



**INTERNATIONAL HOCKEY FEDERATION (FIH)**

**2020 ELECTIONS MANUAL**

**Including the Electoral Rules for Candidates (and all persons assisting,  
supporting or representing a Candidate)**

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## 1. Introduction and Aims of the document

*[The capitalized terms used in this document are as defined in the FIH Statutes]*

The FIH Executive Board is an important body in the overall governance of the sport of hockey worldwide. Its primary role is to set strategic direction and priorities; set policy and ensure all statutory requirements are observed, identify and manage risk as well as monitor and evaluate organizational elements (see the EB Manual page 4).

The membership of the Executive Board is critical to the success the Executive Board has in carrying out its duties. The members are either appointed (Continental Presidents, CEO, and Athletes Representative) or elected (8 ordinary members, President).

The procedure followed for the elections process reflects the governance values of the FIH. Great care is taken by the FIH Office staff and others involved in the process to ensure that good governance prevails, and that integrity and transparency are upheld.

The purpose of this Manual is to outline the procedural steps whereby ordinary members and the President are elected to the FIH Executive Board.

The Manual will:

1. Serve as a communication tool of the FIH to inform National Associations (Members) about the nomination and election process and their responsibilities with respect to candidates.
2. Ensure that the requirements and competencies for candidates are well-known to all thereby giving all candidates a fair and equal opportunity to prepare their candidacy papers.
3. Provide guidance to those responsible for implementing the nomination and election process.
4. Serve as an example for Continental Federations and Members in the organization of their own elections.

## 2. Direction from the FIH Statutes and General Regulations

The following information provides direction to the FIH elections process and is taken from the FIH Statutes and the General Regulations.

### 2.1 Congress

Article 6.1 (b) (iv) of the Statutes:

*Congress holds ultimate and supreme authority to elect the President and eight (8) other persons to the Executive Board.*

### 2.2 Meetings

Article 6.2 (a) of the Statutes:

*Ordinary meetings of Congress shall be held once every two (2) years. The Executive Board shall determine the date, the venue and the agenda for each such meeting.*

Article 6.2 (c) of the Statutes:

*Members shall be given no less than six (6) months' notice of the date and venue of any ordinary meeting of Congress and no less than two (2) months' notice of the date and venue of any extraordinary meeting of Congress.*

## **2.3 Decision-making**

Article 6.3 (a) of the Statutes:

*Congress shall make decisions by voting on resolutions put to it at a meeting convened in accordance with Article 6.2. Such decisions shall come into effect immediately, unless Congress fixes another date for a decision to take effect.*

Article 6.3 (b) of the Statutes:

*Save where these Statutes provide to the contrary, each full Member is entitled to one (1) vote on each resolution put to Congress, provided it has a delegation present at the meeting. Voting by proxy or by letter is not permitted.*

Article 6.3 (c) of the Statutes:

*Voting shall be by show of hands or secret ballot (manual or electronic). The Members' vote on the resolution shall be exercised by the head of that Member's delegation to Congress, provided that a person may only be head of one Member's delegation and so may only vote on behalf of one (1) Member.*

Article 6.3 (d) of the Statutes:

*A resolution shall be considered passed by Congress if it receives the requisite majority of votes in favour as follows:*

- (i) Alterations to these Statutes require the support of a Special Majority, as does the suspension or expulsion of a Member.*
- (ii) Election to the office of President and to the Executive Board requires an Absolute Majority to vote in favour of the candidate.*
- (iii) Unless otherwise specified in these Statutes, all other resolutions require a Simple Majority (disregarding any abstentions or blanked or spoiled votes).*

## **2.4 Election to the Executive Board**

Article 7.2 (a) of the Statutes:

*The President and Presidents of the Continental Federations shall within thirty (30) days of election retire from (and during the term of his office shall not accept) any executive office or other position (not including honorary or ex-officio positions) within any NA or CF. He shall during his term as President have no direct or indirect involvement in the day to day operations of an NA or CF.*

Candidates for election (or re-election as the case may be) to the Executive Board, including as President, must be nominated by the Member for the Country of which they are a citizen. Nominations must reach the CEO not later than ten (10) weeks before the date fixed for the next ordinary meeting of Congress.

