

FEDERATION RWANDAISE DE FOOTBALL ASSOCIATION  
"FERWAFa"



ELECTORAL CODE

## **PREAMBLE**

This electoral code supplements and completes the Statutes and Internal Regulations of “La Fédération Rwandaise de Football Association” (The FERWAFa).

This code also determines terms and conditions that govern organization of elections in the FERWAFa; and this necessitate a procedure that, while resting on principles of transparency and equity, includes:

- a) Invitation of candidates;
- b) Examination of candidatures;
- c) Appeals;
- d) Publication of the official list of candidates;
- e) Organization of technical and logistical terms of elections (organization of the elective general assembly, list of voters, ballot papers, voting urn, count of votes, minutes, etc.);
- f) Circulation of general information about election among the members, government bodies, representatives of the media, etc.

## **I. GENERAL PROVISIONS**

### **Article 1: Scope of application**

This code is applicable to elections of the President and members of the Executive Body, the Electoral Committee and the election Appeal Committee for elections in the FERWAFa and governs the Electoral Committee and the election Appeal Committee.

This electoral code is also applicable to elections to all bodies that are subordinate to the FERWAFa as defined in Article 13 of the Statutes of FERWAFa (e.g. clubs, associations, centers, etc.) and whose regulations and procedures are controlled exclusively by the FERWAFa.

Elections to the other FERWAFa Bodies, such as elections for the conflicts resolutions and judicial bodies (i.e. Disciplinary and Appeals Committees) will be governed by the provisions of the FERWAFa Statutes and Internal Regulations.

#### **Article 2: Principles, rights and obligations of the parties, and third party interference.**

The democratic principles of segregation of powers, transparency and publicizing of the electoral processes in the FERWAFa and in its subordinate bodies must be observed without exception.

The FERWAFa will adopt and approve the electoral rules of its elected internal bodies in accordance with this code as well as with other FIFA and CAF regulations.

FERWAFa will inform FIFA of the commencement of the elections to its elected internal bodies, the announcement of the elections date and its electoral rules at least at one month's notice. It will, through the General Secretary, duly notify FIFA of the period designated for the elections and the duration of the respective mandates.

Interference of any kind by the third party in the electoral process or composition of the general assembly and elected internal bodies of the FERWAFa is not permitted.

Unless this code states otherwise, the elected internal bodies of the FERWAFa will continue to exercise their functions until the completion of the electoral process.

## **II. ELECTORAL COMMITTEE AND ELECTION APPEAL COMMITTEE**

### **Article 3: Basic Principles**

The electoral committee organizes, manages and supervises the election process and takes all decisions relating to the election.



The members of the Electoral Committee as well as those of the Election Appeal Committee must under no circumstances be members of the Executive Body of any other FERWAFA Body.

The members of the Electoral Committee and those of the Election Appeal Committee will observe the utmost impartiality when carrying out their duties.

The members of the Electoral Committee and of the Election Appeal Committee must immediately decline to give an opinion and withdraw from the matter in progress if they are:

- a) A candidate for an elected post in the FERWAFA Executive Body or any other body;
- b) A relative, whether by birth or marriage of one of the candidate for an elected post. For the purpose of this code, it will be understood that a relative by birth is the ascendants, descendants and collaterals while a relative by marriage is the spouse, ascendants descendants and collaterals of the spouse;
- c) A governmental official of any kind.

In the event that a member of the Electoral Committee of the Election Appeal Committee does not fulfill the above requirements, member in question will immediately leave his/her position and be replaced by a substitute.

#### **Article 4: Election**

The members of Electoral Committee and those of Election Appeal Committee are elected by the General Assembly for a term of four (04) years renewable twice in accordance with the provisions of the FERWAFA Statutes and this code. The General Assembly also elects the substitute members of the Electoral Committee and the Election Appeal Committee.

At least a member of each committee will have legal training.

The members of the Electoral Committee the Election Appeal Committee are not permitted to serve for three consecutive terms.

The General Assembly at which the Electoral Committee and the Election Appeal Committee members are elected will take place at least six (06) months before the elective general assembly at which the Executive Body is elected.

**Article 5: Composition of Electoral Committee and the Appel Committee.**

The Electoral Committee will be composed of five (5) members. This committee comprises a Chairperson, a Deputy Chairperson, and three (3) other members. The General Assembly also elects two (2) substitute members.

