

Approved by the CONCACAF Executive Committee on April 7, 2016



ELECTORAL PROCESS GUIDELINES

The present Electoral Process Guidelines are designed to ensure transparency and fairness in the CONCACAF election process as well as respect for basic and fundamental democratic principles.

Article 1. General Principles

1. Elections for the offices of the CONCACAF Council are governed by the provisions of the CONCACAF Statutes and the present guidelines. Elections for the offices of the FIFA Council are governed by the provisions of the FIFA and CONCACAF Statutes, the present guidelines, as well as all other applicable CONCACAF and FIFA regulations.
2. In addition, the FIFA and CONCACAF Code of Ethics alongside fundamental principles such as those of democracy, separation of powers, transparency and openness, shall be respected.
3. Candidatures and electoral campaigns related to the offices of the CONCACAF and FIFA Councils shall be carried out by the candidates in a fair and reputable manner and, more generally, in a spirit of respect for fundamental ethical principles and FIFA and CONCACAF regulations.
4. Candidates for the offices of the CONCACAF and FIFA Councils shall conduct all campaigns with dignity and moderation and with respect for any other candidate(s), for FIFA, CONCACAF and their Members Associations.

Article 2. Scope of Application

1. These guidelines shall apply to:
 - a) All elections for the offices of the CONCACAF and FIFA Councils;
 - b) All matters in connection with a candidature for the offices of the CONCACAF and FIFA Councils;
 - c) All persons under CONCACAF jurisdiction;
 - d) All candidates for the offices of the CONCACAF and FIFA Councils (cf. par. 2 and 3 below).

2. As from the moment that these guidelines apply to a particular candidate for the offices of the CONCACAF and FIFA Councils, that candidate shall also be subject to the FIFA and CONCACAF Code of Ethics if he/she is not otherwise already bound and covered by such Codes.
3. As from the moment that these guidelines apply to a particular candidate for the offices of the CONCACAF and FIFA Councils, he/she shall also be subject to the FIFA and CONCACAF Statutes as well as all other FIFA and CONCACAF regulations if not otherwise bound and covered prior to that time.

Article 3. Place of Elections

The elections for the offices of the CONCACAF and FIFA Councils shall take place at a CONCACAF Ordinary Congress in accordance with the CONCACAF Statutes.

Article 4. Implementation of the Call

Elections shall be called by the CONCACAF General Secretariat at least ninety (90) days before the date of the Congress and such call shall be included in the Congress official notice.

Article 5. Content of the Call

The call for elections shall contain, at a minimum, the following points:

- a) The positions up for election;
- b) Names of the members of the Ad-hoc Electoral Committee;
- c) Electoral calendar, which shall respect the deadlines established in the CONCACAF and FIFA Statutes, the applicable regulations and the present guidelines.

Article 6. Announcing the Call

The call shall be sent to all CONCACAF Member Associations. It shall also be published on the CONCACAF website: www.concacaf.com.

Article 7. Ad-hoc Electoral Committee

1. For an appropriate period of time in the context of the elections for the offices of the CONCACAF and FIFA Councils, the CONCACAF Council shall set up an Ad-hoc Electoral Committee.
2. The Ad-hoc Electoral Committee shall be appointed by the CONCACAF Council. The members of the Ad-hoc Electoral Committee shall agree on one of them being chairperson.
3. If a member of the Ad-hoc Electoral Committee is or becomes a candidate for any office of, or is currently a member of, either of the CONCACAF or FIFA Councils, he/she shall immediately become ineligible, or cease in his or her function respectively, as a member of the Ad-hoc Electoral Committee.
4. If a member of the Ad-hoc Electoral Committee is prevented from performing his/her duties due to a conflict of interest, or for any other duly justified reason, he/she shall be immediately replaced by the CONCACAF Council.
5. The CONCACAF administration shall carry out administrative tasks for the Ad-hoc Electoral Committee.