Article 7.2(b) of the Statutes:

*Further to Article 6.3(d)(ii), election to the Executive Board (whether as President or as an ordinary member) requires an Absolute Majority to vote in favour of the candidate. If no candidate receives the support of an Absolute Majority on the first ballot:*

- (i) A second ballot shall be held. If there are more than two candidates for the post, then only the two candidates who came first and second in the first ballot shall be put forward in the second ballot (i.e. reduce the number of candidates so that there are no more than twice the number of candidates remaining as positions available).*
- (ii) If neither candidate is supported by an Absolute Majority on the second ballot, there shall be a third ballot.*
- (iii) If neither candidate is supported by an Absolute Majority on the third ballot, then, the candidate with the larger number of votes shall be declared the winner.*
- (iv) If there is a tied vote on the third ballot, then following completion of all other elections the members of the Executive Board present at Congress shall select the winner by Simple Majority.*

Article 7.2(c) of the Statutes:

*Any Executive Board member who has a conflict of interest due to the election i.e. he is a candidate for re-election or any other conflict related to re-election would not be allowed to participate in the tie-breaking vote.*

## **2.5 Term of office**

Article 7.3 (a) of the Statutes:

*The President holds office for a term of four (4) years expiring at the close of the ordinary meeting of Congress at which the position falls vacant for election. The Ordinary Members of the Executive Board hold office for a term of four (4) years (one half retiring every two years) expiring at the close of the ordinary meeting of Congress at which their position falls vacant for election.*

Article 7.3(b) of the Statutes:

*The President and ordinary members of the Executive Board are eligible for re-election at the end of any term of office, save that:*

- (i) they may not hold the same office for more than twelve (12) consecutive years; and*
- (ii) They are not eligible for election if they have reached the Age Limit of 70 at the date of the ordinary meeting of Congress at which they stand for election or if they will reach the Age Limit within six (6) months thereafter;*
- (iii) A one-time extension term of office for a maximum of four years beyond the "Age Limit" as mentioned above to one Executive Board Member can be granted by the Congress upon recommendation of the Executive Board in consultation with the FIH Elections Oversight Panel;*
- (iv) There may be no more than one such Executive Board Member for whom the Age Limit is extended at any time.*

## **2.6 Elections**

Article 4 of the General Regulations:

- 4.4.1. *Elections at Congress shall be dealt with in the following order:*
  - 4.4.1.1. *President;*
  - 4.4.1.2. *Ordinary members of the Executive Board; and*
  - 4.4.1.3. *Any other elections.*
- 4.4.2. *A summary/CV of each candidate seeking election shall be circulated to all delegates by the FIH as part of the Congress papers provided that it is received no later than forty-five (45) days before Congress.*
- 4.4.3. Each candidate for the position of President is entitled to produce an appropriate length manifesto, which shall be circulated to all delegates as part of the *Congress* papers if received in time.
- 4.4.4. Each candidate for the position of President and ordinary Board Member is entitled to make a presentation up to a maximum of five (5) minutes long to *Congress* (without visual or electronic aids, unless specifically authorised by the *Executive Board*). Any such electronic aids (if permitted) must be provided to the FIH at least seven (7) days prior to the election day).
- 4.4.5. Each *Member* present at *Congress* shall be entitled to cast a vote for each vacancy and the candidate(s) who receive(s) an *Absolute Majority* shall be elected.
- 4.4.6. If any vacancy still remains after the first ballot, there shall be a second and subsequent ballots until all vacancies have been filled. In each such ballot the candidate with the least number of votes will be removed.

### **3. Guiding Principles Governing the Elections Process**

1. Elections for positions on the FIH Executive Board must be carried out through a fair, open and transparent process according to principles of good governance.
2. Candidates must meet all the Nominations and Nominee Requirements as set out by the FIH and outlined in this Manual.
3. The elections process is guided by the FIH Statutes and the General Regulations.
4. Interference in the outcome of any election for a position on the FIH Executive Board is not permitted.
5. The strengthening of the elections process is part of the “Hockey Revolution”, the FIH’s Strategic Plan.

