

**ELECTORAL
GUIDELINES
FOR THE
SPORTS CLUB
VILLA
ELECTIONS
2021**

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Article 1: Governing Regulations

- 1) These guidelines are specifically to govern the elections of the Sports Club Villa **Executive Board** which shall comprise of;
 - a) **The Club President**
 - b) **The Senior Vice President**
 - c) **The Two vice presidents**
 - d) **The Executive Board Members**
- 2) These Elections shall be conducted in accordance with;
 - a) The FUFA Statutes
 - b) The FUFA Electoral Code
 - c) The Statutes of Sports Club Villa
 - d) The Constitution of the Villa Members' Trust
 - e) The Resolutions of the Extra Ordinary Club Congress of Sports Club Villa that took place on 23rd October 2021 at Kigo
 - f) The Decisions of the FUFA Electoral Committee
 - g) These guidelines
- 3) The Resolutions of the Extra Ordinary Club Congress of Sports Club Villa that took place on 23rd October 2021 at Kigo include;
 - a) Sports Club Villa shall undertake the election of the Club President and the entire Executive Board by Saturday 13th November 2021 in accordance with the Club Statutes that were approved by FUFA.
 - b) In addition to the provisions of the Sports Club Villa Statutes, the eligibility criteria for the Candidates of the Position of Club President of Sports Club Villa shall include vetting and approval by the Board of the Registered Trustees of the Villa Members Trust.
 - c) The elected Club President and the Executive Board shall undertake to study and appropriately harmonize the existing Sports Club Villa Statutes and the existing Constitution of the Villa Members' Trust. In addition to the existing amendment provisions in the Statutes and in the Constitution, the proposed amendments shall be subject to the approval of the Board of the Registered Trustees of the Villa Members Trust.



Article 2: Scope

- 1) Pursuant to Sports Club Villa being a member of FUFA, Article 27 (3) of the Sports Club Villa Statutes and Article 1 (3) of the FUFA Electoral code mandates the FUFA Electoral Committee to organize the Sports Club Villa Elections.
- 2) Upon the resolutions made at the Extra Ordinary Club Congress of Sports Club Villa that took place on 23rd October 2021 at Kigo and in accordance with the governing regulations as indicated in Article 1(2) of these guideline, the FUFA Electoral Committee shall organize the elections of the Club President and the Executive Board of Sports Club Villa.

Article 2: Time Definition

All time references made in these guidelines refer to East African Standard Time also abbreviated as EAT.

Article 3: Physical Offices

- 1) Sports Club Villa secretariat premises are located at plot 3 channel close 6th street industrial area P.O Box 30705 Kampala, Uganda where all matters relating to the club shall be attended to.
- 2) Matters of the election of the Club President and the Executive Board Shall be attended to by the FUFA Electoral Office located at:

FUFA Complex-Mengo
Plot 879 Albert Cook Road
Kampala

- 3) The working hours of the FUFA Electoral Committee shall be as follows
Monday-Saturday: 0900 to 1600 Hours
Public Holidays and Sunday: 1000 to 1400 Hours
The offices will be open effective 29th October 2021



Article 4: FUFA Electoral Committee Contacts & Communications

- 1) All matters relating to the Elections business shall be communicated by the Chairperson of the FUFA Electoral Committee.
- 2) All enquiries, requests for clarifications and any other official communication to the Electoral Committee shall be addressed to the FUFA Electoral Committee Chairperson at his offices located at **FUFA Complex Mengo, Kampala** or by email to **elections@fufa.co.ug** by WhatsApp to **+256752573323**

Article 5: The Schedules

The schedule for the Election activities is hereon attached as Schedule 1.

Article 6: Submissions

Submission of candidature shall be as scheduled in these guidelines and shall include but not limited to

- 1) **Fully filled forms:**
 - a) Declaration Form 101:
A declaration form shall be submitted by the candidate declaring that he or she shall duly comply with the Electoral procedures.
 - b) Elections Form 102:
Every candidate shall submit their substantive executive board list to the Electoral committee. No person shall be allowed to appear on more than one candidature list of the Executive board lists submitted to the Electoral committee.
- 2) **Proof of Education Level**

The President and Vice President shall be required to submit certified copies of their Academic documents specifically the Uganda Advanced Certificate of Education from UNEB.



3) Proof of Identity

All candidates for elective positions of Sports Club Villa and the Executive Board shall be required to submit proof of identity. The acceptable proof of identity shall be;

- a) National ID
- b) Driving License
- c) Passport

4) Proof of payment of Nomination Fees

- a) Each candidate and running mate shall pay a total sum of Ug. Shs. **19,500,000/=** (**Uganda Shillings Nineteen Million Five Hundred Thousand Only**) being nomination and subscription fees;
- b) This fee is broken down as follows.

Nomination fees

	Position	Amount (Ug. Shs)
1.	Club President	2,000,000/=
2.	Senior Vice President	2,000,000/=
3.	Executive Members	5,500,000/=
4.	Sub-total	9,500,000/=

Subscription fees:

	Position	Amount
1.	Club President (Life VMT membership)	5,000,000/=
2.	Senior Vice President (Life Membership)	5,000,000/=
3.	Sub-total	10,000,000/=

	Grand Total	19,500,000/=
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- c) The nomination and subscription fees shall be paid to the Club's Account whose details are set out below;

Title of Account:	Villa Team Fund
Account No.	2110068000002
Bank	Post Bank
Branch	Forest Mall Branch.

- d) It is only candidates that have fully paid nomination and subscription fees that shall be nominated.

