



COSAFA

ELECTORAL CODE

TABLE OF CONTENTS

Article	Contents	Page
PRELIMINARY CHAPTER		3
1.	Scope of application	3
2.	General principles	3
CHAPTER ONE: ELECTORAL COMMITTEE		3
3.	Composition	3
4.	Duties	5
5.	Convocation and Quorum	6
6.		Decisions
CHAPTER TWO: CANDIDATURES		6
7.	Eligibility	6
8.	Submission	6
9.	Examination	6
CHAPTER THREE: COSAFA CONGRESS		6
10.	Deadline for convocation	6
11.	Ballot papers	7
12.	Urn	7
13.	Polling booths	7
14.	Vote	7
15.	Count	8
16.	Invalid ballot papers	8
17.	Declaration of results	8
18.	Minutes	9
19.	Verification of voters	9
CHAPTER FOUR: FINAL PROVISIONS		9
20.	Archiving of documents	9
21.	Appeal	9
22.	Matters not provided for	9
23.	Enforcement	10

PRELIMINARY CHAPTER

1. Scope of Application

This COSAFA Electoral Code (Code) is applicable to the elections of the COSAFA Executive Committee pursuant to Article 15.3 of the COSAFA Statutes.

2. General Principles

- 2.1 The democratic principles of separation of powers, transparency and publication of COSAFA electoral processes must be observed without exception.
- 2.2 In accordance with Articles 8.1 of the FIFA Statutes and 12.1 of the COSAFA Statutes, which requires COSAFA to comply fully with the FIFA and CAF Statutes, COSAFA is neutral in matters of politics and shall manage its affairs independently and with no influence from third parties. Accordingly, interference of any kind by any government of any Member Association in the COSAFA electoral process is not permitted. For the avoidance of doubt, local and national government rules in any territory regarding elections shall not apply to the COSAFA electoral process.
- 2.3 The Electoral Committee shall adapt and approve electoral rules for elections to the COSAFA Executive Committee in accordance with this Code and pertinent FIFA and CAF regulations.
- 2.4 COSAFA shall inform CAF of:
 - 2.4.1 the commencement of the elections to its elected bodies;
 - 2.4.2 the announcement of the elections and its electoral rules;
 - 2.4.3 the duration of the elections and of the mandates; and
 - 2.4.4 any government interference in the electoral process.
- 2.5 The elected members of the COSAFA Executive Committee shall continue to exercise their functions until the completion of the electoral process.

CHAPTER ONE: ELECTORAL COMMITTEE

3 Composition

- 3.1 The Electoral Committee organises, supervises, and makes all decisions relating to COSAFA elections unless stipulated otherwise in

this Code and/or the CAF and FIFA Statutes and FIFA Governance Regulations.

3.2 The members of the Electoral Committee shall be the Chairperson of the COSAFA Disciplinary Committee, Chairperson of the COSAFA Appeal Committee and Chairperson of the Ethics Committee as at the date of the convocation of the election.

3.2.1 In the event that a member is ineligible or unwilling to carry out their duties, they shall be replaced by the Deputy of the Committee which they chair.

3.2.2 In the event that the replacement is ineligible or unwilling to carry out their duties, they shall be replaced by the most senior member (by time served) of the Committee for which they are Deputy.

3.2.3 In the event that the replacement is ineligible or unwilling to carry out their duties, they shall be replaced by the next most senior member (by time served) of the Committee from which they were appointed. This process shall be continued until no eligible members exist on a specific Committee.

3.2.4 If no eligible members exist on a specific Committee, the COSAFA Executive Committee shall appoint an eligible member from the other Committees.

3.3 The Electoral Committee shall comprise of:

3.3.1 a Chairperson; and

3.3.2 two (2) Deputy Chairpersons.

3.4 The Chairperson shall be selected by the members of the Electoral Committee.

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

3.6 In the event that any member of the Electoral Committee:

3.6.1 submits a candidature for an COSAFA election; or

3.6.2 is a relative, whether by birth or marriage, of one of the candidates; or

3.6.3 has an identifiable conflict of interest (e.g. business relationship with a candidate or is of the same nationality as a candidate);

they are ineligible to sit on the Electoral Committee for matters where there are serious grounds for questioning their impartiality and shall be replaced in accordance with Article 3.2.