All candidates for the Electoral Committee will be elected in a single bloc by the General Assembly. The two candidates with the highest number of votes will be elected respectively as a Chairperson and a Deputy Chairperson, from the third to the fifth highest become Members. The Electoral Committee will elect the Rapporteur from among the three (3) Members at its inaugural meeting. The sixth and seventh highest become substitute members.

In the absence of the Chairperson, his/her duties are carried out by the Deputy Chairperson.

Where the Chairperson permanently ceases to discharge his/her duties during his/her term of office, he/she will be automatically replaced by the Deputy Chairperson. The Deputy Chairperson will be replaced by the third candidate in the order of election. In such case, the first substitute member in the order of election will become member.

Where the rapporteur replaces the Deputy Chairperson or permanently ceases to discharge his duties during his term of office, the first substitute member in the order of election will become member and Electoral Committee will elect the Rapporteur from among the three (3) Members.

Where a member of the Electoral Committee permanently ceases to discharge his duties during his term of office, he/she will be automatically replaced by the first substitute member in the order of election.

If all Substitute Members are unavailable or have been appointed, any further vacancies will be filled by a special election convened by the General Assembly.

In the event that one or more members of the Electoral Committee or of the Election Appeal Committee stand as candidates for an elect post or are unable to carry out their duties, they will resign from the Committee. Any member who resigns will be replaced following the replacement process above.



The members of the Electoral Committee will officially declare their candidature for elected posts in such a way as to allow the replacement process described above to be carried out harmoniously and without any time pressure that would be prejudicial to the elections of the Executive Body.

The General Secretary of FERWAFA serves as the Secretary to the Electoral Committee. She/he takes part in the activities of the Committee in a consultative capacity. She/he is responsible for the related logistical matters and takes care of administrative matters.

The Electoral Appeal Committee will be composed of five (3) members. Members will appoint a rapporteur.

The candidates with the highest number of votes will be elected as a Chairperson.

The Electoral Appeal Committee is the appeal body responsible for examining appeals lodged against the FERWAFA Electoral Committee's decisions.

#### **Article 6: Mission of the Electoral Committee**

1. The Electoral Committee is responsible for all tasks related to the organization, running and supervision of the elective general assembly activities. Logistical matters will be taken care of the FERWAFA.

In particular, it is responsible for:

- a) Strictly enforcing the FERWAFA statutes and regulations while ensuring conformity with FIFA and CAF regulations in matters of elections.
- b) Strictly enforcing the statutes, directives and regulations of FIFA and the regulations of the association and CAF where they do not contradict FIFA regulations in matters of elections;
- c) Strictly enforcing this electoral code;
- d) Strictly enforcing the statutory deadlines for elections;
- e) Distributing information to the members of the elective General Assembly as well as to governmental bodies, the media and the public;

- f) Managing relations with government bodies in matters of elections (where necessary);
- g) The candidature procedure (launch, distribution of information, evaluation, publication of official list, etc.);
- h) Organizing in administrative and technical terms the elective general assembly with regard to election of the FERWAFA executive body and other bodies;
- i) Verifying the identity of the voters under the supervision of a professional bailiff appointed for this purpose;
- j) The voting procedure in accordance with article 13 below;
- k) All other tasks necessary to ensure the smooth running of the electoral process;
- l) Serving as first level body in settling any litigation occurring during the electoral process.

2. The logistics are provided by FERWAFA.

#### **Article 7: Convoking the committees and quorum**

Only if the committee is convoked validly by its chairperson or, in his/her absence, by the deputy chairperson, it is entitled to deliberate and pass decision. A quorum is constituted by at least three (3) members of the Committee.

Appeal Committee decisions will be valid once all three members have deliberated and passed a decision.

#### **Article 8: Decisions**

All of the Committee's decisions must be passed by an absolute majority of the valid votes cast. If a vote is tied, the Chairperson of the Committee will have the casting vote. Decisions are recorded in minutes signed by the Chairperson and the Committee members present.

Appeal against the Electoral Committee's decision may be lodged only with the election appeal committee of the FERWAFA to the exclusion of the possibility of appealing said decisions before any other body, particularly a government or judicial body.



The guidelines issued by an electoral committee will under no circumstances go counter to the provisions of the Statutes and Regulations of FERWafa. They will be intended to supplement, where necessary, or lay down conditions governing the electoral process.

