

# Football Association of Singapore

## Electoral Code (Edition 2017)

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### **Article 1**      **Scope**

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- 1.1 This Electoral Code (the Code) is applicable for the election of the Council of the Football Association of Singapore (FAS Council). If the Code does not stipulate any electoral method, the FAS Constitution shall come into force.
- 1.2 The Code shall apply to all persons who are candidates for the offices of the FAS Council from the moment that those persons are proposed by FAS members in accordance with the provisions of the FAS Constitution.
- 1.3 The Code shall equally apply to all persons, irrespective of whether they have been proposed as a candidate in accordance with the FAS Constitution, declare themselves to be candidates or potential candidates for the FAS Council. If a person engages in campaigning or similar activities that give the appearance that he is a candidate, the Ad Hoc Electoral Committee or, if the Ad Hoc Electoral Committee has not yet been constituted, the FAS General Secretary, shall give him a deadline of ten (10) days to formally state, in writing, his intention of becoming a candidate for the offices on the FAS Council. If the individual responds in the affirmative, the person concerned will be subject to the present regulations from the time of the relevant declaration onwards.
- 1.4 As from the moment that the Code applies to a particular candidate for the FAS Council, that candidate shall also be subject to the FAS Constitution if not otherwise bound and covered prior to that time.

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### **Article 2**      **Principles, obligations and rights, government interference**

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- 2.1 The election procedures for the election of the FAS Council shall be strictly based on principles of democracy, good governance and transparency.
- 2.2 The FAS shall inform FIFA about the election schedule of the various positions for the FAS Council as well as the timeframe of the election. The FAS is obliged to immediately inform FIFA of any government interference in the electoral process.
- 2.3 The FAS Provisional Council shall continue to exercise their functions and rights until the completion of the electoral process for the FAS Council for the four-year term (from 2017 to 2021).
- 2.4 Government interference of any kind in the electoral process under the Code is not permitted. Consequently, government rules on elections shall not apply to

the elections under the Code. The Code shall not require the approval of any kind by government agencies.

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**Article 3 Basic Principles**

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- 3.1 The Ad Hoc Electoral Committee (the Electoral Committee) shall arrange to hold the election of the FAS Council, in accordance with the Code with the authority to handle and keep the order of the election as well as to make any decision or order related to the election. Any order or decision of the Electoral Committee shall be final and shall apply to the FAS, its members, Congress voting delegates, the FAS Council, the candidates as well as individuals involved. The FAS, its members, Congress voting delegates, the FAS Council, the candidates as well as individuals involved have no rights to file a lawsuit against the Electoral Committee.
- 3.2 The chairperson, deputy chairperson and member of the Electoral Committee must under no circumstances be a candidate for the election of the FAS Council, unless he has resigned from their position on the Electoral Committee before the official announcement of the relevant date of election.
- 3.3 The chairperson, deputy chairperson and member of the Electoral Committee shall officially declare their candidature for elected posts in such a way as to allow their replacement on the Electoral Committee to be carried out harmoniously and without any time pressure that would be prejudicial to the election of the FAS Council.
- 3.4 The chairperson, deputy chairperson and member of the Electoral Committee must under no circumstances be members of the executive body of the FAS.
- 3.5 In the event that a chairperson, deputy chairperson and member of the Electoral Committee does not fulfil the above requirements, the member in question shall immediately leave his position and be replaced by a substitute.
- 3.6 Candidatures and electoral campaigns relating to the FAS Council shall be carried out by the candidates in a fair reputable manner and, more generally, in a spirit of respect for fundamental ethical principles.
- 3.7 Candidates for the FAS Council shall conduct all campaigns with dignity and moderation and with respect for any candidate(s), FAS itself and its member.

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**Article 4 Calling for election and contents of the call**

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- 4.1 Election shall be called by the FAS Executive Committee in accordance with the relevant provisions of the FAS Constitution.
- 4.2 The call for election shall contain amongst others, the names of the members of the Electoral Committee.

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**Article 5      Announcing the call for election**

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5.      The call for election shall be sent to the FAS members, AFC and FIFA. It shall also be published on the FAS website: [www.fas.org.sg](http://www.fas.org.sg).

