



## **USF 2017 ELECTION GUIDELINES**

### **1. Background**

- 1.1 The Uganda Swimming Federation (USF) is due to hold its Annual General Assembly on Saturday 18 March 2017 at the UOC Secretariat per Notice dated 15 February 2017.
- 1.2 The USF Executive does hereby issue the following Election Guidelines which are based on -
- a) The USF Revised Constitution, 2015 and FINA Statutes; and
  - b) The National Council of Sports (NCS) Regulations, 2014.

### **2. Composition of the USF Executive Committee (Art. C 16.1)**

There shall be elected an Executive Committee composed of the following positions:

- a) The President;
- b) The 1<sup>st</sup> Vice President (Administration);
- c) The 2<sup>nd</sup> Vice President (Technical);
- d) The General Secretary;
- e) The Assistant General Secretary;
- f) The Treasurer;
- g) The Assistant Treasurer;
- h) 6 (six) Committee Members at least 2 (two) of whom shall be female, and 1 (one) of whom shall be the Athletes' Representative elected by the athletes as provided under Sub-Article C.20.2; and
- i) Any FINA or CANA Bureau Member who is a citizen of Uganda.

### **3. Executive to Appoint Competitions Secretary as *Ex Officio* (C 16.2)**

The Executive shall appoint a Competitions Secretary who will be an *ex officio* member of the Executive.

### **4. Eligibility to Serve on the Executive (Art. C 16.3 and NCS Reg. No. 7)**

- 4.1 A person shall be eligible to serve on the USF Executive if that person is a citizen of Uganda and has participated in Aquatics at district, national, regional or international level or has acquired sufficient experience and knowledge from involvement in the administration of Aquatics.
- 4.2 A person shall not hold a USF executive office or be involved concurrently, in the governance of more than 2 national sports associations, USF inclusive. For avoidance of doubt, this provision shall not apply to membership and governance in bodies such as FINA, CANA, Uganda Olympic Committee, Uganda Paralympics Association, Special Olympics Uganda and any other associations comprised of national sports associations.

**5. Elections To Be Conducted After Every 4 Years (Art. C 23.1)**

Elections for the positions on the Executive will be conducted every 4 (four) years at an Annual General Assembly or an Extraordinary General Assembly duly notified by the General Secretary in accordance with the procedures laid out in this Constitution and or the Federation's By-Laws & Regulations.

**6. Only Members in Good Standing Eligible to Vote (Art. C 8.4 and C 23.2)**

Only Members in **good standing** shall be entitled to vote. Under Art. C 8.4, "A Member, Official, Athlete, Coach affiliated to the Federation shall be said to be in 'good standing' where the said Member, Official, Athlete or Coach is –

- a) Fully paid up with affiliation/ membership or any other fees payable to USF; and
- b) Has not been cited for a breach of the USF Constitution, USF By-Laws, Policies or Regulations, and is not undergoing disciplinary actions or serving a disciplinary sentence."

**7. Supervision of USF Elections (Art. C 23.3)**

The election shall be conducted under the supervision of the Uganda Olympic Committee or the National Council of Sports where possible, or such other impartial body or individual who shall be elected or appointed by Members at the preceding General Assembly before the elective General Assembly. This will be conducted by the UOC as decided by the Annual General Assembly held on 5 March 2016.

**8. Quorum for Elective General Assembly (Art. C 23.4)**

An election of a new Executive shall only take place once a quorum consisting of simple majority of the duly registered and fully paid up Members in good standing are present at the Elective General Assembly.

**9. Nomination of A Candidate (Art. C 23.5)**

A candidate for an elective position on the Executive shall be nominated by at least one Member in good standing and seconded by another member in good standing.

**10. Notification by Candidates of Intention to Run for Election (Art. C 23.6)**

An eligible candidate in good standing who intends to run for an elective position on the Executive shall notify the General Secretary of their intention in writing not less than 14 (fourteen) days to such Assembly when the election will be held. In the case where the General Secretary has decided to run for office, he or she shall notify the President of his or her intention to stand within 14 (fourteen) days to the elective Assembly.

**11. Returning Officer to Obtain Nominations (Art. C 23.7)**

The Returning Officer appointed by Members pursuant to **Article C 23.3** shall be availed with the nominations for verification and preparation for the election not later than 5 (five) days to the elective General Assembly.

**12. Secret Ballot Voting (Art. C 23.8)**

Voting for the Executive shall be by secret ballot.

**13. Constituents of the USF Annual General Assembly (Art. C 15.2)**

The USF Annual General Assembly shall consist of –

- a) The USF Executive whose members shall not have voting rights;
- b) The Members of FINA or CANA, if any, who are citizens of Uganda, who shall have voting rights;

- c) Two (2) duly appointed delegates of each Member with only one voting delegate entitled to (1) one vote. Notice of the appointment of a delegate, certified in writing by the Member they represent, must be lodged with the General Secretary at least 5 (five) days prior to the Annual General Assembly;
- d) The Athletes' Committee represented by 2 (two) elected delegates with one vote each;
- e) The Patron (who will not have voting power); and
- f) Honorary Members (who will not have voting powers).

**14. USF 2017 Election Time Table (Revised)**

The USF Executive has issued the Election Timelines indicated below pursuant to the above Guidelines, which Candidates are requested to comply with.

	<b>Activity</b>	<b>Deadline</b>
1.	Issuance of Notice of Assembly	16 February 2017
2.	Issuance of Election Guidelines & Nomination Forms	16 February 2017
3.	Return of Nomination Forms by All Candidates	4 March 2017 (5:00 pm)
4.	Handover of Nominations Forms to Returning Officer	4 March 2017
5.	Verification of Nominations by Returning Officer	6 – 10 March 2017
6.	Notification of Nominated Candidates at the UOC	13 March 2017
7.	Attending to Issues, if any, by Returning Officer	13 – 15 March 2017
8.	Conduct of Elections of New USF Executive	18 March 2017

**15. President to Notify FINA of Election Date and Results (Art. C 23.9)**

The President shall notify FINA of the dates and the location of the elections, and shall provide FINA with the minutes of its elective Assembly no later than 60 (sixty) days after conclusion of the Assembly.

**16. Nomination Instructions (Revised)**

16.1 Intending Candidates can download the Nomination Forms off the USF Website [www.ugandaswimming.org](http://www.ugandaswimming.org) or obtain hard copies at the UOC Secretariat between 8:00 am – 5:00 pm from 16 February 2017 to 6 March 2017. The Forms should be returned at the UOC by **6 March 2017** by **5:00 pm** accompanied by –

- a) The Nominee's brief curriculum vitae (CV);
- b) Copies of relevant academic credentials and certificates;
- c) Copy of National ID/Driver's Licence or Passport data page;
- d) 1 passport size coloured photo; and
- e) A non-refundable Nomination Fee of **UGX 100,000/=**

16.2 Nominations and Secondment thereof shall be done only by the Chairman or Secretary of a USF Member in good standing.

16.3 Intending Candidates should be prepared to cooperate with the USF Secretariat and the Returning Officer during the verification of Nominations and should clearly indicate a working cellphone number and Email address to be contacted on.

- END -

17 February 2017

**USF EXECUTIVE COMMITTEE**

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