Current ordinary Executive Board Members who are standing for re-election will not participate in discussions of the Board relating to the upcoming elections, including discussions of the desired competencies.

This will eliminate any actual or perceived conflicts of interest or any perceptions that candidate Board Members have information not available to other candidates.

### **4. Oversight and General Management of the Election Process**

The President is responsible for ensuring the integrity of the governance processes followed by Congress and the Executive Board. (Article 8.1 (a) of the FIH Statutes).

The CEO is responsible for ensuring that the elections are carried out in accordance with the principles and procedures approved by the Executive Board.

The Elections Oversight Panel (EOP), appointed by, but independent of, the Executive Board, works with the CEO and FIH Office staff to ensure that each step in the process adheres to the elections principles and procedures. The EOP reports to the Congress and to the Executive Board.

### **5. Elections Process Timeline**

The timeline is fixed from the date of Congress, calculating backwards to fulfil the statutory requirements.

The CEO has the responsibility of ensuring that the timeline is properly observed.

An example of a timeline for a November Congress is as follows.



**Example of timeline – Congress**

DATE	ITEM
<b>Congress Year</b>	
	Congress date and city announced ASAP but at least 6 months (180 days) in advance of Congress Day.
- 12 months	EB3 Meeting including discussion of EB competencies Appointment of EOP members 12 months before Congress
- 11 months	Revision of the Elections Manual, if needed Any proposals concerning amendments to the Statutes/General Regulations to be recommended by EOP to the Governance Panel
-9 to -7 months	Finalize Nominations Package for positions of ordinary EB member as defined in Chapter 8. of the Elections Manual Finalize Nominations Package for position of President (if a Presidential election year) as defined in Chapter 8. of the Elections Manual Finalize Elections Manual
-7 months	EB1 Meeting Decisions related to upcoming elections to be made: --- Nominations Packages for both ordinary EB member and President to be approved --- Elections Manual to be approved -- Timelines to be approved
<b>-6 months</b>	<b>Deadline to notify date and venue (180 days before Congress)</b>
-5 months	On-line Registration for Congress opened
-5 months	Publish proposed alterations to Statutes and invitation to Members to submit changes to Statutes by deadline in the NA Workroom
<b>- 4 months</b>	Preliminary notice including <b>Call for nominations</b> Post Nominations Packages in NA Workroom
- 4 to -2 months	Completion and submission of Nominations Packages by nominators
<b>-90 days</b>	<b>Deadline</b> for proposals of alterations to Statutes (to be received by CEO 90 days before Congress)
-2 months	EB2 Meeting
<b>-70 days</b>	<b>Deadline nominations for ordinary EB member and President</b> (to be received by CEO 70 days before Congress)
-2 to -1 month	Compiling of Nominations Packages by FIH Office for review by the EOP EOP to prepare packages/report for publication with Formal Convocation (see below) FIH Office to communicate expectations to candidates (presentation, speech, presentation rehearsal, etc) EOP to prepare report for Congress and EB

<b>-30 days</b>	<b>Official Notice of Congress (formal convocation)</b> – Agenda, President’s Report, Financial Report + Audited Accounts, EB and President Nominations Packages and EOP Review (no later than 30 days before Congress) <b>Deadline for registration</b> --- 30 days before Congress
-2 to -1 month	Onsite preparations for the elections
Before Congress	EB3 Meeting
<b>Congress date</b>	<b>Congress including elections</b>
+1 month	Congress follow-up questionnaire to Members
+1 to +3 months	Final elections reports prepared by the CEO and the EOP for EB1
+3 to +4 months	Any last learnings, reviews, updates. EOP disbanded until appointments are made in November.



## **6. Appointment of the Elections Oversight Panel (EOP)**

The Terms of Reference of the Elections Oversight Panel (EOP) are to be found on the FIH website.

Twelve months prior to the elections to be held at Congress, the Chair of the EOP will be appointed by the Executive Board. The Executive Board will then appoint the members (at least one) in consultation with the Chair.

The Legal Affairs will act as Secretary to provide support to the EOP.

## **7. Nominations and Nominee Requirements**

The contents of Nominations Packages are proposed by the EOP and approved by the Executive Board. The suggested competencies for potential ordinary Executive Board Members are proposed by the Governance Panel and approved by the Executive Board.