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**Article 6      Establishment and Composition of the Electoral Committee**

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- 6.1      The Electoral Committee shall be composed of:
- a)      a Chairperson;
  - b)      a Deputy Chairperson; and
  - c)      one (1) Member.
- 6.2      The Chairperson of the FAS Disciplinary Committee shall be the Chairperson of the Electoral Committee, the Chairperson of the Ethics Committee shall be the Deputy Chairperson of the Electoral Committee and the remaining Member shall be the Chairperson of the Audit Committee.
- 6.3      The FAS General Secretary serves as the Secretary of the Electoral Committee. He takes part in the activities of the Electoral Committee in a consultative capacity and is responsible for related logistical and administrative matters.
- 6.4      If a member of the Electoral Committee is prevented from performing his duties due to a conflict of interest, or for any other duly justified reason, he shall be replaced by the deputy chairperson of his relevant committee.
- 6.5      The FAS General Secretary is obliged to assist and facilitate the election of the FAS Council, as requested by the Electoral Committee for the duration of the Electoral Committee's duties under the Code.
- 6.6      The headquarters of the Electoral Committee shall be the same as the FAS headquarters.

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**Article 7      Duties**

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- 7.1      The Electoral Committee is responsible for all tasks relating to the organisation, running and supervision of the election for the FAS Council.
- 7.2      In particular, it is responsible for:
- a)      Enforcing and supervising the Constitution, Statutes, directives, and regulations of FAS, FIFA and AFC and the Code, and all tasks relating to the organisation and running of the election for the FAS Council;

- b) Issuing instructions for the application of the Code as necessary before and during the entire electoral process;
- c) Supervising the election of the FAS Council in accordance with the specified timeframe and statutory deadlines;
- d) Dissemination of information to the FAS members at the elective Congress as well as to government bodies, the media and the public;
- e) Managing relations with government bodies (where necessary);
- f) Preparations regarding the candidacy procedure for the election of the FAS Council, including the Individual and Slate Basis lists of candidates as per Article 28.4 of the FAS Constitution;
- g) Organising, in administrative and technical terms, the management of the election of the FAS Council, both in the administration and in practice;
- h) Admitting and declaring candidatures. In this regard, the Electoral Committee shall assess whether a candidate for the FAS Council meets the profile specifications provided for in the FAS Constitution;
- i) Carrying out the integrity check of the candidates for the FAS Council and to determine and decide on their suitability for the offices of the FAS Council;
- j) Drawing up the list of the eligible voters for the election of the FAS Council in accordance with the relevant provisions of the FAS Constitution;
- k) Verifying and examining the identity evidence of the eligible voters for the election of the FAS Council, with the assistance of the FAS General Secretary or official appointed and assigned this task by the Electoral Committee;
- l) Conducting the voting process;
- m) Appointing the relevant officers to perform duties related to the election of the FAS Council, as appropriate; and
- n) All other tasks and duties necessary to ensure the smooth running of the election of the FAS Council.

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**Article 8      Convoking the Electoral Committee and Quorum**

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- 8.1 Only if the Electoral Committee is convoked validly by its chairperson, is it entitled to deliberate and pass decisions.
- 8.2 A quorum is constituted by the absolute majority of the members of the Electoral Committee.

8.3 The Secretary to the Electoral Committee does not have the right to vote.

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**Article 9 Calculation of deadlines**

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9. The deadlines and timeframes contained in the present regulations shall be understood to refer to calendar days.

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**Article 10 Decisions**

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10.1 All of the Electoral Committee's decisions must be passed by an absolute majority of the valid votes cast. If a vote is tied, the chairperson of the Electoral Committee shall have the casting vote.

10.2 Decisions are recorded in minutes signed by the chairperson and the secretary of the Electoral Committee. Appeals against the Electoral Committee's decisions may be lodged only with the Ad Hoc Electoral Appeal Committee to the exclusion of the possibility of appealing said decisions before any other body, particularly a government body.

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**Article 11 Criteria for candidates**

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11.1 The eligibility criteria for candidates are defined by the Code and the FAS Constitution including Article 28. Refer to Annex A for the key details of the electoral process and criteria.

