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ELECTORAL CODE FOR TANZANIA VOLLEYBALL FEDERATION - TVF

[Made Under Article 5 (5.4) of TVF Constitution of 2023]

2025

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CHAPTER 1

PREAMBLE (PRELIMINARY REMARKS)

Whereas TVF recognizes the necessity of a clear electoral procedure that, among other components shall include:

a) Internal electoral regulations of the Federation;

b) The invitation for candidatures;

c) The examination of candidatures;

d) Appeals;

e) The publication of the official list of candidates;

f) The organization in technical and logistical terms of elections which includes but not limited to organization of the Elective Congress Meeting, list of voters, ballot papers, voting urn, count of votes, minutes.

g) The circulation of general information about the election among its members and TVF stakeholders.

And being aware of the necessity to perfect the procedure so as to ensure that its elections are transparent and democratic, the following Electoral Regulations are adopted.

CHAPTER 2

GENERAL REMARKS

Section 1: Scope of Application

1. This code is applicable to presidential elections, and members of the executive committee for the Tanzania Volleyball Federation (hereinafter referred to as TVF or the Federation), as shall be provided by the Constitution of TVF.

2. This electoral code is also applicable to elections to all bodies that are subordinate to the federation (e.g. Clubs, regional associations, and affiliated members) and whose regulations and procedures are controlled exclusively by the federation.

3. This electoral code is superior to electoral codes of the members of the Federation and to all bodies that are subordinate to the Federation where such codes are not consistent with this code, this code shall prevail.

4. All members of the Federation and/ or eligible members of the congress who shall vote during the General election shall conduct an election of their bodies a minimum of three months before the scheduled date of the TVF General election.

Section 2: Principles, obligations and rights of parties, government interference

1. The Democratic principles of separation of powers, transparency and publicizing of the electoral processes for the Federation must be observed without exceptions.

2. Government interference of any kind in the electoral process or composition of the elective body of the Federation shall not be permitted. Consequently, government rules on elections shall not apply to the elected internal bodies of the Federation and the electoral rules of the Federation shall not require the approval of any government body.

3. The Federation shall inform FIVB of the commencement of the Federation elections and its electoral rules at one month's notice.

4. Unless this code states otherwise, the elected leadership of the Federation shall continue to exercise their functions until the completion of the electoral process.

CHAPTER 3

ELECTORAL COMMITTEE

Section 3: Basic principle

1. The Electoral Committee (hereafter the Committee) shall organize and supervise the election process of TVF and take all decisions relating to the election.

2. Members of the Committee shall under no circumstances be members of

    a. The executive body of TVF
    b. Any other TVF Organ or of TVF Board
    c. The Federation members and their subordinate bodies or
    d. Electoral Committee of any of TVF subordinate bodies.

3. Members of the Committee must immediately decline to give an opinion and withdraw from the matter in process if they are:

    a) A candidate for an elected post;

    b) A relative, either by birth or marriage, of one of the candidates for an elected post;

4. In the event that a member does not fulfil the above requirements, the member in question shall immediately leave his position and be replaced by another person with qualifications following appointments procedures.

Section 4: Appointment

1. The Committee shall be proposed by the Board of Administration of TVF as per the procedure laid down in the Constitution.

2. The chairman and members of the electoral Committee shall be approved by congress upon proposal of the Board of Administration before election and they will be dissolved immediately after election of the President, Vice president and four Board of Administration members as stipulated by TVF Constitution article 5.4 (a).

Section 5: Composition

1. The Committee shall be composed of five (5) members.
    a. The Chairperson.
    b. The Deputy Chairperson.
    c. Three other Members.
2. Members of the committee shall be appointed based on their knowledge and experience in Volleyball affairs, good reputation, impartiality and contribution to Volleyball development. One of the three members shall be appointed by the chairman of the electoral committee as the electoral committee secretary and must have the legal professional.
3. Any member appointed and accepted the post shall be restricted to stand as a candidate for any election post.
4. In the event that one or more members of the Electoral Committee in any circumstances resigns or is unable to carry out their duties shall be replaced by qualified people following the procedure specified in section 4 of this code.