- 3.7 Members of the Electoral Committee shall be expected to officially declare their candidature for a COSAFA election in such a way as to allow the replacement process to be carried out without any time pressure prejudicial to any COSAFA election.
- 3.8 The Electoral Committee may be assisted by the COSAFA General Secretariat at any time provided that the individuals providing the assistance are not candidates for any COSAFA election and have no identifiable conflict of interest.

4. Duties

- 4.1 The Electoral Committee is responsible for all tasks relating to the organisation, running and supervision of an elective COSAFA General Assembly, including without limitation:
 - 4.1.1 strictly enforcing the relevant Statutes, Directives and Regulations of CAF, FIFA and COSAFA;
 - 4.1.2 strictly enforcing this Code;
 - 4.1.3 strictly enforcing the statutory deadlines for elections;
 - 4.1.4 conducting the eligibility check on the candidates and deciding on their eligibility through the COSAFA Governance Committee;
 - 4.1.5 distributing information to COSAFA Member Associations, the media and public;
 - 4.1.6 managing relations with government bodies (where necessary);
 - 4.1.7 adopting and strictly enforcing electoral rules for elections to the COSAFA Executive Committee;
 - 4.1.8 the candidature procedure;
 - 4.1.9 organising the elective COSAFA Congress;
 - 4.1.10 drawing up the list of voters;
 - 4.1.11 the voting procedure; and
 - 4.1.12 all other tasks necessary to ensure the smooth running of the electoral process.

5. Convocation and Quorum

- 5.1 The Electoral Committee must be convoked validly by the Chairperson to be entitled to deliberate and pass decisions.
- 5.2 A quorum is constituted by the absolute majority of the members.

6. Decisions

- 6.1 Decisions must be passed by an absolute majority of the votes cast. If a vote is tied, the Chairperson shall have the casting vote.
- 6.2 Decisions are recorded in the minutes signed by the Chairperson and the Secretary.

CHAPTER TWO: CANDIDATURES

7. Eligibility

- 7.1 The eligibility criteria for candidatures are defined within Article 15.2, 15.5 and 15.6 of the COSAFA Statutes.

8. Submission

- 8.1 Candidatures shall be sent by registered post or delivered in exchange for confirmation of receipt to the COSAFA General Secretariat at least thirty (30) days before the date of the General Assembly at which the elections are due to be held in accordance with Article 15.5 of the COSAFA Statutes.

9. Examination

- 9.1 Candidatures shall be examined and an integrity check shall be conducted by the Electoral Committee. The Electoral Committee shall request the Governance Committee to conduct the integrity check on candidates.
- 9.2 The Electoral Committee shall decide on the eligibility and on the integrity of the candidates and inform them accordingly.
- 9.3 The official list of candidates shall be provided to the COSAFA Member Associations. It shall also be published on the COSAFA website.

CHAPTER THREE: COSAFA CONGRESS

10. Deadline for convocation

- 10.1 An elective COSAFA General Assembly shall be convoked in accordance with the COSAFA Statutes.
- 10.2 Notification shall be addressed to COSAFA Member Associations in accordance with the COSAFA Statutes.
- 10.3 The elective COSAFA General Assembly shall be announced publicly through the COSAFA website.

11. Ballot papers

- 11.1 COSAFA shall produce the ballot papers under the supervision and charge of the Electoral Committee. The ballot papers shall be printed clearly and legibly.
- 11.2 The ballot papers shall be a different colour for each round of the election.

12. Ballot Box

- 12.1 Before the start of voting, the box for receiving votes (which shall be transparent where possible) shall be opened and presented to the COSAFA Congress. It shall then be closed and placed in a visible position near the Electoral Committee.
- 12.2 During the vote, the ballot box shall be monitored by a member of the Electoral Committee.

13. Polling booths

- 13.1 Transparent polling booths shall be erected near the ballot box and polling station so that ballot papers may be completed in secret.

14. Vote

- 14.1 The Chairperson shall explain the voting procedure in detail and cite any relevant statutory or legislative provisions.
- 14.2 Each COSAFA Member Association with the right to vote shall be called in turn and invited to move to the front of the hall where the election is taking place.
- 14.3 Once called, the voting delegate of the COSAFA Member Association moves to the front of the hall and, after signing, receives the ballot paper.