### **7.1 Nominations Package for Ordinary Executive Board Member positions**

The required elements of the Nominations Package are as follows:

- A nominations form\* signed by the President, the Secretary General or the CEO (or equivalent office) of the Nominee's National Association and the Nominee. If the candidate is the President of the NA, the form is to be signed by the CEO or a Board Member;
- A Competencies Form\* completed and signed by the Nominee;
- An FIH Conflict of Interest Form\* signed by the Nominee;
- An FIH Declaration of Character\* signed by the Nominee;
- Agreement to comply with the FIH Integrity Code\*; and
- A Curriculum Vitae of the Nominee.

\*this form is available on-line/in electronic format only

### **7.2 Competencies Form**

Every Nominee will be required to complete a form (provided as part of the Nominations Package) providing information on how they demonstrate or have experience in relation to the desired competencies.

The EOP will ensure the information required from any Nominee in relation to the desired



competencies is clear, consistent and easy to understand. The EOP must also ensure the information sought from Nominees is presented in a way that can be reviewed by the EOP and Congress.

The Competencies Form will be part of the Nominations Package approved by the EB before it is sent to Members.

### **7.3 Competencies for Ordinary Executive Board Members**

Suggested competencies for potential ordinary Executive Board Members are drawn from the FIH Executive Board Manual Section 1.4. This list is reviewed bi-annually by the FIH Governance Panel and may be altered depending on the identified ongoing needs of the Executive Board.

The FIH Executive Board Manual identifies the desired competencies for ordinary EB Members as:

- Leadership;
- Strategic Thinking;
- Hockey Knowledge;
- Decision-making;
- Honesty and Integrity;
- Interpersonal Communication;
- Organizational Awareness;
- Financial Understanding;
- Administrative and/or Governance Skills;
- Vision and Passion; and
- International Relations

It is expected that the candidates will have, at the minimum, a working knowledge of English to allow them to fully participate in EB discussions.

The identified competencies desired of ordinary EB members will be related to the actual and anticipated roles and responsibilities of the EB. The list should consider the changing environment in which the FIH will work and the roles and responsibilities of FIH Office staff during the period in which the candidates will be in office.

### **7.4 Nominations Package for President's position**

The election of the President is an important and high-profile process within the FIH and should reflect the same values, governance principles and transparency inherent in the process for electing



the ordinary Executive Board Members.

The required elements of the Nomination Package are as follows:

- A Nominations Form\* signed by the President, the Secretary General or the CEO (or equivalent office) of the Nominee's National Association and the Nominee. If the candidate is the President of the NA, the form is to be signed by the Secretary General or the CEO (or equivalent office) or a Board Member;
- A Competencies Form\* completed and signed by the Nominee;
- An FIH Conflict of Interest Form\* signed by the Nominee;
- An FIH Declaration of Character\* signed by the Nominee;
- Agreement to comply with the FIH Integrity Code\*; and
- A Curriculum Vitae of the Nominee

\* this form is available on-line/in electronic format only

## 7.5 Competencies for FIH President

**In addition to the competencies of an ordinary Executive Board Member**, a candidate for FIH President must demonstrate:

- Leadership in a dynamic and complex environment;
- Ability to build consensus;
- Ability to communicate to the media;
- Governing through openness and transparency;
- Preferably commercial experience and understanding;
- Working knowledge of international sport politics; and
- Collaborative decision making.

## 7.6 Conflict of Interest Declaration

The FIH Conflict of Interest policy is contained within section 10. of the FIH Integrity Code.

Every Nominee is **required** to sign a conflict of interest form. The conflict of interest form will be included in the Nominations Package provided to Members.



The conflict of interest form covers the following:

- a. What is a conflict of interest;
- b. Common instances of conflict of interest;
- c. Dealing with conflicts of interest; and
- d. Confidentiality requirements of the FIH.

When completing the conflict of interest form Nominees must declare any *potential* or *actual* conflicts of interest and agree to make disclosure of any actual or potential conflict of interest arising following the date of signing the conflict of interest form.