Section 6: Duties

1. The Committee shall be responsible for all tasks relating to the organization, running and supervision of the elective general assembly. In particular, it is responsible for:
    a) Strictly enforcing the Federation's Constitution and regulations;
    b) Strictly enforcing the Constitution, directives and regulations of FIVB, and the regulations of the Federation and confederation where they do not contradict FIVB regulations;
    c) Strictly enforcing the electoral code;
    d) Strictly enforcing the statutory deadlines for elections;

e) Distributing information to the members of the general assembly as well as to government bodies, the media and the public;

f) Managing relations with government bodies (where necessary);

g) The candidature procedure (launch, distribution of information, evaluation, publication of official lists etc.)

h) Organizing, in administrative and technical, the elective general assembly;

i) Drawing up the list of voters in accordance with the Federation's statutory provisions;

j) Verifying the identity of the voters;

k) The voting procedure, arrangement and declaration of results.

l) All other tasks necessary to ensure the smooth running of the electoral process.

2. Logistical matters shall be taken care of by the Secretariat of the Federation.

Section 7: Convoking the Committee and quorum

1. The committee shall be entitled to deliberate on, or pass decisions, only if it is validly convoked by its chairperson.

2. A quorum shall be constituted by more than half of the members of the Committee, one of whom must be the chairperson or deputy chairperson.

Section 8: Decisions

1. All of the Electoral Committee's decisions must be passed by majority of the valid votes cast by members. If a vote is tied, the chairperson of the Committee shall have the casting vote. Decisions shall be recorded in minutes and signed by the chairperson and the secretary of the Electoral Committee.

2. Appeals against the Electoral Committee's decisions for candidate's candidature, scrutiny and nomination may be lodged only to the TVF Electro Committee for review of its own decision to the exclusion of the possibility of appealing said decisions before

any other body, particularly a government body or ordinary court of Law. Any Appeal to the Elections Appeal Committee shall be accompanied with the filing fees of Tanzanian shillings of one million only (Tsh. 1,000,000).

CHAPTER 4

CANDIDATURES

Section 9: Criteria

Any person contesting any position in the Federation must fulfil the following conditions as stipulated by TVF Constitution Article 5 (5.6) and (5.7).

1. Having an experience of volleyball leadership for at least a position of Chairperson or Secretary of the affiliated Regional Association for at least two complete terms, for Board members an experience of volleyball leadership at least at high club level or any volleyball institution.

2. A bachelor's degree holder from recognized institution for presidency candidature, and at least Certificate of Ordinary Secondary education for Board of Administration member,

3. Minimum age of 35 and maximum of 75 for Presidency and 20 to 75 for the Board of administration members

4. Not being involved in any criminal case,

5. Mental health fit,

6. Not been suspended by any sports authority in relation to any national or international sports practices, and

7. Mental health fit, and a must be a citizen of Tanzania.

Section10: Notice to General Public and Submission of Candidatures

1. The TVF Electoral Committee in accordance with the Constitution of TVF shall give notice of Elections to TVF members and the General Public through medias or social medias or any other public platform at least 60 days before the Election Day, requiring qualified persons to collect Nomination Forms from TVF Secretariat. The Committee shall also set the deadline for submission of Nomination Forms, the nomination day and date of the elections as per guidance below.

2. The Nomination Form shall be referred to as TVF Form No. 1, and the same shall be collected upon payment of fees in exchange of a payment receipt from the TVF Secretariat as follows: -

    a) The TVF Presidency Tsh. 1,000,000 only.
    b) Board of Administration member Tsh. 500,000 only

3. Candidate in the elections of the position of the President shall be endorsed by at least five (5) Congress members from different affiliate by means of a letter of support. Each Congress member shall support one candidate only for the position of the president. If a Congress member supports more than one candidate for a position of a president, none of its expressions of support shall be considered valid.

