



FFTL Electoral Code
Edition 2024

Electoral Code (English Version)

Federação Futebol de Timor-Leste (FFTL)

2024 Edition

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

I. GENERAL REMARKS

Article 1 Scope of application

1. This Electoral Code is applicable to the elections to the following bodies of FFTL::
 - a. The Executive Committee
 - b. The Disciplinary & Ethics Committee
 - c. The Appeal Committee
 - d. The Audit and Compliance Unit
 - e. The Electoral Committee
2. This Electoral Code shall also apply to the elections of the members of the relevant bodies of the Members of FFTL according to the pertinent FFTL Statutes and regulations.
3. The statutes of the Members of FFTL shall define the exact scope of application of the Electoral Code and in particular if the Electoral Committee of FFTL shall supervise the relevant electoral process.

Article 2 Principles, obligations and rights of parties, government interference

1. General good governance principles, such as the separation of powers, independence, transparency and the obligation to avoid situation of conflicts of interest must be observed at all times and without exception throughout the entire electoral process.
2. The electoral rules and guidelines shall be made available by the FFTL in a clear and unambiguous manner within the relevant time frame provided for the Statutes of FFTL
3. Any undue influence from third parties in the electoral process shall not be permitted. For the avoidance of doubt, local and national government rules shall not apply to the FFTL electoral process.
4. FFTL Executive Committee shall adopt and approve the electoral rules for elections to its internal bodies in accordance with this code and pertinent FIFA and AFC regulations;
5. At the very least, the FFTL Electoral Code as well as any electoral code of the affiliates of FFTL shall include the following information: the number of affiliates and elections, if

appropriate, of the congress; deadlines, requirements, regulations and the announcement of the final lists of candidates; the voting procedure, ballot papers, ballot boxes, polling booths and the announcement of the results; verification of the procedure and appeals.

6. FFTL should inform FIFA and AFC:
 - a) the commencement of the elections to its elected internal bodies,
 - b) the announcement of the elections and its electoral rules at least thirty (30) days' notice.
 - c) the duration of the elections and of the mandates.
 - d) immediately inform FIFA and AFC of any government interference in the electoral process.
7. The elected members of the Executive Committee and internal bodies of FFTL shall continue to exercise their functions until the completion of the electoral process.

II. ELECTORAL COMMITTEE

Article 3 Basic principles

1. The members of electoral committee shall organise and supervise the election process and takes all decisions relating to the election.
2. The members of the Electoral Committee shall not be members of any other body of FFTL and may not hold any executive position in any government body. Members of the Electoral Committee may not be candidate for any of the positions to be filled within FFTL as long as they are still under mandate.
3. The members of the electoral committee shall be *bona fide* members of FFTL.
4. The members of the electoral 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;
 - b. a relative, whether by birth or marriage, of one of the candidates for an elected post;
 - c. There is a risk or possibility of a conflict of interest as defined in the Disciplinary and Ethics Code of FFTL.

5. In the event that a 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.
6. The members of the Electoral Committee shall act in good faith at all times and observe the utmost impartiality when carrying out their duties.

Article 4 Election of the members of the Electoral Committee

1. The members of the electoral committee are elected, in accordance with the provisions of this Electoral Code, by the FFTL Congress, upon proposal of the Executive Committee, for a term of four (4) years at a FFTL Congress.
2. The FFTL Congress shall also elect, upon proposal of the Executive Committee, three substitute members for the electoral committee and two substitute members of the election appeal committee.
3. No member of the Electoral Committee shall serve for more than two (2) terms of office, whether consecutive or not.
4. The FFTL Congress at which the electoral committee are elected shall take place at least two (2) to six (6) months before the elective FFTL Congress at which the respective bodies are to be elected.