Any Nominee who does not complete and sign a conflict of interest form, will not be permitted to stand for election.

## 7.7 Declaration of Character

Every Nominee is **required** to complete and sign a Declaration of Character form. The Declaration of Character form will be included in the Nominations Package provided to Members.

The Declaration of Character form covers the following:

- a. Whether the Nominee has any previous criminal convictions;
- b. Whether the Nominee is facing any charges or is aware of any police investigations involving them in any country;
- c. Whether the Nominee has been subject to any previous sporting sanctions; and
- d. Whether the Nominee has ever been removed from any board (whether sporting organization or otherwise) for any reason, faced disciplinary action for misconduct or had any adverse finding against him/her following any investigation in their capacity as shareholder, director or trustee.

In signing the Declaration of Character form, the Nominee confirms that all information provided on the form is true and correct, and acknowledges that any inaccuracies in information provided or failure to disclose information could result in disqualification from candidacy. Disclosure made by a Nominee on the Declaration of Character will not automatically result in his or her disqualification.

Should a Nominee have any questions about the Declaration of Character Form or wish to disclose information to EOP in confidence, prior to completing the form, it may do so, and the EOP will discuss with the Nominee how such information may affect their application and advise them on the next steps.

Any Nominee who does not complete and sign a Declaration of Character form will not be permitted to stand for election.



## 7.8 FIH Integrity Code

All Nominees should read the FIH Integrity Code prior to submitting their application. As part of the application process, every Nominee is **required** to indicate their acknowledgement to have read the FIH Integrity Code and agreement to comply with its terms.

FIH aspires to the highest ethical standards in its governance and administration of the sport of hockey worldwide, in order to safeguard the integrity, the image and the reputation of the sport, to maintain public confidence in its work as custodians of the sport. In that regard, FIH Executive Board Members and other Covered Persons (as defined in the Integrity Code) are bound directly by and required to comply with the FIH Integrity Code. All Nominees (or Candidate Directors as they are referred to in the Integrity Code) must be accountable for their own actions and are required to acknowledge they are bound by and required to comply with the FIH Integrity Code when submitting their application.

## 8. Communication with Members

The FIH Legal Affairs is responsible for the preparation and publication of all communications to Members concerning the nominations and elections. Communications will be by way of the NA workroom on the FIH website.

The EOP will review and provide feedback to the FIH Legal Affairs on all communications due to be sent to Members about the nominations and elections process prior to publication.

### 8.1 Call for Nominations

The Call for Nominations is posted approximately 4 months in advance of Congress. Candidates for election (or re-election as the case may be) to the Executive Board, including as President, must be nominated by the Member for the Country of which they are a citizen.

Documentation posted includes:

- Call for EB Nominations;
- List of outgoing and remaining ordinary EB Members and Candidates;
- Role of the President;
- President's Job Description;
- Role of the EB;
- Ordinary EB Member Job Description;
- FIH Nominations Package explanatory note;



- Nominations Package including this Elections Manual.

A cover letter for the Members will accompany the Call for Nominations and will be published on the NA workroom along with the Nominations Package, providing information on the nomination and election process.

## **8.2 Collection and Processing of Nominations**

By midnight (CET) on a date to be determined and announced, all nominations must have been received by the FIH office, care of the FIH CEO. The FIH office will record names and date/time of receipt of all nominations.

All completed Nominations Packages received will be sent to the members of the EOP by the CEO.

## **8.3 Verifying of Nominations**

The members of the EOP will review all nominations and verify that they contain all of the required elements.

The EOP may require Nominators/Nominees to provide further information in addition to that contained in the Nomination Forms. Failure to supply such information within the designated time period may result in the nomination being declared invalid and the Nominee declared ineligible.

The EOP also has the authority to declare Nominees ineligible under the following circumstances:

- a) Refusal to complete and sign any part of the Nominations Package;
- b) Inability of the Nominee to meet any of the required elements of the nominations process (for example: working knowledge of English; nominated by the President, Secretary General, or CEO (or equivalent position) of the Nominee's National Association; age requirement; term limit requirement).

## **8.4 Process for indicating and dealing with invalid Nominations Packages**

The EOP will review all Nomination Packages to verify that they are complete.