4. Electoral Committee shall have the responsibility of verifying the correctness of the information provided by the candidate including letter of support.

5. Candidates shall be required to return to the TVF Electoral Committee Secretary Form No.1 together with all necessary proof of their qualifications and two passport size photographs before the deadline for submission of the Nomination Forms.

6. Upon giving notice of the elections in accordance with section 10 (1) above, no any other body shall have the mandate to;

    a) Change the deadline for submission of Nomination Forms,

    b) The date of the nomination day,

    c) Date of the elections;

    d) Add or remove to the list of posts to be aspired for; and

    e) Cancel the elections except by the TVF Electoral Committee.

7. Immediately upon giving notice of the elections but no later than two (2) days from the day of announcement, the Electoral Committee shall issue Nomination Forms to aspirants.

8. Leadership aspirants shall return to the Electoral Committee Secretary Form No.1 as required in Article 10 (5) above not later than 16:00hrs of the date of deadline announced by Electoral committee.

9. Candidature for more than one TVF position by aspirant shall not be permitted and such candidature shall be disqualified.

Section 11: Examination of candidatures

1. Nomination Forms filled and submitted by aspirants shall be examined by the Committee on the date to be set by the Committee within three (3) days of the deadline for their submission and the outcome of such examination shall be made public and communicated to aspirants within three (3) days.

2. Within 2 days from the date of the announcement of the outcome of the examination of Nomination Forms, the list of candidates shall be made public stating their personal particulars and qualifications, upon which objections may be raised against a candidate.

3. Objections may be raised only by TVF Congress Members and/ or elected official (s) of TVF. Any objection shall be in writing, stating clearly grounds for objection, accompanied with supporting evidence and shall bear the full name, permanent address and signature of the person or the chairperson/ secretary of the respective Congress Member filing the objection.

4. Objections raised on the candidates shall be submitted to the Electoral Secretary not later than 16:00 hours of the deadline date announced by Electoral Committee.

5. Within three (3) days from the expiry of the period set for objections, the Committee shall deliberate on the objections raised against the candidates.

6. The objector and candidate shall be required to attend in person at the hearing of the objections and should any of them fail to appear, they shall forfeit the right to appeal.

7. Within three (3) days of hearing the objections by the Committee, the Committee shall conduct interviews on the candidates. The candidates shall be informed of the Committee's decision within 2 days after the interview.

8. Provisional list of candidates shall be published not later than 2 days after the decision of the Committee.

Section 12: Appeal Procedure

1. Appeal against the TVF Electoral Committee decision shall be lodged only by Aspirants or Congress member to Electoral Committee for review of its own decision with the grounds thereof, shall be sent by registered post, email or delivered by dispatch or courier service to the Secretary of the Electoral Committee in exchange for confirmation of payment receipt within 3 days from the day of the pronunciation of decision of the TVF Electoral Committee.

2. Appeals shall be considered by the TVF Electoral Committee within five (5) days after filing the appeal.

3. The right of appeal shall only be for the affected individual appellant on decisions of the TVF Electoral Committee upon fulfilling appeals conditions stated herein.

4. The Appellants shall be informed of the decision of the TVF Electoral Committee's within 2 days after its decision.

5. The decisions of the TVF Electoral Committee shall be final and conclusive and binding on all parties concerned and shall not be monitored by any other body.

Section 13: Distribution of the final official list

1. The final list of candidates shall be made public by the TVF Electoral Committee after the TVF Elections Appeal Committee decisions. The day on which the final list is made public by the TVF Electoral Committee shall be referred to as the Nomination Day.

2. The final official list of candidates shall be known to all members of the Elective Congress not less than five (5) days before the Elective Congress Meeting is held. For the information of the general public the list shall be made public through media and social media.

