

Ghana Football Association Regulations on Elections

2019

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DEFINITIONS

Whenever relevant, the terminology used in these Regulations on Elections shall refer to the terms defined in the Definitions section of the Statutes of GFA.

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

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I. GENERAL PROVISIONS

Article 1 Scope of application

¹ These Regulations on Elections are applicable to the elections of the members of the Executive Council of Directors and of the Independent Committees as defined in the Statutes of GFA.

² These Regulations on Elections are also applicable to the elections of the members of the relevant bodies of the Members of GFA, if their statutes specifically stipulate this. The statutes of the Members of GFA shall define the exact scope of application of these Regulations on Elections and in particular if the Elections Committee of GFA shall supervise the relevant electoral process.

Article 2 Principles and obligations

¹ 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.

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

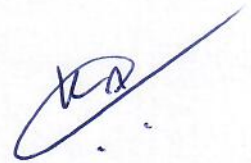
³ Undue influence from third parties of any kind in the electoral process shall not be permitted.

⁴ GFA shall ensure that any electoral rules and guidelines of its bodies are in line with the provisions of these Regulations on Elections, the Statutes of GFA as well as the Statutes, regulations, directives and decisions of FIFA.

⁵ GFA shall, at least 30 days before the date of the relevant elections, inform FIFA and CAF 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 Regulations on Elections and, if applicable, any other electoral rules and guidelines.

⁶ GFA shall immediately inform FIFA and CAF of any undue influence from third parties in the electoral process.

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



Article 3 Basic principles

- ¹ The Elections Committee shall supervise the electoral process in accordance with the relevant provisions of the Statutes of GFA and of these Regulations on Elections.
- ² The members of the Elections Committee shall not be members of any other body of GFA and may not hold any executive position in any government body. Members of the Elections Committee may not be candidates for any of the positions to be filled within GFA as long as they are still under mandate.
- ³ The members of the Elections 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 Code and the Code of Ethics of GFA.
- ⁴ In the event that a member of the Elections Committee does not fulfil any of the above requirements and/or has to step down as member of the Elections Committee for any reason, he shall be replaced in accordance with the provisions of art. 4 par. 3 of these Regulations on Elections.
- ⁵ The members of the Elections Committee shall be appointed by the Congress of GFA, in accordance with the provisions of the Statutes of GFA, for a mandate of four years.
- ⁶ No member of the Elections Committee shall serve for more than two terms of office, whether consecutive or not.
- ⁷ The members of the Elections Committee shall act in good faith at all times and observe the utmost impartiality when carrying out their duties.

Article 4 Composition

- ¹ The Elections Committee shall be composed as follows:
 - a) a chairperson;
 - b) a vice-chairperson;
 - c) three ordinary members.
- ² An appropriate number of substitutes shall also be appointed by the Congress of GFA.
- ³ If the chairperson is absent or unavailable, his position shall be filled by the vice-chairperson or by an ordinary member if the vice-chairperson is also absent or unavailable. Any ordinary member who is absent or unavailable shall be replaced by a substitute.
- ⁴ The Elections 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 GFA Secretariat to assist him in his duties.
- ⁵ The chairperson of the Elections Committee shall be qualified to practice law. At least one member of the Elections Committee shall be a woman.

Article 5 General duties of the Elections Committee

The Elections 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 Elections Committee is responsible for:

- a) strictly enforcing the Statutes and regulations of GFA as well as these Regulations on Elections;
- b) ensuring that the electoral rules and guidelines of the bodies of GFA are in line with the provisions of these Regulations on Elections and the Statutes of GFA 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 GFA 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 elections process (launch, distribution of information, vetting, publication of official list, etc.);
- j) drawing up the list of voters (delegates), assisted by the general secretariat of GFA, in accordance with the statutory provisions of GFA;
- 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.

Article 6 Meetings, quorum and decisions

¹ The chairperson shall convene the meetings of the Elections Committee. Only an Elections Committee that has been duly convened has the authority to deliberate and pass decisions.

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

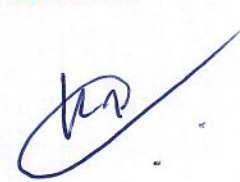
³ The Elections Committee shall reach its decisions by a majority (more than 50%) of the valid votes cast. Voting by proxy or by letter is not permitted. In the event of a tied vote, the chairperson shall have the casting vote.

⁴ The decisions taken shall be recorded in minutes signed by the chairperson and by the secretary of the Elections Committee.