Any incomplete Nominations Package will be returned to the FIH office and the CEO will request that the Nominator complete and return the Nominations Package within 48 hours. If the Nominations Package is not completed within the designated time period, the CEO will notify the EOP and the Nominator and the Nominee that the Nomination Package is invalid, and the Nominee is ineligible to stand for election.





## 8.5 Review of Nominations Packages and reporting by the EOP

The EOP will prepare a report of the Elections Process for Nominees and present it to the Congress.

## 8.6 Posting of the Elections Package

The Official Notice of Congress (formal convocation) must be distributed **no later than one month (30 days) before Congress** as set out in Article 6.2 (c) of the FIH Statutes. This correspondence must include all information required by the Members as defined in regulation 4.2 of the FIH General Regulations (Business of Congress), including:

- Agenda;
- President's report;
- Auditor's Report;
- Judicial Commission President's Report;
- Proposal for alterations to the Statutes and General Regulations;
- Report from the Elections Oversight Panel; and
- Elections Package containing information on each candidate for EB and President.

## 9. Electoral Rules for Candidates (and all persons assisting, supporting or representing a Candidate)

The FIH Integrity Code states in section 15 (Elections) that *"Candidates for elected FIH positions must conduct their candidacies (and must procure that persons assisting with their candidacies conduct themselves) with honesty, dignity and respect for their opponents, and in accordance with applicable law and any applicable FIH Regulations and/or guidelines, including this Integrity Code"*.

A Candidate is identified as such when his/her nomination is submitted to FIH. An individual may be regarded as a Candidate, and subject to FIH Regulations and/or other guidelines, including the FIH Integrity Code, if they state their intention in public to be a Candidate or campaign in such a way that gives the appearance of being a Candidate, even if they have not been nominated.

Candidates, their proposing NAs as well as any other persons or entities assisting with their candidacies will be considered as individually and jointly responsible for any act of promotion or campaign, committed from the date he/she becomes a Candidate up to and including election day, which is prohibited under these Electoral Rules. In the event of any infringement of these or other FIH Regulations and/or other guidelines, including the FIH Integrity Code, the FIH Integrity Unit may recommend to the Executive Board to withdraw a Candidate regardless of the author of the infringements.

*The Electoral Rules are attached as Appendix 1.*



## **10. Infringement of the Electoral Rules**

### **10.1 Infringement of the Electoral Rules**

Any allegation or suspicion of a breach of these Electoral Rules or other matters relating to the behaviour of a Candidate (or any applicable provision of the FIH integrity Code) shall be reported as soon as possible to the FIH Integrity Unit (whether by confidential email to [whistleblowng@fih.ch](mailto:whistleblowng@fih.ch) or in writing via the FIH CEO).

Any such report received later than 48 (forty-eight) hours after the time of the alleged violation will not be considered by the FIH. In order to be considered, any such report shall clearly describe all circumstances of the alleged violation, its author(s) if identified, and must be issued, dated and signed by the author(s) of the report. Any supporting evidence shall be sent together with the report or delivered personally to the FIH CEO simultaneously. Any report received by the FIH CEO will be transmitted immediately to the FIH Integrity Unit.

### **10.2 Investigation by the FIH Integrity Unit**

Any complaint made to the FIH CEO or the FIH Integrity Unit will be analysed and investigated in accordance with the FIH Integrity Code and shall be independent of the elections procedure.

In the event of any alleged infringement of these Electoral Rules, the Chair of the FIH Integrity Unit shall form and call an FIH Integrity Panel for a meeting or conference call and shall analyse the claims and follow the procedure as set out in the FIH Integrity Code. The alleged infringement will be discussed among the members. Notes will be kept for any decision and will be duly signed by the Chair of the Integrity Unit.

Complaints lodged in respect of the behaviour of candidates, shall not prevent or delay the election from being undertaken.

Any report of an alleged infringement to these Electoral Rules received by the FIH after the closing of the election will not be admissible and will not be considered by the FIH Integrity Unit.

The *FIH Integrity Unit* will facilitate anonymous reporting where appropriate.

