the commencement of the voting
5. Roll Call will be conducted when the Elective Assembly convenes
6. Facilitated by the FUFA EC, a declaration motion will be moved by a member and seconded by two other members of the Elective Assembly that the composition of the Elective Assembly and list of voters compiled is correct and in accordance with the FUFA Statutes, FUFA Electoral Code, and these Guidelines
7. The voting procedure will be as follows;
8. FUFA EC will call one voter at a time to receive a ballot
9. He/She will proceed to the booth
10. No Cameras or Phones will be allowed into the voting booth
11. The voter will thereafter move to place the ticked ballot in the urn
12. After the final voter has cast his/her vote, the FUFA EC will count and tally the votes
13. A declaration form will be signed by the FUFA EC which will include provisions for;
14. Total Votes
15. Votes Cast
16. Votes per Candidate
17. Invalid Votes
18. Total Register Votes = Votes Cast + Votes to Candidates + Invalid Votes + Votes Not Cast
19. In event that Votes Cast are not equal (Votes to Candidates) + (Invalid Votes), the voting exercise is repeated

**Declaration of Winner**

1. If there are more Candidates than the vacant positions available for a FUFA Election, after the vote count, the top Candidate(s) with the biggest number of votes will be declared by the FUFA EC as the winner(s). For avoidance of doubt, where applicable, the FUFA Statutes will override this provision
2. Only the FUFA EC will declare the Winners/final declaration/form

**ARTICLE-2: DISTRICT FOOTBALL ASSOCIATIONS ELECTIONS**

1. The FUFA EC Returning Officer will operate a desk at a place designated and communicated by the FUFA EC within the District
2. There will be 3 sets of elections;
3. Election of SIG Delegates to the SIG RFA Assembly
4. Election of the Executive Committee of the DFA
5. Election of Delegates to the RFA Assembly

**Election of SIG Delegates to the SIG RFA Assembly**

1. The following persons will be elected to represent the respective SIG at the RFA Assembly;
2. 2 representatives of Referees voted by FUFA Registered Referees in the respective DFA
3. 2 representatives of Coaches
4. Each FUFA Registered Coach of each of the 4th Division League Club will comprise the elective assembly
5. From amongst the members of this Elective Assembly, 2 representatives to the RFA Coaches Assembly will be voted
6. 2 representatives of Women (**ONLY** if there exists women football league in the DFA)
7. 1 woman representative from each DFA Women League Club will comprise the Elective Assembly
8. From amongst the members of this Elective Assembly, 2 representatives to the RFA Women Football Assembly will be voted

**Election of Executive Committee of the District Football Associations**

1. The Elective Assembly for this election will compose of;
2. 3 Club Delegates from each of the 4th Division League Club (c.f. Art 2 par 11)
3. 2 representatives of Referees (c.f. Art 2 par 3a)
4. 2 representatives of Coaches (c.f. Art 2 par 3b)
5. 2 representatives of Women Football (c.f. Art 2 par 3c)
6. The FUFA EC will issue nomination forms at the venue of the election.
7. The intending Candidate Chairman will submit proof of payment of nomination fees together with a list of intending candidate executive committee members bearing the respective signature of each member
8. Election will be conducted in accordance with article 1 of these Guidelines

**Election of Delegates Representing District Football Associations**

1. Only 4th Division League Clubs will participate in election of Delegates of the DFA to the RFA Assembly
2. Only 3 club officials may represent a 4th Division club at the DFA Elective General Assembly.
3. Every 4th Division Club that intends to participate in the FUFA Elections shall submit to the EC a list of 3 Club Delegates to the DFA Elective General Assembly as scheduled in Annex-1. These club delegates must be amongst the Club officials registered with FUFA in the positions of Chairman, Vice Chairman, Secretary and Treasurer
4. Only Members of the Elective General Assembly may vote and/or may be voted as delegates to the RFA Assembly representing the DFA
5. Every DFA will elect 2 Delegates from the Elective Assembly to the RFA Assembly
6. Election procedure will be conducted in accordance with article 1 of these Guidelines

**ARTICLE-3: REGIONAL FOOTBALL ASSOCIATIONS ELECTIONS**

1. The FUFA EC Returning Officer will operate a desk at Regional Football Association Headquarters or a place designated and communicated by the FUFA EC
2. There will be 4 sets of elections;
3. Election of SIG Delegates to the National SIG Assemblies
4. Election of the Executive Committee of the RFA
5. Election of one(1) 3rd Division League Representative Delegate to the FUFA General Assembly
6. Election of five (5) 4th Division League Representative Delegates in the RFA to the FUFA General Assembly