Article 5 Composition of the Electoral Committee

1. The electoral committee (first instance) shall be composed of 3 members and shall comprise:
 - a. a chairperson;
 - b. a deputy chairperson;
 - c. 1 member
2. The election appeal committee (second instance) shall be handled by the FFTL Appeal Committee
3. In the event that the members of electoral committees (first and second instance) are not

available to carry out their duties (due to ineligibility or any other reasons), the FFTL Executive Committee shall appoint the eligible members from the Disciplinary and Ethics Committee to fulfil the tasks.

4. The general secretary and legal officer of FFTL shall serve as the secretary to the electoral committee. They shall take part in the activities of the electoral committee in a consultative capacity, is responsible for the related logistical matters and takes care of administrative matters.
5. In the event that one or more members of the electoral committee stand as candidates for an elected post or are unable to carry out their duties, they shall resign from the electoral committee. Any member who resigns shall be replaced by a substitute.
6. The members of the electoral committee shall 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 bodies to be elected.
7. The electoral committee may be assisted by members of the general secretariat at any time provided that they are not standing as candidates for elected posts.

Article 6 General duties of the electoral committee

1. The electoral committee is responsible for all tasks relating to the organisation, running and supervision of the elective FFTL Congress. In particular, it is responsible for:
 - a. strictly enforcing the FFTL Statutes and regulations;
 - b. ensuring that the electoral rules and guidelines of the bodies of FFTL are in line with the provisions of this Electoral Code and the Statutes of FFTL as well as the Statutes, regulations, directives and decisions of FIFA and the AFC;
 - c. strictly enforcing this Electoral Code;
 - d. strictly enforcing the statutory deadlines for elections/ratifications;
 - e. distributing information to the Members of FFTL as well as to the media and the public, including the deadlines stipulated in this Electoral Code;
 - f. managing relations with government bodies (where necessary);

- g. the candidature procedure (launch, distribution of information, evaluation, publication of official list etc.);
 - h. organising, in administrative and technical terms, the elective FFTL Congress with the assistance of the general secretariat;
 - i. publishing the list of delegates to the FFTL Congress that are defined in accordance with the statutory provisions of FFTL;
 - j. verifying the identity of the voting delegates under the supervision of the notary appointed for this purpose;
 - k. the voting procedure;
 - l. all other tasks necessary to ensure the smooth running of the electoral process.
2. Logistical matters shall be taken care of by the general secretariat of FFTL.

Article 7 Meeting, quorum, and decisions

1. The chairperson shall convene the meetings of the Electoral Committee. Only an Electoral Committee that has been duly convened has the authority to deliberate and pass decisions.
2. The Electoral Committee shall not engage in valid debate unless a majority (more than 50%) of its members are present..
3. The Electoral Committee shall reach its decisions by a majority (more than 50%) of the valid votes cast. Voting by proxy or by letter is not permitted. In the event of a tied vote, the chairperson shall have the casting vote.
4. The decisions taken shall be recorded in minutes signed by the chairperson and by the secretary of the Electoral Committee.

III. CANDIDATURES

Article 8 Eligibility Criteria

1. The eligibility criteria for the positions to be filled within the relevant bodies of FFTL are defined in the relevant provisions of the Statutes of FFTL.
2. The Electoral Committee shall not impose any eligibility criteria that are not provided for in

the Statutes of FFTL or impose any other formal requirements that are not provided for in this Electoral Code or in the Statutes of FFTL.

3. The Electoral Committee shall only request the documents that help establish whether the relevant eligibility criteria have been fulfilled.
4. The Electoral Committee shall publish the full list of eligibility criteria (with reference to the relevant provisions of the Statutes of FFTL) as well as the documents to be provided for each of the positions within the deadlines stipulated in the Statutes of FFTL.