### **III. CANDIDATURES**

#### **Article 9: Criteria**

The eligible criteria for the election of the Executive Committee, independent committees and judicial bodies of FERWafa are defined by the Statutes and the Internal Regulations of the FERWafa and by the statutes of specialized leagues and associations for related elections. They must comply with the FIFA, CAF and FERWafa statutes and regulations, where applicable.

#### **Article 10: Submission of Candidatures**

A part from the members of other eligible bodies of the FERWafa who are elected by the General Assembly at their meeting, the lists of candidates for the posts of President, the Vice-President and the Executive Committee and their candidature files will be submitted in exchange for confirmation of receipt to the General Secretary of the FERWafa at least thirty (30) days before the elective General Assembly is held. Except the Commissioner in charge of Refereeing Committee who will be appointed by the General Assembly upon the proposal of the elected Executive Committee, in accordance with the provisions of the FIFA and CAF refereeing statutes.

In accordance with the Statutes and Internal Regulations of the FERWafa, the candidates file for the posts of the President and members of the Executive Committee will consist of:

- a) The decision of the candidate;
- b) The curriculum vitae of each candidate with particular emphasis on his/her sporting past, particularly in the field of football as promoter or a director of a football team or school, player or former player, coach, referee, sports doctor and official of a football club or federation within the past 5 years prior to application;
- c) Certified copies of degrees or certificates;
- d) Copy of criminal record;



- e) Copy of ID Card or passport;
- f) Certificate of membership to a club member of FERWAFA signed by the officials of the same member;
- g) Only complete candidatures will be sent by recorded post or delivered in exchange for confirmation of receipt specifying all documents received. However, the candidates will have a period of five (05) working days to complete their files after submission whenever there is a need to add, omit or change anything in the file.

#### **Article 11: Examination of Candidatures**

The voting mode for the Executive Committee is voting a list of names.

The candidatures will be examined by the Electoral Committee within three (03) working days of the deadline for their submission. The candidates will be informed of the decision of the Electoral Committee's examination within the period of two (02) working days and thereafter the Electoral Committee will establish the final list of the candidates.

For the candidates for the post of President and members of the Executive Committee:

- a) Any person appearing on more than one list of candidatures will be automatically be disqualified;
- b) Each FERWAFA member will only be allowed to propose one candidate who should solely appear on one of the lists of candidatures;
- c) In the event of withdrawal or of rejection of the candidate appearing as chief candidate after the final submission of the candidatures, the whole list will be invalidated;
- d) In the event of withdrawal or of rejection by the third (1/3) of the candidates other than the chief candidate after the final submission of candidatures, the list remains valid and if the aforementioned list is elected, the newly elected Executive Committee will submit the list of vacant post(s) to the following General Assembly meeting, which will approve the posts requiring replacement for the remaining term;

- e) In the event of withdrawal or of rejection of more than one third (1/3) of the candidates after the submission of candidatures, the list will be automatically invalidated.

The candidates are informed of the decision taken by the Electoral Committee within a period of two (2) working days, and appeals can thereafter be lodged as per article 26 below.

The Electoral Committee will publish the official list of the candidates no less than fifteen (15) days before the date of General Assembly meeting. The official list of the candidates will be sent to all the members of FERWAFA with the agenda of the elective General Assembly meeting at least ten (10) days before the meeting is held.

#### **IV. VOTING PROCEDURES**

##### **Article 12: Convoking an elective General Assembly**

An Elective General Assembly for the President and members of FERWAFA Executive Committee as well as for the members of other bodies will be convoked in accordance with the FERWAFA Statutes.

An Elective General Assembly will be held at FERWAFA Headquarter or at any other place selected by the FERWAFA Executive Committee.

##### **Article 13: Tasks of the Electoral Committee**

The tasks of the Electoral Committee during the elective General Assembly are as follows:

- To monitor the voting procedure during the elective general assembly using the electoral register received from the General Secretariat of FERWAFA;
- To count the votes;
- To take any decision that is necessary regarding the validity or invalidity of ballot paper;
- In general, to pass a definitive decision on any matters related to the voting procedure during the elective General Assembly;
- To draft official minutes of the election and distribute them to the members and where necessary, to government authority;



- To declare the official results and publish them;
- To organize a media conference, where necessary;
- The Electoral Committee will take any necessary action to ensure smooth running of election.