11.2 All candidates for the election of the FAS Council shall be subjected to integrity checks as provided for in Article 22 of the FAS Constitution. Refer to Annex B for details relating to integrity checks.

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**Article 12 Correspondence and Notices**

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12.1 All queries relating to the election of FAS Council shall be forwarded to the FAS General Secretariat at [electivecongress@fas.org.sg](mailto:electivecongress@fas.org.sg) at any point in time during the nomination period.

12.2 Upon the close of the nomination period, all official notices relating to candidates contesting on a Slate Basis – including the results of the nomination, appeal(s) and replacement of candidate(s) – shall be communicated to the candidate for the office of the president via email or by hand to the address of the candidate for the office of the president as stated in the nomination form. For all queries, the presidential candidate is the point of contact and he shall correspond with the FAS General Secretariat directly via email or by hand.

12.3 Upon the close of the nomination period, all official notices relating to candidates contesting on an Individual Basis – including the results of the nomination and appeal – shall be communicated to the individual candidate via

email or by hand to the address of the individual candidate as stated in the nomination form. For all queries, the individual candidate shall correspond with the FAS General Secretariat via email or by hand.

12.4 All correspondence and notices shall be in writing.

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**Article 13 Submission of Candidatures**

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13. Nomination of candidature(s) as per Form 1 (Slate) or Form 2 (Individual) shall be delivered by hand to the FAS General Secretariat in exchange for acknowledgement of receipt within one (1) week after the election has been called by the Executive Committee in accordance with FAS Constitution Article 78.3 together with the nomination forms and all required forms.

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**Article 14 Examination of Candidatures**

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14.1 The Electoral Committee will examine the candidatures within seven (7) days of the deadline of their submission.

14.2 Pursuant to the relevant provisions of the FAS Constitution, all candidates for the election of the FAS Council shall be required to fulfil eligibility checks.

14.3 The candidates and Members of the FAS shall be informed of the decision of the Electoral Committee's examination at least ten (10) days prior to the date of the elective Congress as per Article 28.20 of the FAS Constitution.

14.4 The Electoral Committee will announce and publish the names of the candidates who are qualified to contest the elections.

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**Article 15 Composition of Ad Hoc Electoral Appeal Committee and Appeal Procedure**

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15.1 The Ad Hoc Electoral Appeal Committee is constituted of a chairperson, deputy chairperson and one (1) member, one of whom shall be legally qualified.

15.2 Any appeal, with its reasons, shall be delivered by hand in exchange for acknowledgment of receipt to the FAS General Secretariat within three (3) days of notification of the Committee's decision. All appeals shall be submitted using the prescribed Appeal Form 3 (Slate) or Form 4 (Individual).

15.3 Appeals shall be considered by the Ad Hoc Electoral Appeal Committee within three (3) days after the last day limited for their appeals.

15.4 The decisions of the Ad Hoc Electoral Appeal Committee are final and may not be altered or reviewed by any government body or court or Court of Arbitration for Sport (CAS).

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**Article 16 Replacement of Candidate Procedure – For Slate Basis only**

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- 16.1 In the event that any of the candidates standing for election to the office of President, Deputy President or Vice Presidents on a Slate Basis, fails to qualify for election for any of these stated offices, he may only, as the first option, be replaced by another candidate from the same Slate who qualifies for the said office that he is unable to qualify for.
- 16.2 If there is no qualified candidate from the Slate to replace him in the office of the President, Deputy President or Vice President, only one final replacement from outside of the Slate is allowed within two (2) days of him being informed about his ineligibility.
- 16.3 If any slot of or for the three (3) Council Members forming the Slate is left vacant by the replacement exercise referred to in Article 28.11 of the FAS Constitution, this slot may be replaced by a final candidate outside of the Slate within two (2) days as specified in Article 28.12 of the FAS Constitution.
- 16.4 For any replacement of candidate(s), the prescribed Replacement of Candidate form (Form 5) and all required forms and supporting documents shall be delivered by hand in exchange for acknowledgment of receipt to the FAS General Secretariat within two (2) days of him being informed of his ineligibility.

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**Article 17 Distribution of the final official list**

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17. The final official list of candidates shall be sent to all the members of the FAS and, where necessary, to the relevant government bodies no less than ten (10) days before the date the elective Congress is to be held.