Article 7: Declaration of Candidatures

- 1) The FUFA Electoral Committee shall study the submissions of different candidates and advise, where need be on the missing information required if any in the prescribed period of submission.

Article 8: Voting

Only persons on the Voters Register comprised of Villa Members' Trust shall be at liberty to cast their vote as they may please for a candidature of their choice. Each member shall be entitled to one vote; Voting shall be conducted in any of the following ways;

1) Voter physically casting ballots at a designated venue;

- a. Any registered and fully paid-up member of the Villa Members Trust may physically cast his/her vote at a venue that shall be communicated before the elections. The physical voting exercise shall be conducted between 0900 hours and 1600 hours on the 13th November 2021.
- b. Identification shall be required before the ballot is handed over to the voter. Acceptable identification includes:
 - National ID
 - Driving License
 - Passport



2) Voter using electronic voting using a designated web-based software:

- a. The link to the web-based software will be issued by 1600 hours on Wednesday 10th November 2021
- b. Clicking at this link will take the voter to the web-based software where the instructions to vote will be issued
- c. The voting will be open for a duration of 24 hours starting 1600 hours Friday 12th November 2021 to 1600 Hours on Saturday 13th November 2021;

3) Voter sending an e-mail from his club registered e-mail address indicating his choice to a designated e-mail address.

- a. A form may be downloaded from the link here below and printed:
cc.scvilla.co.ug
- b. The filled-in form (Vote) shall be sent from the e-mail known by the club to the designated e-mail address below for a duration of 24 hours starting Friday 12th November 2021 to 1600 Hours on Saturday 13th November 2021;
- c. The designated receiving e-mail address shall be
election@scvilla.co.ug
- d. E-mails received from unregistered addresses and/or outside the prescribed period of voting will be considered invalid votes.



Article 9: Results

- 1) After closure of voting at 1600 hours on Saturday 13th November 2021 tabulation of results will be done by the FUFA Electoral Committee.
- 2) In the event of multiple voting, only one vote will be considered and the priority order of the vote shall be follows;
 1. Voter physically casting ballots.
 2. Voter sending an e-mail.
 3. Voter using electronic voting using a designated web-based software.
 4. Voter submitting a written letter (hardcopy).
- 3) After tallying of results the FUFA Electoral Committee will declare the winners.
- 4) The results of how the members voted will be made public.

Article 10: Extraneous matters:

- 1) The FUFA Electoral Committee shall hand over all the official documents relating to the elections to the Sports Club Villa secretariat, which is responsible for passing them on to the relevant bodies, where required, and for archiving them.
- 2) All matters relating to the administrative and technical organization of the election that are not covered by this code shall be ruled upon by the FUFA Electoral Committee
- 3) All matters relating to the running of these elections not covered by this code or where ambiguity arises, shall be decided upon and managed by the FUFA Electoral Committee in accordance with the FUFA ELECTORAL CODE.
- 4) The members of the FUFA Electoral Committee shall observe the utmost impartiality when carrying out their duties.



Article 11: Nullification/Discontinuation of Elections:

1. This being a Sports Club Villa election that has previously been suspended for various reasons, any candidate who is dissatisfied with the manner elections are conducted shall, within **3 days** after announcing the results from elections, make a complaint to the Sports Club Villa Congress stating reasons and proof to support such a complaint before seeking redress from elsewhere
2. Complaints in relation to election results shall strictly be made personally by candidates and not proxies and any such aggrieved Candidate shall deposit security of Ug Shs. 20,000,000/= (Uganda Shillings Twenty Million) with the club fund before seeking redress with football judicature;
- 5) The voting process shall not be halted in any manner. In the event that any person is aggrieved by the manner the election has been conducted or the results of the elections, such a person shall await conclusion of the election process and follow the procedure in Article 11(2) above;
- 6) These Guidelines shall apply to the Sports Club Villa 2021 Elections.

SIGNED ON THE 28TH DAY OF OCTOBER 2021



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BWIRE MATHIAS
CHAIRPERSON FUFA ELECTORAL COMMITTEE.



SCHEDULE I**ACTIVITY ROAD MAP**

	Activity	Time lines	
		From	To
1.	Picking Nomination Forms	30.10.21	01.11.21
2.	Submission of the List of the Members of the Villa Members (Voters' Register) by Sports Club Villa to the FUFA Electoral Committee	30.10.21	01.11.21
3.	Submission of the List of the Members of the Club Congress by Sports Club Villa to the FUFA Electoral Committee	30.10.21	01.11.21
4.	Verification of the Voters' Data	01.11.21	05.11.2021
5.	Display of the Voters Register	06.11.21	12.11.2021
6.	Submissions of nomination forms and closure of Candidates' nominations.	02.11.21	03.11.21
7.	Submission of the Candidates to the Board of Trustees of the Villa Members Trust by the FUFA Electoral Committee for vetting and approval	03.11.21	03.11.21
8.	Submission of Vetting and Approval Report of the Candidates by the Board of Trustees of the Villa Members Trust to the FUFA Electoral Committee	04.11.21	04.11.21
9.	Preliminary Declaration of Candidates	05.11.21	05.11.21
10.	Hearing Appeals against the Decisions of either the FUFA Electoral Committee and/or the Board of Trustees of the Villa Members Trust	06.11.21	06.11.21
11.	Final Declaration of Candidates by the FUFA Electoral Committee	07.11.21	07.11.21
12.	Conducting Elections	12.11.21	13.11.21