**Election of SIG Delegates to the National SIG Assemblies**

1. The following persons will be elected to represent the respective SIG at National SIG Assembly;
2. 2 representatives of Referees
3. The 2 Referees Representatives from each DFA will comprise the elective assembly to elect 2 representatives to UFRA General Assembly
4. From amongst the members of this Elective Assembly, 2 representatives to UFRA Assembly will be voted
5. 2 representatives of Coaches
6. The 2 Coaches Representatives from each DFA and 1 FUFA Registered Coach from each 3rd Division League Club will comprise the elective assembly of 2 representatives to UFCA General Assembly
7. From amongst the members of this Elective Assembly, 2 representatives to UFCA Assembly will be voted
8. 2 representatives of Women
9. The 2 Women Representatives from each DFA and 1 woman representative from each RFA Women League Club will comprise the elective assembly of 2 representatives to UWFA General Assembly
10. From amongst the members of this Elective Assembly, 2 representatives to UWFA Assembly will be voted
11. 2 representatives of FUFA Registered Academies in the RFA
12. Each FUFA Registered Academy in the RFA will nominate one FUFA Registered Academy Official in writing to the FUFA EC to comprise the Elective Assembly for the election of 2 representatives to Uganda Youth Football Association (UYFA) Assembly.
13. From amongst the members of this Elective Assembly, 2 representatives to UYFA Assembly will be voted
14. 2 representatives of FUFA Registered Players in the RFA
15. Each 3rd Division League Club will nominate one FUFA Registered player in writing to the FUFA EC to comprise the elective assembly for the election of 2 players’ representative to Uganda Football Players Association (UFPA) Assembly
16. From amongst the members of this Elective Assembly, 2 representatives to UFPA Assembly will be voted

**Election of the Executive Committee of the RFA**

1. The Elective Assembly for this election will compose of;
2. 2 DFA Delegates from each DFA (c.f. Art 2 par 12)
3. 2 RFA Referees’ Representatives to the UFRA Assembly (c.f. Art 3 par 3a)
4. 2 RFA Coaches’ Representatives to the UFCA Assembly (c.f. Art 3 par 3b)
5. 2 RFA Women Representatives to the UWFA Assembly (c.f. Art 3 par 3c)
6. 2 RFA Youth Representatives to the UYFA Assembly (c.f. Art 3 par 3d)
7. 2 RFA Players’ Representatives to the UFPA Assembly (c.f. Art 3 par 3e)
8. 1 Club Representative from each of the Clubs in the RFA 3rd Division League (c.f. Art 3 par 7)
9. The intending Candidate Chairman will submit proof of payment of nomination fees together with a list of intending candidate executive committee members bearing the respective signature of each member
10. The rest of the election procedure will be conducted in accordance with article 1 of these Guidelines

**Election of 3rd Division League Delegates to the FUFA General Assembly**

1. Every 3rd Division Club that intends to participate in the FUFA Elections shall submit to the EC a list of 1 Club Delegate to the 3rd Division League Elective General Assembly as scheduled in Annex-1. These club delegates shall be amongst the Club officials registered with FUFA in the positions of Chairman, Vice Chairman, Secretary and Treasurer
2. Only 3rd Division League Clubs will participate in election of Delegates of the 3rd Division League Club to the FUFA General Assembly
3. Only Members of the Elective General Assembly may vote and/or may be voted
4. Every RFA will elect 1 Delegate from this Elective Assembly to the FUFA General Assembly
5. Election procedure will be conducted in accordance with article 1 of these Guidelines

**Election of 4th Division League Delegates to the FUFA General Assembly**

1. Only DFA Delegates (c.f. Art 2 par 12) representing the 4th Division League will constitute this elective assembly
2. Each member of the this Elective General Assembly has one vote
3. Only Members of this Elective General Assembly may vote and/or may be voted
4. Every RFA will elect 5 Delegates from this Elective Assembly to the FUFA General Assembly
5. Distribution of the 5 Delegates may be as guided by the respective FUFA Registered RFA Statutes
6. Election procedure will be conducted in accordance with article 1 of these Guidelines