#### **Article 14: Ballot Papers.**

The FERWAFA General Secretariat will produce the ballot papers under the supervision and charge of the Electoral Committee. The ballot papers will be printed clearly and legibly.

The ballot paper will be of a different color for each round of the election. The ballot paper will be unique.

#### **Article 15: Urn**

Before the start of the voting procedure, the urn will be opened and presented to the members of the elective General Assembly. It will then be closed and sealed and then placed in a visible position near the members of the Electoral Committee.

During the vote, the urn will be monitored by one of the members of the Electoral committee.

#### **Article 16: Polling Booths**

Polling Booths will be erected near the urn and the polling station so that the members of the elective General Assembly who are entitled to vote may complete their ballot paper in secret.

#### **Article 17: Vote**

Before the vote, the Chairperson of the Electoral Committee will explain the voting procedure (urn, ballot papers, valid and invalid ballot papers, count, required majorities, results, etc.) in detail and cite any relevant statutory or legislative provision.



The Chairperson of the Electoral Committee calls in turn each member of the General Assembly who has the right to vote and invites him/her to move to the front of the hall where the election is taking place.

Once called, the member moves to the front of the hall and after signing, she/he receives a ballot paper. The member then completes his/her ballot paper in the polling booth designated for this purpose.

The member in question deposits his/her ballot paper in the urn, signs the electoral register and then returns to his/her seat.

The counting procedure begins as soon as all of the members with the right to vote have deposited their ballot papers in the urn. A member of the electoral Committee opens the urn and tips out the ballot papers. The count then commences.

## **V. COUNT**

### **Article 18: Count procedures and decisions in the event of dispute**

The members of Electoral Committee will take part in the count but every candidate may have an observer during the count. All operations (opening urn, counting ballot papers, counting the votes, etc.) will be carried out in a way that can be followed clearly by the members of the General Assembly.

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 will be final.

### **Article 19: Invalid ballot papers**

The following are specifically 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;
- e) Ballot papers that make reference to many lists or that bear names of many candidates.

The Chairperson of the Electoral Committee will write on the back of any invalid ballot paper (in red) in the reasons for its invalidity and confirm this with a signature.

In the event of disputes regarding the validity or invalidity of a ballot paper, the validity or invalidity of the vote, the drafting of the minutes, the declaration of the results or any other matter relating to the counting procedure, the Committee's decision will be final.

#### **Article 20: Spelling mistakes**

Spelling mistakes will 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 21: Count and declaration of results**

Once the urn has been opened, the members of the Electoral Committee will count out the number of ballot papers in a loud and intelligible way, 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 will be declared void and recommence immediately in accordance with the procedure described above.

After the number of ballot papers has been verified, the members of the Electoral Committee will proceed to the count of the number of votes cast for each different candidate.

Once the count has been completed and verified, the Chairperson or the Electoral Committee will officially declare the results to the members of the General Assembly.

If a second (or subsequent) round of voting is required, the voting procedure will be repeated in accordance with the provisions of this Code. The Chairperson of the Electoral Committee will inform the members of the General Assembly of the statutory provisions that apply for the second (and/or subsequent) round of voting.

#### **Article 22: Declaration of final results**



After each round of the election, the chairperson of the Electoral Committee will officially declare the results to the members of the General Assembly. The minutes are to be drafted and signed by all the members of the Electoral Committee.

The final minutes will be distributed to the members of the elective General Assembly and where necessary to competent bodies and to the FERWAFA General Secretariat.

They will be entered in the record of the deliberations of the General Assembly.

All ballot papers that have efficiently been used during the vote, including invalid ballot papers, are appropriately sealed and sent by the Electoral Committee to the FERWAFA General Secretariat with a period of forty-eight (48) hours that follow for archiving purposes.

#### **Article 23: Verification of procedures**

A professional bailiff will attend the elective General Assembly and draw up minutes. Under the guidance and authority of the Electoral Committee, she/he is specifically responsible for verifying the identity of the voters and ensuring and ensuring compliance with the voting procedures.

#### **Article 24: Observers**

The Ministry that has sports in its remits and the National Olympic Committee nominate one (1) person each to attend the elective general assembly as an observer.

Observers cannot vote or be voted for.