## **11. Election Day Procedures**

The EOP is responsible for overseeing all tasks relating to the organization, running and supervision of the elections in strict compliance with the FIH Statutes, General Regulations and the FIH Integrity Code.



### **11.1 Chair of the Voting Procedure**

The Chair of the Voting Procedure will be the CEO of the FIH.

### **11.2 Head Scrutineer**

The Head Scrutineer is nominated by the EOP. Besides overseeing the elections process s/he is to count off votes in manual voting or oversee the master screens next to the technicians during the electronic voting process. The Chair of the EOP, in conjunction with the Chair of the Voting Procedure (CEO of the FIH), will appoint the remaining scrutineers one day prior to the Congress and announce the Scrutineers at Congress.

### **11.3 Contract for electronic voting**

The budget for the Congress is set up by the FIH CEO and FIH Office staff and in accordance with the agreement with the Host. It is the intention of the FIH to undertake electronic voting whenever possible. A manual system will be put in place as back-up.

The FIH is responsible for defining the responsibilities, providing the content for the elections process and signing the contract agreement with any electronic voting provider, or provider of technical expertise/personnel.

### **11.4 Candidates' Presentation**

Candidates for the position of President and ordinary Board Member will be invited to speak to the Congress delegates for up to a maximum of 5 minutes immediately prior to the elections.

The time limit for candidate's presentations must be strictly observed. This will be enforced by the Chair of the Voting Procedure. Candidates must not use audio--- visual assists such as recorded sound, unless specifically authorized by the Executive Board.

Candidates will be informed of these guidelines upon receipt of their Nomination Package.

The FIH Legal Affairs is responsible for managing the presentation process at Congress and ensuring that each candidate for ordinary member's presentation conforms to the provided template (if applicable). The FIH Legal Affairs will also ensure that no candidate receives visibility by making a special presentation at any FIH function at the Congress before the election.



### **11.5 Electronic voting procedures**

The Congress room, including a secured electronic voting system, is set-up two days before the election day. The EOP Chair and FIH Legal Affairs will check with the technicians responsible that the voting script and equipment are running correctly.

Candidates are invited to meet the FIH Legal Affairs to make themselves familiar with the stage and set-up prior to the Congress, the day before the election day.

### **11.6 Manual voting procedures**

Currently, the manual voting procedures are entirely managed and produced in-house without involving any external consultants. Manual voting documents are prepared to be used as a back-up in case of an emergency (i.e. technical failure).

### **11.7 Interpreters**

Prior to the election, the Legal Affairs shall ensure that the interpreters present at the election shall each be provided with a copy of this Elections Manual and be fully briefed on the elections procedure so that they understand the process and terminology.

### **11.8 Election to Executive Board**

The procedure for election to the Executive Board (whether as President or as an ordinary member) is set out in Article 7.2 of the FIH Statutes.

In order to be elected on the first ballot, candidates must have an Absolute Majority.

The Head of Delegation for each Member present at Congress shall be entitled to cast one vote for each vacancy and the candidate(s) who receive an Absolute Majority shall be elected. If no candidate receives the support of an Absolute Majority on the first ballot:

- (1) a second ballot will be held. If there are more than two candidates for the post, then only the two candidates who came first and second in the first ballot shall be put forward in the second ballot. If neither candidate is supported by an *Absolute Majority* on the second ballot, there shall be a third ballot.
- (2) If neither candidate is supported by an *Absolute Majority* on the third ballot, the candidate with the larger number of votes shall be declared the winner.



- (3) If there is a tied vote on the third ballot, then following completion of all other elections the members of the Executive Board present at Congress shall select the winner by Simple Majority.

If only one candidate receives an Absolute Majority and there is more than one vacancy on the EB, the procedures relating to breaking ties at 11.9 (below) and Appendix 2 should be followed.

### **11.9 Breaking of Ties**

If any vacancy still remains after the first ballot, there shall be a second and subsequent ballots until all vacancies have been filled. In each such ballot the candidate with the least number of votes will be removed (General Regulations 4.4.6). Tie breaking practical examples can be found in Appendix 2.

### **11.10 Spoiled Ballots**

The electronic voting system does not allow spoiled ballots, although a delegate may choose not to vote.