**Article-4: ELECTIONS OF SIGs Executive Committees**

1. These will be done in accordance with their respective FUFA Registered Constitutions

**ARTICLE-5: ELECTIONS OF SIGs DELEGATES TO FUFA GENERAL ASSEMBLY**

**Uganda Football Referees Association**

1. The Elective Assembly for this election will compose of;
2. 2 RFA Referees’ Representatives from each of the 8 RFA to UFRA (c.f. Art 3 par 3a)
3. Each of the International Referees and Assistant Referees for the 2017
4. 10 Referee Assessors elected by and from amongst FUFA Licensed Referee Assessors
5. **ONLY** fully paid-up members of UFRA shall be eligible to participate in the elections
6. Each member of this Elective General Assembly has one vote
7. Only Members of this Elective General Assembly may vote
8. Only FUFA Licensed Assessors are eligible to stand for election
9. UFRA will elect 3 Delegates where at least 1 must be a woman from this Elective Assembly to the FUFA General Assembly
10. Election procedure will be conducted in accordance with article 1 of these Guidelines

**Uganda Football Coaches Association**

1. The Elective Assembly for this election will compose of;
2. 2 RFA Coaches’ Representatives from each of the 8 RFA to UFCA (c.f. Art 3 par 3b)
3. 1 FUFA Registered Coach from 1 club of the FUFA 2nd Division League in each of the 8 RFAs
4. 4 FUFA 2nd Division League Club Representative FUFA Registered Coaches
5. All FUFA Licensed National Coaching Instructors. The FUFA Technical Director will provide this list to the FUFA EC in writing
6. All FUFA Licensed Coaches for the FUFA 1st Division League
7. **ONLY** fully paid-up members of UFCA shall be eligible to participate in the elections
8. Each member of this Elective General Assembly has one vote.
9. Only Members of this Elective General Assembly may vote
10. Only FUFA Licensed Coaches are eligible to stand for election
11. UFCA will elect 2 Delegates from this Elective Assembly to the FUFA General Assembly
12. Election procedure will be conducted in accordance with article 1 of these Guidelines

**Uganda Women Football Association**

1. The Elective Assembly for this election will compose of;
2. 2 RFA Women Football Representatives from each of the 8 RFA to UWFA (c.f. Art 3 par 3c)
3. Each member of the this Elective General Assembly has one vote
4. Only Members of this Elective General Assembly may vote and/or be voted
5. FIFA Member Association Registered Players are ineligible to be voted
6. UWFA will elect 2 Delegates from this Elective Assembly to the FUFA General Assembly who must be women
7. The Chairperson of UWFA shall be one of the 2 Delegates representing UYFA to the FUFA General Assembly
8. Election procedure will be conducted in accordance with article 1 of these Guidelines

**Uganda Youth Football Association**

1. The Elective Assembly for this election will compose of 2 RFA Youth Football Representatives from each of the 8 RFA to UYFA (c.f. Art 3 par 3d)
2. The Chairperson of UYFA shall be one of the 2 Delegates representing UYFA to the FUFA General Assembly
3. Each member of the this Elective General Assembly has one vote
4. Only Members of this Elective General Assembly may vote and/or be voted
5. UYFA will elect 2 Delegates from this Elective Assembly to the FUFA General Assembly
6. Election procedure will be conducted in accordance with article 1 of these Guidelines

**Uganda Football Players Association**

1. The Elective Assembly for this election will compose of;
2. 2 RFA Players’ Representatives from each of the 8 RFA to UFPA (c.f. Art 3 par 3e)
3. 10 Representatives of the Ex-Internationals where at least 3 must be women
4. 1 FUFA Registered player nominated in writing to the FUFA EC by each of the FUFA 1st Division League Club (16 Players)
5. 1 FUFA Registered player nominated in writing to the FUFA EC by each of the FWEL Club (16 Players)
6. 1 FUFA Registered player nominated in writing to the FUFA EC by each of the RFA from the clubs in the FUFA 2nd Division League in the respective RFA (8 Players)
7. Each member of this Elective General Assembly has one vote
8. Only Members of this Elective General Assembly may vote
9. FIFA Member Association Registered Players are ineligible to stand for election
10. UFPA will elect 2 Delegates from this Elective Assembly to the FUFA General Assembly
11. Election procedure will be conducted in accordance with article 1 of these Guidelines