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**Article 18 Deadline for Convoking the Elective Congress**

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- 18.1 The Members of the FAS shall be notified of the date of the elective Congress no less than thirty (30) days prior to the date of the said Congress.
- 18.2 Formal notification shall be sent to all the members of the Congress and, where necessary, to the relevant government bodies.

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**Article 19 Duties of the Committee in Conducting the Elections**

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- 19.1 The duties of the Electoral Committee are as follows:
- a) To monitor the voting procedure during the elective Congress using the electoral register that it has compiled;
  - b) To count the votes;

- c) To take any decision that is necessary regarding the validity or invalidity of ballot papers;
- d) To pass, in general, a definitive decision on any matters relating to the voting procedure during the elections;
- e) To draft official minutes of the election and distribute them to the members and, where necessary, to government authorities; and
- f) To declare the official results of the elections.

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**Article 20 Ballot papers**

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- 20.1 The FAS General Secretariat shall produce the ballot papers under the supervision and charge of the Electoral Committee. The ballot papers shall be printed clearly and legibly.
- 20.2 The ballots papers must be clearly separated by color for each round of voting.
- 20.3 The ballot papers shall conform to the official model established by the Electoral Committee, and any vote cast using a different ballot paper shall be invalid. The ballot papers shall contain the name(s) of the Slate(s) for election by Slate Basis and name of the candidate(s) for election on Individual Basis, and the voters must mark one candidate only. Ballot papers on which more than one candidate is marked or on which no candidates are marked shall be invalid.

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**Article 21 Ballot Box**

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- 21.1 Before the start of the voting procedure, the ballot box which shall be transparent must be presented to the voting members in the elective Congress. It shall then be closed and placed in a visible position near to the members of the Electoral Committee.
- 21.2 During the voting process, the ballot box shall be monitored by the Electoral Committee.

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**Article 22 Polling/Voting Booths**

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- 22. Polling booths shall be erected near the ballot box to allow the voting members at the elective Congress to complete their ballot paper in secrecy.

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**Article 23     Voting**

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- 23.1 The chairperson of the Electoral Committee will explain in detail the voting procedure, such as the ballot box, the ballots, valid and invalid ballot papers, counting of votes, voting results and other matters related to the election, including any statutory provisions.
- 23.2 The chairperson of the Electoral Committee or the assigned officer will call in turn each of the FAS voting members who have the voting rights and invites him to move to the front of the hall where the elections are taking place.
- 23.3 Once called, the member with the voting rights will pick up the ballot paper from the Electoral Committee or the assigned officer.
- 23.4 The member with the voting rights shall mark to cast his vote for the FAS Council on the ballot paper at the prepared booth.
- 23.5 The member with the voting rights shall deposit the ballot paper into the ballot box, sign the electoral register and then returns to his seat.
- 23.6 The counting procedure begins immediately after the last member with voting rights has deposited his ballot paper in the ballot box. The chairperson of the Electoral Committee may appoint any member of the Electoral Committee or any assigned officer(s) to open the ballot box and count the ballot papers.

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**Article 24     General Principles, Decisions in the Event of Dispute**

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- 24.1 Only the members of the Electoral Committee may take part in the count. 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 the members of the elective Congress.
- 24.2 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 Electoral Committee's decision shall be final.

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**Article 25     Invalid Ballot Papers**

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- 25.1 The following 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.
- 25.2 The chairperson of the Electoral Committee shall write on the back of any invalid ballot paper (in red) the reasons for its invalidity and confirm with a signature.
- 25.3 In the event of disputes 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 Electoral Committee's decision shall be final.

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**Article 26 Spelling mistakes**

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

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**Article 27 Vote counting and declaration of results**

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- 27.1 Once the ballot box has been opened, the members of the Electoral Committee shall count out loud 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.
- 27.2 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.
- 27.3 Once the count has been completed and verified, the chairperson of the Electoral Committee shall officially declare the results to the Congress.
- 27.4 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).

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**Article 28 Declaration of the final results**

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28. After each round of the election, the chairperson of the Electoral Committee shall declare the results officially to the Congress.

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**Article 29 Omissions**

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29. All matters relating to the running of the elections not covered by this Electoral Code or the FAS Constitution shall be decided upon by the Electoral Committee.