III. CANDIDATURES

Article 7 Eligibility criteria

¹ The eligibility criteria for the positions to be filled within the relevant bodies of GFA are defined in the relevant provisions of the Statutes of GFA.



² The Elections Committee shall not impose any eligibility criteria that are not provided for in the Statutes of GFA or impose any other formal requirements that are not provided for in these Regulations on Elections or in the Statutes of GFA. The Elections Committee shall only request the documents that help establish whether the relevant eligibility criteria have been fulfilled.

³ The Elections Committee shall publish the full list of eligibility criteria (with reference to the relevant provisions of the Statutes of GFA) as well as the documents to be provided for each of the position within the deadlines stipulated in the Statutes of GFA.

Article 8 Submission and examination of candidatures for the Executive Council

¹ No fees or charges of any sort shall be requested from any of the candidates at any point during the entire electoral procedure, unless the Congress of GFA has previously approved the raising of reasonable fees or charges which serve only to cover the respective administrative costs of the electoral procedure.

² Candidatures for any of the positions of the Executive Council shall be sent by post, by email with delivery notification, or delivered by hand and receipt acknowledged by the GFA Secretariat at least 30 days before the relevant elective Congress. Candidatures received by the GFA secretariat shall immediately be forwarded to the secretary of the Elections Committee for the relevant integrity checks to be carried out as per Annexe C of the Statutes of GFA.

³ At the latest two days after the deadline for submission of candidatures, the Elections Committee shall inform in writing candidates who have failed to provide all the relevant documents in support of their candidatures and grant them another three days to complete their applications. If the relevant candidates fail to complete their applications within the prescribed deadline, their candidatures shall be declared invalid.

⁴ The Elections Committee shall examine the candidatures for the Executive Council within 6 days of their submission and inform the candidates of the decision of the Elections Committee within the same period.

Article 9 Appeal procedure for candidates for the Executive Council

¹ Appeals against decisions of the Elections Committee may be lodged only with the Appeals Committee, to the exclusion of the possibility of appealing said decisions before any other body, particularly a government body.

² All appeals shall be sent by post, mail with delivery notification or delivered by hand and receipt acknowledged by the GFA Secretariat within 3 days of receipt of the decision of the Elections Committee. Appeals received by the Secretariat shall immediately be forwarded to the Appeals Committee.

³ The Appeals Committee may decide to accept fresh evidence and documents that were not provided by the relevant candidate together with the initial candidature.

⁴ Appeals shall be considered by the Appeals Committee within 4 days of their receipt and communicated to the candidates within the same period.

⁵ Art. 58 of the Statutes of the GFA shall apply.

Article 10 Procedure for candidates for other bodies of GFA

¹ Candidates for any of the positions of all other bodies of GFA [Elections Committee and judicial bodies] shall be sent by the Executive Council to the GFA Secretariat of GFA at least 30 days before the relevant elective

Congress. The GFA Secretariat shall immediately forward the candidates' documents received to the Elections Committee as well as to the relevant body in charge of carrying out the integrity checks.

² The Elections Committee shall confirm to the Secretariat whether the formal requirements for the relevant positions are fulfilled within 10 days of receipt of the candidatures. In the event that one or more candidates cannot be validated, the Executive Council shall propose additional candidates for the relevant positions.

³ 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.

⁴ During the elections of such members, the delegates shall remain at their seats and shall cast their vote into a ballot box that shall be carried from seat to seat by one of the scrutineers and supervised closely by one member of the Elections Committee.

⁵ Once all the delegates have deposited their ballot papers in the mobile ballot box, the Elections Committee shall proceed with the count in front of all the delegates and the results shall be announced to the Members of GFA.

Article 11 Official list of candidates

¹ The official list of candidates for all the bodies of GFA shall be sent to the Members of GFA at least 10 days before the elective Congress.

² 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.

IV. VOTING PROCEDURE

Article 12 Convocation of the elective Congress

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

Article 13 Duties of the Elections Committee during the elective Congress

During the elective Congress, the duties of the Elections 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.

Article 14 Ballot papers

- ¹ The GFA secretariat shall produce the ballot papers under the supervision of the Elections Committee. The ballot papers shall be printed clearly and legibly.
- ² The ballot papers shall be of a different colour for each round of the election.

Article 15 Ballot box

- ¹ Before the start of the voting procedure, the ballot box – 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 Elections Committee.
- ² During the entire voting process, the ballot box shall be monitored by one of the members of the Elections Committee.