Article 8. Duties of the Ad-hoc Electoral Committee

1. In addition to its role of supervising the electoral process, the Ad-hoc Electoral Committee's duties shall also include, in particular:
 - a) Supervising the administrative process relating to the elections for the offices of the CONCACAF and FIFA Councils and monitoring compliance with the present guidelines;
 - b) Ensuring the correct application of the CONCACAF and FIFA Statutes, regulations and provisions, as well as the contents of the present guidelines, in matters relating to the electoral process;

- c) Issuing instructions for the application of the present guidelines as necessary before and during the entire electoral process;
 - d) Requesting the CONCACAF Ethics Committee, and if the case may be, the competent FIFA body, to carry out the required eligibility checks;
 - e) Admitting candidatures for the CONCACAF Council. In this regard, the Ad-hoc Electoral Committee shall assess whether candidates for the offices of the CONCACAF Council meet the profile specifications and requirements stipulated in the CONCACAF Statutes. The competent FIFA body will decide on the admittance of candidatures for the FIFA Council;
 - f) Any other tasks that may be required in the course of its duties.
2. In view of its close and direct knowledge of the electoral process, the Ad-hoc Electoral Committee shall be obliged to notify the competent CONCACAF and/or FIFA bodies in writing and in a substantiated manner of any infringements of the provisions of these guidelines that may be committed during the course of the electoral process as soon as it has direct knowledge of such infringements or is made aware of them by any of the candidates or Member Associations.
 3. The exclusive venue for appeals of any decisions of the Ad-hoc Electoral Committee shall be with the Court of Arbitration for Sport and no other judicial body.

Article 9. Election format and type of ballot

The elections for the offices of the CONCACAF and FIFA Councils shall be made by secret ballot in accordance with the applicable Statutes and Regulations of CONCACAF and FIFA.

Article 10. Submission of Candidatures

1. All CONCACAF Member Associations may nominate or provide declarations of support for positions on the CONCACAF Council

(other than Independent Members) in accordance with the CONCACAF Statutes. However, only Member Associations that are affiliated to FIFA (FIFA Members) may nominate or provide declarations of support for positions on the FIFA Council.

2. The CONCACAF Council shall be required to propose candidatures for the positions of Independent Member in accordance with the CONCACAF Statutes. The CONCACAF Council may, but is not required to, consider any recommendations as to such candidates that may be submitted by Member Associations.
3. Member Associations must notify the CONCACAF General Secretariat, in writing, of their candidatures for the CONCACAF and FIFA offices up for election at least sixty (60) days before the date of the Congress. Each Member Association may only propose one candidature for each position.
4. Nominations must include the declarations of support of the required Member Associations and be submitted in the form of a duly signed letter by the President or General Secretary of the nominating Member Association on official letterhead to the address specified by the CONCACAF General Secretariat.
5. The election of two or more CONCACAF or FIFA Council members belonging to the same National Association is not permitted, unless the number of countries in such Union require an exception.
6. The following nominations/declarations of support are required for a candidature to be considered as valid:
 - a) CONCACAF Council:
 - i. A candidature for the office of the President shall only be valid if supported by at least four (4) Member Associations, which must include the support of the candidate's own National Association and of any other three (3) National Associations.
 - ii. A candidature for the position of Female Member shall only be valid if supported by at least three (3) Member

Associations, which must include the support of the candidate's own National Association and of any other two (2) National Associations. If no candidatures are presented within the stipulated period, then proposals may be taken from the floor on the day of the Congress (subject to art. 11 par. 2 of these guidelines). If only one candidature is proposed, such candidate will automatically occupy the position. If more than one candidature is proposed, the Congress shall elect the Female Member from among the candidates.

- iii. A candidature for the position of vice-president and Member Association Member (excluding Female Member) shall only be valid if supported by at least three (3) Member Associations, which must include the support of a National Association belonging to the Union the candidate will represent and of any other two (2) National Associations. If no candidatures are presented within the stipulated period, then proposals may be taken from the floor on the day of the Congress (subject to art. 11 par. 2 of these guidelines). If only one candidature is proposed in any of the Unions, such candidate will automatically occupy the position to which he or she was proposed. If more than one candidature is proposed, the Congress shall elect each representative from among the candidates from each respective Union.

b) FIFA Council:

- i. A candidature for the position of member on the FIFA Council (excluding the FIFA Female Member) shall only be valid if supported by at least three (3) Member Associations, which must include the support of a National Association belonging to the Union the candidate will represent and of any other two (2) National Associations.
- ii. A candidature for the position of FIFA Female Member shall only be valid if supported by at least three (3) Member Associations, which must include the support

of the candidate's own National Association and of any other two (2) National Associations.