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**Article 30 Impartiality**

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30. The Electoral Committee as well as the relevant assigned officers shall observe the utmost impartiality when carrying out their duties in the election of the FAS Council.

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**Article 31 Enforcement**

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31. The Code shall be effective from the date of its announcement and comes into force immediately.

NB: References to natural persons include both genders

## **Annex A: Electoral Process and Criteria**

1. Elections shall be conducted by secret ballot.
2. The FAS Electoral Code shall govern any elective Congress.
3. Candidates for the various offices in the Council shall be Singapore citizens and shall meet the following requirements:
  - a) A candidate for the office of the President shall have played an active role in association football (e.g. as board member, committee member, or an official within FIFA, a confederation, an association or an Ordinary Member of FAS) for two (2) of the last five (5) years before being proposed as a candidate.
  - b) All candidates for the office of the Deputy President and Vice Presidents shall have played an active role, either in association football (e.g. as board member, committee member, or an official within FIFA, a confederation, an association, or an Ordinary Member of FAS) for two (2) of the last five (5) years before being proposed as a candidate or an active role in the management of sports in general or a sport in particular (e.g. as a member of a Board or an official or committee member of the sport organization or educational institution) for two (2) of the last five (5) years before being proposed as a candidate.
  - c) Candidates for the remaining office of the Council shall either:
    - i) have served football or sports in general or a sport in particular at association, club, society, educational institutions, regional or national level for two (2) of the last five (5) years before being proposed as a candidate;
    - or
    - ii) be a person who has, for two (2) of the last five (5) years before being proposed as a candidate, professional and / or technical skills and knowledge beneficial to the management and administration of football.
4. The election of the Council members shall be carried out in two ways: namely on a Slate Basis and on an Individual Basis.
5. In the Slate Basis, a team comprising nine (9) candidates for the office of the President, the Deputy President, the four (4) Vice Presidents and three (3) Council Members shall be proposed and elected en bloc.
6. In the Individual Basis, the election of the remaining six (6) Council Members shall be proposed and elected individually.
7. Subject to Article 28.8 of the FAS Constitution, the Slate shall be proposed by an Ordinary Member en bloc and in the case of the election on an Individual Basis, each candidate shall be proposed by an Ordinary Member individually.

8. Each Ordinary Member may only propose one (1) Slate of candidates running for the office of Council members on a Slate Basis and not more than two (2) candidates running for the office of Council Members on an Individual Basis. If an Ordinary Member presents a proposal for more than one (1) Slate of candidates running for election on a Slate Basis, all its proposals on a Slate Basis shall become invalid. Similarly, if an Ordinary Member presents a proposal for more than two (2) candidates running for election on an Individual Basis, all its proposals on an Individual Basis shall become invalid.
9. The proposers from the Ordinary Member shall hold the title of President, Vice President or Honorary Secretary or its respective equivalent.
10. The candidatures for the election on a Slate Basis shall only be valid if proposed by at least two (2) Ordinary Members which include the Ordinary Member making the proposal for the candidatures on a Slate Basis.
11. Each of the candidates running for election on an Individual Basis for the remaining six (6) seats for Council Member, shall only be valid if proposed by at least one (1) Ordinary Member.
12. In the event that any of the candidates standing for election to the office of President, Deputy President or Vice Presidents on a Slate Basis, fails to qualify for election for any of these stated offices, he may only, as the first option, be replaced by another candidate from the same Slate who qualifies for the said office that he is unable to qualify for.
13. If there is no qualified candidate from the Slate to replace him in the office of the President, Deputy President or Vice President, only one final replacement from outside of the Slate is allowed within two (2) days of him being informed about his ineligibility.
14. If any slot of or for the three (3) Council Members forming the Slate is left vacant by the replacement exercise referred to in Article 28.11 of the FAS Constitution, this slot may be replaced by a final candidate outside of the Slate within two (2) days as specified in Article 28.12 of the FAS Constitution.
15. For the election on a Slate Basis, two-thirds (2/3) of the votes of the Ordinary Members present and eligible to vote are necessary in the first ballot. In the second ballot, a simple majority (more than 50%) of the valid votes cast is sufficient. From the third ballot onward, the Slate which receives the most votes shall be elected.
16. For the election of Council Member on an Individual Basis, it shall be decided in a first ballot by a simple majority (more than 50%) of the Ordinary Members present and eligible to vote. If no candidate is elected or the number of Council Members for the remaining seats have not been reached, a second ballot shall take place after the elimination of the candidate who has obtained the least number of votes in the first ballot. From the second ballot, the candidate(s) who receive(s) the most votes in respect of the free seat(s) shall be elected.