**Uganda Schools Football Association**

1. The Uganda Secondary Schools Association (USSA) shall elect 2 delegates to the FUFA General Assembly

**Uganda Beach Soccer Association (UBSA)**

1. The UBSA shall elect 2 delegates to the FUFA General Assembly
2. The Chairperson of UBSA shall be one of the 2 Delegates representing UBSA to the FUFA General Assembly

**Article-6: ELECTIONS OF FWEL DELEGATE TO FUFA GENERAL ASSEMBLY**

1. Every FWEL Club that intends to participate in the FUFA Elections shall submit to the FUFA EC a list of 3 Club Delegates to the FWEL Elective General Assembly as scheduled in Annex-1. These club delegates shall be amongst the Club officials registered with FUFA.
2. **ONLY** FWEL Clubs will participate in election of Delegates of the FWEL Club to the FUFA General Assembly
3. **ONLY** Members of the Elective General Assembly may vote and/or may be voted
4. The FWEL will elect 1 Delegate from this Elective Assembly to the FUFA General Assembly who must be a woman
5. Election procedure will be conducted in accordance with article 1 of these Guidelines

**Article-7: ELECTIONS OF FBL DELEGATE TO FUFA GENERAL ASSEMBLY**

1. Every FBL Club that intends to participate in the FUFA Elections shall submit to the FUFA EC one (1) Club Delegate to the FBL Elective General Assembly. These club delegate shall be amongst the Club officials registered with FUFA in the positions of Chairman, Vice Chairman, Secretary and Treasurer
2. **ONLY** FUFA 2nd Division League Clubs will participate in election of Delegates of the FUFA 2nd Division League Club to the FUFA General Assembly
3. **ONLY** Members of the Elective General Assembly may vote and/or may be voted
4. All FUFA 2nd Division League Clubs that were promoted from the same FRA shall be represented by One (1) Delegate in the FUFA General Assembly. Where more than one (1) Candidate exists for each RFA, an election by this Elective Assembly will be conducted to determine the winner
5. Election procedure will be conducted in accordance with article 1 of these Guidelines

**Article-8: ELECTIONS OF THE 3rd FUFA VICE PRESIDENT**

1. A FUFA 1st Division League Club may nominate a person who is eligible in accordance with the FUFA Statutes and FUFA Electoral Code for election as a Member to the FUFA Executive Committee for the position of FUFA 3rd Vice President
2. Every FUFA 1st Division League Club that intends to participate in the FUFA Elections shall submit to the FUFA EC the names of the FUFA Registered Club Official who will cast the vote on behalf of the Club. This club delegate shall be either the FUFA Registered Club President/Chairman or Club CEO
3. Each FUFA 1st Division League Club has one vote
4. Only FUFA 1st Division League Clubs will participate in election of the FUFA 3rd Vice President
5. Only Members of the Elective General Assembly may vote for the FUFA 3rd Vice President
6. The 1st and 2nd Candidates after the vote count will be submitted to the FUFA General Assembly.
7. If the 1st Candidate is confirmed by a vote at the FUFA General Assembly, he will be declared the Winner by the FUFA EC. In event that the 1st Candidate is rejected by a vote, the 2nd Candidate will be subjected to a vote by the FUFA General Assembly and in event is confirmed the winner, He/She will be declared the winner by the FUFA EC. In event that he is rejected by vote, the procedure from Article 8 par 1 to par 7 will be repeated
8. Election procedure will be conducted in accordance with article 1 of these Guidelines

**Article-9: ELECTIONS OF THE FUFA EXECUTIVE COMMITTEE**

1. The Elective Assembly for this election will be the FUFA General Assembly;
2. The intending Candidate for the position of FUFA President will submit proof of payment of nomination fees together with a list of intending candidate executive committee members bearing the respective signature of each member
3. The Chairman of the FUFA EC will chair the proceedings of the election on the FUFA Executive Committee
4. The rest of the election procedure will be conducted in accordance with article 1 of these Guidelines

**Article-10: FINAL PROVISIONS**

**Interpretation and Application**

1. Where the FUFA Statutes, FUFA Electoral Code, and these Guidelines are silent and/or in cases of force majeure, the Chairman of the FUFA EC in consultation with FUFA CEO and the members of the FUFA EC will take a decision
2. These Guidelines were adopted at the FUFA Executive Committee meeting in Kampala on the 6th April 2017.

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 **Signed: Signed:**

 **FUFA President Chief Executive Officer**

 **Magogo Moses Edgar Watson Suubi**