7. The CONCACAF General Secretariat shall forward all candidatures to the Ad-hoc Electoral Committee and to the competent FIFA body for examination and for a decision on admission of a candidate.

Article 11. Eligibility Checks

1. In accordance with the CONCACAF and FIFA Statutes, candidates for the offices of the CONCACAF and FIFA Councils must pass an eligibility check in order to stand for election for such offices.
2. Any person running for a position of the CONCACAF Council must have passed an eligibility check within the past six (6) months of such elections in order to stand as a candidate.
3. The eligibility check concerning the CONCACAF Council is a two-step process which involves first creating detailed reports of risk-relevant information relating to each candidate. This check includes a review of corporate records, litigation cases, bankruptcy proceedings, potential regulatory actions taken against the candidate and a review of media reports concerning potential red flags (fraudulent behavior, match manipulation, human rights violations, etc.). Each candidate is then asked to comment on the content of the detailed report produced. All decisions as to whether a candidate has passed such eligibility check shall be in the discretion of the Ethics Committee (or such duly appointed person or committee performing such task).

Article 12. Announcement of Candidatures

1. Upon receipt of the proposed candidature(s), the Ad-hoc Electoral Committee shall forward the proposed candidature(s) to the CONCACAF Ethics Committee and, if the case may be, to the competent FIFA body, to carry out the eligibility checks.

2. Upon receipt of the results of the eligibility checks, the Ad-hoc Electoral Committee shall take a decision on the admission of the proposed candidature(s) and inform the CONCACAF General Secretariat and, if the case may be, the competent bodies of FIFA, of such a decision.
3. The CONCACAF General Secretariat shall inform all Member Associations of the names of the eligible candidates running for office at least thirty (30) days before the date of the Congress

Article 13. Voting Procedure

1. Any time before the voting is opened, if permitted by the Ad Hoc Electoral Committee at its discretion and in accordance to its rules that it may issue, the candidates may be allotted the opportunity to speak to present their program to the Congress.
2. The elections for the offices of the CONCACAF and FIFA Councils shall be by position with the election for President being first during the related Ordinary Congress and by secret ballot (which may be made by means of an electronic count), except where a candidate has no opponent for the seat he/she may be elected by acclamation. The secrecy of the ballot shall be guaranteed by the provision of a procedure ensuring privacy for the voter. The Ad hoc Electoral Committee may issue additional restrictions ensuring privacy for the voter as well as the integrity of the voting process.
3. Each Member Association shall have one vote and is entitled to be represented at the Congress by a maximum of three delegates. One of the three delegates shall exercise the right to vote on behalf of the Member Association. The names of the three delegates must be provided to the General Secretariat at least fourteen (14) days before the date of the Congress and should indicate the delegate authorized to vote. In case the delegate authorized to vote is unable to attend the Congress, the Member Association should notify the General Secretariat of the name of a replacement at least three (3) days before the date of such Congress. In case either or both of the non-voting delegates is unable to attend the Congress, the Member

Association should notify the General Secretariat of the names of any replacements by no later than the day immediately prior to the date of such Congress. Delegates must belong to the Member Association that they represent and shall not be allowed to represent more than one Member Association. Only the authorized delegates who are present are entitled to vote. Voting by proxy or by letter is not permitted.