17. When candidates standing for election on a Slate Basis or a candidate standing for election on an Individual Basis, have or has respectively no opponent, they or he may be elected by acclamation.
18. No person shall be elected to the office of President for more than three (3) full terms, each term consisting of four (4) years.
19. Each candidate proposed for election, whether on a Slate Basis or on an Individual Basis, must be proposed by name and shall be proposed by an Ordinary Member in the prescribed forms. Each nomination must be in accordance with the further provisions contained in the Code.
20. The candidate(s) must notify the FAS General Secretariat, in writing, of the candidature(s), whether on a Slate Basis, or on an Individual Basis, within one (1) week after the election has been called for by the Executive Committee together with the proposal and declarations of support required and all required forms.
21. The FAS General Secretariat shall notify the Members of the names of the candidates admitted for election by the Electoral Committee at least ten (10) days before the date of the Congress.

## **Annex B: Information on Integrity Check**

### **i) General provisions**

1. The declaration of integrity forms the basis of the integrity check, which is performed by the Electoral Committee as stipulated in Article 46.4 of the FAS Constitution.
2. The integrity checks with regard to candidates for, and holders of, official positions within FAS that are subject to such checks shall be conducted by the appropriate body in accordance with the relevant Articles in the FAS Constitution and/or Electoral Code. The appropriate body may, at its sole discretion, in the context of conducting such integrity checks, call on external specialised professional resources.
3. Candidates for, and holders of, official positions subject to integrity checks are obliged to comply with a screening and self-disclosure process as outlined below. Prior to the screening process, every candidate for, or holder of, the official position concerned shall give his written consent to said process. If such written consent is not provided, the integrity check shall be deemed as not passed.
4. Candidates for, and holders of, official positions subject to integrity checks are obliged to collaborate to establish the relevant facts. In particular, they shall comply, upon reasonable notice, with requests for any documents, information or any other material of any nature held by them. In addition, they shall comply with the procurement and provision of documents, information or any other material of any nature not held by them but which they are entitled to obtain. Non-compliance with such requests may lead to sanctions imposed by the appropriate FAS body.
5. In the context of carrying out integrity checks, the relevant body in charge has a wide margin of appreciation in evaluating and weighing the information gathered with regard to specific individuals. Notwithstanding this, an integrity check shall, in principle, be deemed as not passed if the individual concerned is found to have committed misconduct that has a direct material connection to the position he holds or is a candidate for.
6. Subject to the relevant provisions regarding disclosure and forwarding of the information and related data obtained in the context of integrity checks in accordance with the relevant Articles in the FAS Constitution and/or Electoral Code, all such information and all related data must be treated as strictly confidential by the body conducting the eligibility checks concerned.
7. Incomplete or false information submitted in the context of integrity checks is subject to sanctions by the appropriate body and/or to the rejection of the nomination.

**ii) Screening process**

**1. Identification check**

At the beginning of the screening process, every individual subject to integrity checks shall undergo an identification check (“ID check”). In this context, he must submit a copy of his current valid National Registration Identity Card (NRIC) to the body in charge of performing the integrity check.

The ID check shall include verification/identification of the following:

- a) name;
- b) address (place of residence);
- c) country of residence;
- d) date and place of birth; and
- e) nationality/nationalities.

**2. Self-disclosure**

Every individual subject to an eligibility check shall be subject to a self-disclosure process, including completing the Declaration of Integrity (Form 6).

**3. Additional information**

The body in charge of performing the eligibility check may conduct independent research and/or investigations in order to obtain further relevant information on a particular individual, which may include information on intermediaries and related parties, mandates, potential conflicts of interest and significant participations as well as civil and criminal proceedings/investigations.