3. Candidates shall be allowed to launch their campaign for not more than 7 days from the nomination day to the day of the Elective Congress Meeting, without using abusive language. Electoral Committee shall arrange and announce campaign days considering 7 days rule.

4. On the date(s) of Elective Congress Meeting, no campaign shall be allowed at a venue of elections and to keep secret voting valid no events or supportive attire shall be allowed therein.

5. Notwithstanding what is stated herein, candidates shall have the right of audience to the members of the Elective Congress Meeting for at least 3 minutes but not more than 5 to finalize his or her election campaign on own leadership capability, planning, policy, or explain on own election manifesto, if any, but without using abusive language.

6. However, questions from Congress member shall be allowed. A candidate may be required to respond to not more than three (3) questions by members of the Elective Congress allowed by the Chairperson of the Committee. Candidates shall have the right to answer the questions in not more than 3 minutes for each question.

CHAPTER 5

VOTING PROCEDURE

Section 14: General Duties of the Committee

The duties of the Committee are as follows:

a) To monitor the voting procedure during the Elective Congress Meeting using the electoral register that it has compiled;

b) To count the votes;

c) To take any decision that is necessary regarding the validity or invalidity of ballot papers;

d) In general, to pass a definitive decision on any matters relating to the voting procedure during the elective general assembly;

e) To draft official minutes of the election and distribute them to the members and, where necessary, to government authorities;

f) To declare the official results;

g) To organize a media conference, where necessary

Section 15: Voting and Ballot Papers

1. Voting shall proceed by secret ballot, and no person shall be allowed to assist a delegate in voting, unless otherwise for reasons of incapability, such person with incapability at his own volition may appoint a person to assist who shall accordingly tick the ballot papers by his or her instructions.

2. No proxy shall be allowed to vote.

3. The Federation secretariat shall produce the ballot papers under the supervision and charge of the Committee. The ballot papers shall be printed clearly and legibly.

4. The ballot papers shall be of a different color for each elected post.

5. Board Members will be elected separately considering their gender as required by Financial and Administration regulations.

Section 16: Urn

1. Before the start of the voting procedure, the urn- which shall be transparent where possible, shall be opened and displayed upside down to the members of the Elective Congress Meeting. It shall then be closed and placed in a visible position near to the members of the Committee.

2. During the vote, the urn shall be monitored by one of the members of the Committee.

Section 17: Polling booths

Polling booths shall be erected at the polling station and the urn shall be placed within proximity so that members of the general assembly who are entitled to vote may complete their ballot paper in secret.

Section 18: Voting process

1. The Committee shall explain in detail the voting procedure (urn, ballot papers, valid and invalid ballot papers, count, required majorities, results etc.) and cite any relevant statutory or legislative provisions.

2. The Committee shall call in each member that is to say, a delegate's names of the Elective Congress Meeting that has the right to vote and invite him to move to the hall where the election is taking place.

3. Once called, the member shall move to the front of the hall and, after signing the electoral register, he/ she shall receive his ballot papers.

4. The member then shall complete his/ her ballot papers in the polling booth designated for this purpose.

5. The member in question shall deposit his ballot papers each in the urn designated for the elected post, thereafter signs the electoral register and then return to his seat.

6. The counting procedure shall begin as soon as all of the members with the right to vote have deposited their ballot papers in the urns. A member of the Committee shall open

the urn for each elected post, and tip out the ballot papers. The counting shall immediately commence until it is all finished.

7. The counting shall be conducted in presence of counting agents, if any, appointed from among the members by the respective candidate. A candidate may be allowed to be present at counting if he chooses not to have an agent, unless it is to the satisfaction of the committee that such candidate is likely to disrupt the counting process.

8. In the event that there is only one candidate for an elected post, The Elective Congress Meeting shall rectify the candidate by YES or NO votes.