Article 9 Submission of candidatures

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 they have previously been approved by Congress. In any event, any fees or charges agreed upon shall remain reasonable and shall only serve to cover the costs of the relevant administrative burden.
2. Candidatures shall be sent by recorded post or delivered in exchange for confirmation of receipt to the general secretariat of FFTL at least forty-five (45) days before the FFTL Congress is held. Candidatures received by the FFTL general secretariat shall immediately be forwarded to the secretary of the Electoral Committee for the relevant integrity checks to be carried out as per Annexe A of the Statutes of FFTL. The Electoral Committee is entitled to request the support of an external company to conduct the integrity checks.
3. Within five (5) days of the deadline for submission of the candidatures, the Electoral Committee shall inform in writing those candidates who have failed to provide all the relevant documents in support of their candidatures and grant them another three (3) days to complete their applications. If the relevant candidates fail to complete their applications within the prescribed deadline, their candidatures shall be declared invalid.

Article 10 Examination of candidatures

1. The **candidacies** shall be examined by the electoral committee within five (5) days of the deadline for their **submission**.

2. The candidates shall be informed of the decision of the electoral committee's examination not later than five (5) days before the FFTL Congress is held.

Article 11 Appeal procedure

1. Appeals against decisions of the Electoral Committee may be lodged only with the Election Appeal Committee, to the exclusion of the possibility of appealing said decisions before any other body, particularly a government body.
2. Any appeal, duly motivated, shall be sent by registered post or delivered in exchange for confirmation of receipt to the general secretariat of the FFTL within three (3) days of the electoral committee's decision.
3. The election appeal committee may decide to accept fresh evidence and documents that were not provided by the relevant candidate together with the initial candidature.
4. Appeals shall be considered by the election appeal committee within four (4) days of their receipt by the general secretariat of FFTL and the candidates shall be informed of the decision of the election appeal committee within the same aforementioned time period.
5. The decisions of the election appeal committee are final and binding and may not be monitored by any government authority.

Article 12 Procedure for candidates for other bodies of FFTL

1. Candidatures for any of the positions of all other bodies of FFTL (Audit and Compliance Unit, electoral committee, and judicial bodies) shall be sent by the Executive Committee to the general secretariat at least forty-five (45) days before the relevant elective Congress. Candidatures received by the general secretariat shall be immediately forwarded to the Electoral Committee as well as to the relevant body in charge of carrying out the integrity checks.
2. Within 10 (ten) days of receipt of the candidatures, the Electoral Committee shall confirm

to the general secretariat whether the formal requirements for the relevant positions have been fulfilled. In the event that one or more candidates cannot be validated, the Executive Committee 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.

Article 13 Distribution of the final official list of candidates

The final official lists of candidates for the positions of all bodies of FFTL to be elected shall be sent to the Members of FFTL and, where necessary, to the relevant government bodies no less than thirty (30) days before the elective FFTL Congress is held. The final list of candidates shall also be published on the official website of the FFTL.

IV. VOTING PROCEDURE

Article 14 Convocation of the Elective Congress

1. An elective FFTL Congress shall be convened in compliance with the deadlines stipulated in the FFTL Statutes. Notification shall be addressed to all the Members of FFTL and, where necessary, to the relevant government bodies.
2. The elective FFTL Congress shall be announced through the media.

Article 15 Duties of the electoral committee during the voting procedure

1. The duties of the electoral committee during the voting procedure are as follows:
 - a. To verify the identity of the voters (delegates);
 - b. To monitor the voting procedure during the elective FFTL Congress using the electoral register that it has compiled;
 - c. To count the votes;
 - d. To take any decision that is necessary regarding the validity or invalidity of ballot

- papers;
- e. In general, to pass a definitive decision on any matters relating to the voting procedure during the elective FFTL Congress;
 - f. To draft official minutes of the election and distribute them to the members of FFTL;
 - g. To declare the official results;
 - h. To organize a media conference, where necessary.

Article 16 Ballot papers

1. The general secretariat of FFTL shall produce the ballot papers under the supervision and responsibility of the electoral 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 17 Ballot box

1. Before the start of the voting procedure, the ballot box – which shall be transparent where possible – shall be opened and presented to the delegates of the FFTL Congress. It shall then be closed and placed in a visible position near the members of the electoral committee.
2. During the vote, the ballot box shall be monitored by one of the members of the electoral committee.