Article 16 Casting of ballots

- ¹ Before the delegates are requested to cast their vote, the chairperson of the Elections 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.
- ² The chairperson of the Elections 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.
- ³ 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.
- ⁴ 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.
- ⁵ The delegate then deposits his ballot paper in the ballot box, signs the electoral register and then returns to his seat.
- ⁶ The counting procedure begins as soon as all of the delegates have deposited their ballot papers in the ballot box. A member of the Elections Committee opens the ballot box and tips out the ballot papers in front of all the delegates.
- ⁷ The count then commences.

V. COUNT

Article 17 General principles

- ¹ Only the members of the Elections 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.

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 decision of the Elections Committee shall be final.

Article 18 Invalid ballot papers

- ¹ The following ballot papers are considered invalid:
- a) ballot papers that do not bear the official distinctive marks defined by the Elections 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.
- ² The chairperson of the Elections Committee shall write on the back of any invalid ballot paper the reason(s) for its invalidity and confirm with a signature.

Article 19 Spelling mistakes

Spelling mistakes shall result in the invalidity of a vote only if they mean that it is not possible to identify with certainty any of the official candidates.

Article 20 Count and declaration of results

- ¹ Once the ballot box has been opened, the members of the Elections 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.
- ² After the number of ballot papers has been verified, the members of the Elections Committee shall proceed to count the number of votes cast for each different candidate or for each different list.
- ³ If a second (or subsequent) round of voting is required, the voting procedure shall be repeated in accordance with the above articles. The delegates to 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.).
- ⁴ After each round of the election, the chairperson of the Elections Committee shall declare the results officially to the delegates to the Congress.
- ⁵ 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 Elections Committee and sealed. The GFA Secretariat shall keep these envelopes and destroy them 30 days after the end of the Congress.

Article 21 Archiving of documents and confidentiality

¹ The Elections Committee and the Appeals Committee shall hand over all official documents as well as all documents provided to them during the electoral process to the GFA Secretariat, which shall be responsible for archiving them.

² The members of the Elections Committee and of the Appeals 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 procedure. 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.

Article 22 Public notary

A notary or a person of equivalent legal status recognised by the courts shall attend the Congress and draw up minutes of the elections according to the provisions of national law. He shall be specifically responsible for verifying the identity of the delegates and ensuring compliance with the voting procedure.

Article 23 Matters not provided for

¹ All matters relating to the administrative and technical organisation of the elective Congress that are not covered by these Regulations on Elections or by the Statutes and regulations of GFA shall be ruled upon by the Elections Committee, whose decision shall be final.

² All matters relating to the running of the elections that are not covered by these Regulations on Elections or by the Statutes and regulations of GFA shall be ruled upon by the Elections Committee, whose decision shall be final.

Article 24 Transitional provisions

1. The members of the Normalisation Committee of GFA shall act as the Elections Committee only during the first elective Congress following the adoption of these Statutes and their decisions in that function shall be final and binding.
2. During the term of their mandate, the members of the Normalisation Committee of GFA are exceptionally empowered to appoint the members of the Judicial bodies.
3. For the first electoral Congress following the adoption of these Statutes, notwithstanding the relevant provisions of these Statutes, the following shall apply:
 - a. Notification of the date and venue of the elective Congress shall take place at the latest 21 days in advance;
 - b. The Members of GFA shall submit their candidatures for the positions on the Executive Council of Directors of GFA at the latest 17 days in advance;
 - c. The Normalisation Committee shall examine the candidatures within two days of receipt and inform the candidates who have failed to provide all the relevant documents in support of their candidatures. These

- candidates shall have two days to complete their applications.
- d. The Normalisation Committee shall inform the candidates of their final decision at the latest 8 days before the elective Congress.
 - e. The formal convocation of the elective Congress shall be made in writing and circulated to the Members of GFA at the latest 7 days before the stipulated date of the Congress. This convocation shall contain the Agenda and all relevant documents.

Article 25 Enforcement

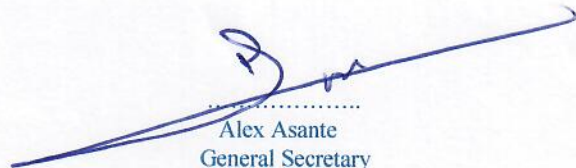
These Regulations on Elections were adopted at the Congress in Accra on 5th September, 2019 and come into force on 5th September, 2019.

Accra, 5th September, 2019

For GFA



Dr. Kofi Amoah
President



Alex Asante
General Secretary