CHAPTER 6

COUNTING

Section 19: General principles, decisions in the event of dispute

1. Only the Committee assisted by recognized secretariats may take part in the count. All operations (opening the urns, counting the ballot papers, counting the votes etc.) shall be carried out in a way that can be followed clearly by the members of the general assembly.

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 Committee's decision shall be final.

Section 20: Invalid ballot papers

1. The following are considered invalid:
    a. Ballot papers that do not bear the official distinctive marks defined by the 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 Committee shall write at the back of any invalid ballot paper (in red) the reasons for its invalidity and confirm with a signature.

3. In the event of disputes regarding the validity or invalidity of a ballot paper, the Committee's decision shall be final.

Section 21: Spelling Mistakes

Spelling mistakes shall 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.

Section 22: Count and declaration of results

1. Once the urn has been opened, the members of the committee shall count to the agents or candidates 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 paper issued, the ballot shall be declared void and recommence immediately in accordance with the procedure described above.

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

3. Once the count has been completed and verified for all elected posts, the chairperson of the Committee shall officially declare the results to the members of the general assembly.

4. For this post of the President, the winner in the election shall be pronounced on the basis of absolute majority that is to say, more than (50%) of the votes validly cast by official delegates in the first round.

5. For Board Members post, two females and Two males with most votes than others of the same gender will be declared winner of the post.

6. For the posts referred in sub article 4 herein above, if no candidate has achieved absolute majority, the election shall be Re-done by taking two candidates who have obtained the highest number of votes, which the winner shall be the one with relative majority.

7. Absenteeism shall not be disregarded in counting and declaring results.

8. If a second (or subsequent) round of voting is required, the voting procedure shall be repeated in accordance with the preceding articles. The members of the Elective Congress Meeting 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).

9. For the post that has only one candidate, the Elective Congress Meeting shall ratify the candidate by YES or NO votes.

Section 23: Declaration of Final results

1. After counting is complete for all posts of the election, the Chairperson of the Committee shall declare the results officially to the members of the Elective Congress Meeting. The minutes are to be drafted and signed by the Chairperson and Secretary of the Committee.

2. The results declared by the Committee shall be final and conclusive and shall not be appealed to any other body.

3. The final minutes shall be distributed to the members of the Elective Congress Meeting. They shall be entered in the record of the deliberations of the Elective Congress Meeting.

Section 24: Enforcement

This electoral code was approved by the TVF Executive Committee that convened on the 1st day of March 2025 and it came into force on the same day.

CHAPTER 7

FINAL PROVISIONS

Section 25: Violations, rights of FIVB, archiving of documents, omissions

1. Failure by the Federation to apply the principles of this code shall be considered a serious violation of the provisions of the FIVB Constitution and shall lead to the consequences described in the FIVB Constitution or the disciplinary measures provided for under the FIVB Constitution.

2. FIVB has the right to intervene in the electoral process of the Federation at any time to monitor its integrity and check that this code and the Constitution and regulations of FIVB are being applied.

3. FIVB may likewise suspend or invalidate the electoral processes and/ or appoint a provisional administration for the Federation, as the case maybe.

4. The National Sports Council (BMT) may be observers of the process and elections in general.

5. The Committee shall hand over all the official documents relating to the elections to the Federation's general secretariat, which is responsible for passing them on to the relevant bodies, where required, and for achieving them.

6. All matters relating to the administrative and technical organization of the Elective Congress Meeting that are not covered by this code shall be ruled upon by the Committee.

7. All matters relating to the running of the elections not covered by this code shall be ruled upon by the Committee.

8. The members of the Committee shall observe the utmost impartiality when carrying out their duties.

9. During the election process any person or member who contravenes this code or provides false particulars or qualification shall be referred to the relevant TVF organ.

Dated at Dar es Salaam this 01st March 2025

FOR THE BOARD OF ADMINISTRATION

.....

Eng. Magoti Mtani

President – TVF

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