Article 18 Polling booths

Polling booths shall be erected near the ballot box and the polling station so that the delegates of the FFTL Congress who are entitled to vote may complete their ballot paper in secret.

Article 19 Vote

1. Before the delegates are requested to cast their vote, the chairperson of the electoral committee shall explain in detail the voting procedure (ballot box, ballot papers, valid and

invalid ballot papers, count, required majorities, results, etc.) and cite any relevant statutory or legislative provisions.

2. The chairperson of the electoral committee calls, in turn, each delegate of the FFTL Congress who has the right to vote and invites him to move to the front of the hall where the election is taking place.
3. Once called, the delegate moves to the front of the hall and, after signing, receives his ballot paper.
4. The delegate then completes his ballot paper in the polling booth designated for this purpose.
5. The delegate in question 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 of the FFTL Congress with the right to vote have deposited their ballot papers in the ballot box. A member of the electoral committee opens the ballot box and tips out the ballot papers. The count then commences.

IV. COUNT

Article 20 General principles, decisions in the event of a dispute

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 delegates of the FFTL 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 electoral committee's decision shall be final.

Article 21 Invalid ballot papers

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.
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

Article 22 Count and declaration of results

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 recommenced immediately in accordance with the procedure described above.
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.
3. Once the count has been completed and verified, the chairperson shall officially declare the results to the delegates of the FFTL Congress.
4. If a second (or subsequent) round of voting is required, the voting procedure shall be repeated in accordance with the above articles. The delegates of the FFTL 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).

Article 23 Declaration of final results

1. After each round of the election, the chairperson of the electoral committee shall declare the results officially to the delegates of the FFTL Congress. The minutes are to be drafted and signed by all the members of the electoral committee.
2. The final minutes shall be distributed to the Members of the FFTL Congress and, where

necessary, to government bodies. They shall be entered in the record of the deliberations of the FFTL Congress.

Article 24 Archiving of documents and confidentiality

1. The Electoral Committee and the Election Appeal Committee shall hand over all official documents as well as all documents provided to them during the electoral process to the general secretariat, which shall be responsible for archiving them.
2. The General Secretary shall put the ballot papers that have been collected and counted into envelopes intended for this purpose. The envelopes shall then be signed by the Chairperson of the Electoral Committee and sealed. The general secretariat shall keep these envelopes and destroy them a hundred (100) days after the end of the elective Congress.
3. The members of the Electoral Committee and of the Election Appeal Committee shall maintain absolute confidentiality and secrecy with respect to any and all information and documents made available to them during the course of the electoral process. Such obligation shall remain for an indefinite period following the relevant electoral process. They shall not retain any documents (electronic or otherwise) supplied to them during the electoral process.

V. FINAL PROVISIONS

Article 25 Violations, rights of FIFA, archiving of documents, omissions

1. Failure by FFTL to apply the principles of this Electoral Code shall be considered a serious violation of the pertinent provisions of the FIFA Statutes and shall lead to the consequences or the disciplinary measures provided for under and described in the FIFA Statutes.
2. All matters relating to the administrative and technical organisation of the elective FFTL Congress that are not covered by this Electoral Code shall be ruled upon by the electoral committee.

3. All matters relating to the running of the elections not covered by this code shall be ruled upon by the electoral committee.
4. The members of the electoral committee shall observe the utmost impartiality when carrying out their duties.

Article 26 Enforcement

This Electoral Code was approved by the FFTL Executive Committee when it convened in Dili on 05 November 2024 and comes into force immediately.

Dili, 05 November 2024

FOR THE FFTL EXECUTIVE COMMITTEE

Acting President:



Lieutenant General Domingos Raul

General Secretary:

Gregorio Correia