4. All CONCACAF Member Associations may participate in the election of positions on the CONCACAF Council. However, only Member Associations that are FIFA Members may participate in the election for CONCACAF representatives to the FIFA Council.
5. The Congress shall appoint an adequate number of scrutineers to assist with the examination and counting of the votes and to ensure that the voting process is properly documented. At a minimum, one scrutineer from each CONCACAF zone shall be appointed; provided, that no Member Association shall act as a scrutineer in the event that a national from its Member Association is a candidate for election unless the number of countries from such CONCACAF zone makes this impossible.
6. The order in which the Member Associations present shall cast their votes shall be in English alphabetical order from A to Z. The CONCACAF General Secretary will individually call each Member Association present to cast its vote. An adequate number of ballot boxes will be allocated in order for Member Associations to deposit their casted ballot papers. Additionally, voting areas to ensure the privacy of each voting delegate when casting his/her vote will also be implemented.
7. The General Secretary and/or the person(s) from the CONCACAF administration that he appoints, assisted by the scrutineers, shall conduct the distribution of the ballots. The ballot papers that will be used for the vote cast shall conform to the official model established by the CONCACAF General Secretariat, and any vote cast using a different ballot paper shall be invalid. The ballot papers shall contain the name(s) of the candidate(s) and the office for which they are standing for election. 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.

Article 14. Counting and declaring results

1. The General Secretary and/or the person(s) from the CONCACAF administration that he appoints, assisted by the scrutineers, shall conduct the counting of the ballot papers. The number of ballot papers that have been distributed shall be announced by the General Secretary before the count. If the number of ballot papers returned is equal to or less than the number of ballot papers distributed, the election shall be declared valid. If the number returned exceeds that of the ballot papers distributed, the vote shall be declared null and void and another vote shall be taken immediately. Prior to the counting of any ballots, each ballot shall be reviewed to ensure that the vote marked for each ballot is marked properly and is valid.
2. The counting of the ballot papers should be done on the main stage of the Congress hall in plain view of all Member Associations.
3. The election of the President, vice-presidents, Member Association Members, Independent Members and Female Member of the CONCACAF Council shall be decided in a first ballot by a majority. If, in the first ballot, no candidate obtains the majority of the votes cast, a second ballot shall take place after the elimination of the candidate who has obtained the least number of votes in the first ballot; and this procedure shall continue until the required numbers of candidates have been elected. In case of a tied vote, a new vote shall be conducted with the respective candidates until the position is filled in accordance with the procedure set forth in these guidelines.
4. The aforementioned rules also apply to the election of positions on the FIFA Council, subject to the FIFA Statutes and Regulations.
5. The General Secretary shall announce the result of each ballot. The mandate of each member of the CONCACAF Council

shall begin after the end of the CONCACAF Congress which elected them. The mandate of each member of the FIFA Council shall begin upon their installation by the FIFA Congress.

6. The CONCACAF Secretary General shall place the ballot papers that have been collected and counted into envelopes intended for this purpose and seal them immediately. The General Secretariat shall keep these envelopes and destroy them 45 days after the end of the Congress.

Article 15. Language

In the event of any discrepancy or difference in the interpretation of the present guidelines in the different official CONCACAF languages, the English version shall be authoritative.

Transitory Provisions:

- a) The present guidelines will come into full force and be applicable to all CONCACAF and FIFA Council elections held after the closing of the XXXI CONCACAF Ordinary Congress on May 12, 2016 in Mexico City, Mexico.
- b) Nevertheless, articles 1, 2, 3, 9, 10, 11, 12, 13 and 14 shall be applicable to the elections (electoral process) scheduled to be held at the XXXI CONCACAF Ordinary Congress on May 12, 2016 in Mexico City, Mexico.
- c) The CONCACAF Executive Committee has decided to appoint the below-mentioned persons to exercise the duties and tasks of the Ad-hoc electoral Committee in relation to the elections (electoral process) scheduled to be held at the XXXI CONCACAF Ordinary Congress on May 12, 2016 in Mexico City, Mexico. Such persons shall also assist in the distribution and counting of the ballots.
 - Mr. Ted Howard, CONCACAF Acting General Secretary;
 - Mr. Marco Leal, CONCACAF Head of Member Associations & Legal Affairs;
 - Mr. Samir Gandhi, Partner Sidley Austin LLP