### **VI. ELECTORAL CONTENTIONS**

#### **Article 25: Election Appeal Committee**

The Election Appeal Committee will be composed of three (03) members. This committee comprises a Chairperson, a Deputy Chairperson, and one (1) member.



The General Assembly also elects two (02) substitute members.

All candidates for the Election Appeal Committee will be elected as a single bloc by the General Assembly. The two candidates receiving the highest number of votes will serve as the Chairperson and Deputy Chairperson, respectively, while the candidate with the third highest number of votes will serve as a Member and concurrently as the secretary of the Election Appeal Committee. The fourth and fifth highest become substitute members.

In the absence of the Chairperson, his/her duties are carried out by the Deputy Chairperson.

Where the Chairperson permanently ceases to discharge his/her duties during his/her term of office, he/she will be automatically replaced by the Deputy Chairperson. The Deputy Chairperson will be replaced by the member. In such case, the first substitute member in the order of election will become member of the Election Appeal Committee.

Where a member of the Election Appeal Committee permanently ceases to discharge his duties during his term of office, he/she will be automatically replaced by the first substitute member in the order of election.

If all Substitute Members are unavailable or have been appointed, any further vacancies will be filled by a special election convened by the General Assembly.

In the event that one or more members of the Election Appeal Committee stand as candidate for an elected post or are unable to carry out their duties, they will resign from the election Appeal Committee.

The members of the Election Appeal Committee will officially declare their candidature for elected posts in such a way as to allow the replacement process described above to be carried out harmoniously and without any time pressure that would be prejudicial to the elections.

#### **Article 26: Appeal procedure**

Any appeal, with its reasons, will be sent by registered post or delivered via email in exchange for confirmation of receipt to the General Secretariat of the FERWAFA within two (02) working days of receipt of the Electoral Committee's decision.

Appeals, sent by registered post or delivered via email, will be considered by the election Appeal Committee within five (05) days of their receipt by the General Secretariat.

The election Appeal Committee's decisions must be passed by an absolute majority of the valid votes cast. If a vote is tied, the Chairperson of the Committee will have the vote. Decisions are recorded in minutes signed by the members present.

Any Appeal lodged against the Electoral Committee's decision has no suspensive effects.

The decisions of the election Appeal Committee are final and no further appeals can be lodged against them especially before a government or judicial body. The only exception acceptable is lodging an appeal before the Count of Arbitration for Sport (TAS).

Responsibilities of the Appeal Committee:

- Receiving appeal lodged against decisions of the Electoral Committee.
- Deliberating on the submitted case.
- Giving a ruling on the matter.

## **VII. VARIOUS, TRANSITIONAL AND FINAL PROVISIONS**

### **Article 27: Archiving of documents, omissions**

All official documents related to elections will be archived at the FERWAFA office.

All matters relating to the administrative and technical organization of the elective General Assembly that are not covered by this code will be ruled upon by the Electoral Committee concerned.

### **Article 28: Specific provisions to this Code:**

#### Secrecy of election:

The Electoral committee in the period of election will be responsible for managing the modalities and means of receiving candidatures and the rapporteur will take minutes and deliberations of the Committee decisions.

#### Participation of the Electoral commission to elections in all bodies that are subordinate to the FERWAFA:

The Electoral Commission should always be represented during elections organized by all bodies that are subordinate to the FERWAFA. The General Secretary of FERWAFA will make sure the Electoral Commission is informed in advance and a representative is appointed by the President of the Electoral Commission.

#### **Article 29: Continuity of service**

The FERWAFA bodies will continue to exercise their functions until the completion of the electoral process.

#### **Article 30: Transitional provisions**

The General Assembly ruling on the adoption of this code will elect the members of the Electoral Committee and those of the election Appeal Committee. Deadlines prescribed in article 4 of this code, however, will not apply for the following elective General Assembly as an exception.

#### **Article 32: Final Provisions**

Any other provisions contrary to this electoral code are abrogated.



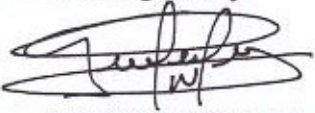
### Article 33: Enforcement

This electoral code was adopted by the General Assembly of FERWAFa held on 10<sup>th</sup> January 2026 and comes into force immediately.

#### PRESIDENT OF THE FERWAFa

Fabrice SHEMA NGOGA

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