- 14.4 The voting delegate of the COSAFA Member Association completes the ballot paper in the polling booth.
- 14.5 The voting delegate of the COSAFA Member Association deposits their ballot paper in the ballot box, signs the electoral register, and returns to their seat.

15. Count

- 15.1 The counting procedure begins once all ballot papers have been deposited in the ballot box. The Chairperson opens the ballot box and tips out the ballot papers.
- 15.2 Only the Electoral Committee, the Secretary, and members of the COSAFA General Secretariat approved by the Chairperson may take part in the count. All operations shall be carried out in a way that can be followed clearly by the COSAFA General Assembly.

16. Invalid ballot papers

- 16.1 The following ballot papers are considered spoiled:
 - 16.1.1 ballot papers that do not bear the distinctive marks defined by the Electoral Committee.
 - 16.1.2 ballot papers that bear any words other than the names of the candidates;
 - 16.1.3 ballot papers that are illegible or have been defaced; and
 - 16.1.4 ballot papers that bear any identifying marks.
- 16.2 Spelling mistakes shall result in the invalidity of a vote only if it is not possible to identify with certainty any of the official candidates.
- 16.3 The Chairperson shall write on the back of any invalid ballot paper (in red) the reasons for its invalidity and confirm with a signature.

17. Declaration of results

- 17.1 Once the ballot box has been opened, 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 a re-vote shall occur immediately in accordance with the procedure described above.

- 17.2 After the number of ballot papers has been verified, the Electoral Committee shall count the number of votes cast for each candidate.
- 17.3 Once the count has been completed and verified, the Chairperson shall officially declare the results to the COSAFA Congress.
- 17.4 If a second (or subsequent) round of voting is required, the procedure set out in Articles 14-17 shall be repeated.

18. Minutes

- 18.1 The official Minutes of the COSAFA General Assembly shall be drafted and approved accordingly. The Chairperson of the Electoral Committee shall additionally sign the minutes.
- 18.2 The official Minutes shall be distributed to the COSAFA Member Associations and CAF.

19. Verification of voters

- 19.1 The members of the COSAFA General Secretariat are specifically responsible for verifying the identity of the voting delegates and ensuring compliance with the voting procedure

CHAPTER FOUR: FINAL PROVISIONS

20. Archiving of documents

- 20.1 The Electoral Committee shall provide all the official documents relating to the elections of COSAFA to the General Secretariat, which is responsible for circulating the documents to the relevant bodies, where required, and for archiving them accordingly.

21. Appeal

- 21.1 An aggrieved candidate shall be entitled to lodge an appeal against any decision of the Electoral Committee within 3 days of the decision of the Governance Committee.
- 21.2 An appeal against any decision of the Electoral Committee or the Governance Committee shall first be lodged with the Electoral Appeal Committee.
- 21.3 The Electoral Appeals Committee shall consist of one (1) Chairperson, one (1) Vice-Chairperson, and the number of members required who

shall be independent persons, in line with COSAFA, CAF and FIFA Statutes.

- 21.4 The Electoral Appeals Committee shall deal with, and advise the General Assembly on Electoral Appeal matters that come from the decisions of the Review Sub Committee.
- 21.5 The Electoral Appeals Committee shall make decisions only when at least three (3) members are present.
- 21.6 An aggrieved candidate shall be entitled to lodge an appeal against any decision of the Electoral Appeal Committee with the Court of Arbitration for Sport (CAS) in accordance with Article 38 of the COSAFA Statutes and/or any entry forms submitted to the Electoral Appeal Committee.
- 21.7 Appeals shall be subject to the following conditions:
- 21.7.1 the language of arbitration shall be English; and
- 21.7.2 any hearings (if required) shall be undertaken at the COSAFA Head Office.

22. Matters not provided for

- 22.1 All matters relating to any COSAFA election not covered by this Code and/or the COSAFA Statutes shall be ruled upon by the Electoral Committee.

23. Enforcement

- 23.1 This COSAFA Electoral Code was ratified by the COSAFA Executive Committee on 8th February 2021 and subsequently amended by the COSAFA Extra-Ordinary General Assembly held virtually on the 22nd day of March 2022 and comes into force immediately.

Signed by:

Dr. Philip Chiyangwa
PRESIDENT


Sue Destombes
GENERAL SECRETARY

Dated: 22/03/2022