For manual voting, a ballot is considered spoiled if it is illegible or if too many candidates are chosen.

Spoiled ballot papers are counted in assessing the total number of votes cast when an Absolute Majority is sought (but not attributed to any candidate).

### **11.11 Announcing of the results**

The results of the vote will be announced by the Chair of the Voting Procedure process.

### **11.12 Destroying of the ballots**

- (a) **Manual voting**  
After the elections have been completed, the CEO will call for a motion to destroy the ballots, and if the motion is carried, the destruction will be supervised by the Chair of the EOP.
- (b) **Electronic voting**  
After the elections have been completed, the CEO will call for a motion to delete the votes, and if the motion is carried, the technician operating the electronic voting system will straightaway permanently delete all the votes recorded in the database.



## 12. Annexes

Appendix 1	FIH Electoral Rules
Appendix 2	Voting - Tie Breaking Practical Examples
FIH Integrity Code	<a href="http://www.fih.ch/media/12943893/2018-01-15-final-approved-fih-integrity-code.pdf">http://www.fih.ch/media/12943893/2018-01-15-final-approved-fih-integrity-code.pdf</a>

## 13. Definitions

Absolute Majority: More than ½ of those in the room at the time of the vote and entitled to vote including any abstentions or blanked or spoiled votes

Elections Package: The information posted on the National Association Workroom containing information about the candidates who are standing for election to the FIH Executive Board in the upcoming election.

General Regulations: The General Regulations of the FIH as amended from time to time.

National Association (or Member): A National Association which has been admitted as a member of the FIH

Nominations Package: An application submitted to the FIH by an NA containing the necessary information /completed forms to make a nomination for a vacant position.

Nominator: An executive member of a Member who nominates a candidate from his/her National Association for a position on the FIH Executive Board

Nominee: An individual nominated by a Nominator for a position on the FIH Executive Board

Official Notice of Congress (formal convocation): Article 6.2 (c) of the FIH Statutes “the formal convocation of Members shall be made in writing at least one (1) month before the date of the meeting, and shall include an agenda stating the nature of the business to be transacted as such meeting, as well as...copies of the President’s report and the audited financial statements of the FIH for the period since the last ordinary meeting of Congress, and a list of the persons who have been nominated to stand in any election(s) to be conducted at the meeting.”

Simple Majority: More than ½ of the votes validly cast, disregarding any abstentions or blanked or spoiled votes.

Special Majority: More than ¾ of those present in the room at the time of the vote and entitled to vote.



Spoiled vote: A ballot paper that has not been filled in correctly (for example, too many candidates have been selected) or the intention of the voter is not absolutely clear (for example, is ineligible). Spoiled votes are counted to determine an Absolute Majority and Special Majority.

Statutes: Statutes of the FIH as amended from time to time

All quotes/references are to the FIH Statutes with effect from 3 November 2018



## **APPENDIX 1**

### **FIH Electoral Rules**

Candidates for elected FIH positions have the right to promote their candidacies, provided the following requirements are adhered to:

- a. Candidates should abide by the FIH Integrity Code.
- b. Candidates should conduct their campaigns with honesty, dignity, moderation and respect for their opponents, limiting expenditure to a proportionate level.
- c. All Candidates should act fairly and in good faith towards their fellow Candidates. In particular, Candidates should not insult or diminish the character of another Candidate.
- d. Candidates should make public, as part of their Nominations Package, all revenues for their campaign coming from third parties (ie via fundraising/donations). If candidates finance their campaign for election purely from their own funds then no such declaration is required.
- e. Candidates should abide by the rules on Gifts & Hospitality (set out in section 13 of the FIH Integrity Code).
- f. Candidates should in no case and under no pretext give presents or offer donations or gifts or grant advantages or benefits of whatever nature to or at the request of any party who will vote in, or who may otherwise influence an election.
- g. Candidates should not enter into any promise or undertaking to personally act (whether as a Candidate or following election), for the direct or indirect benefit of the FIH/National Associations/Continental Federations or individuals within FIH/National Associations/Continental Federations.
- h. Candidates should not offer financial assistance or assistance of any kind to delegates of National Associations/Continental Federations (voting or otherwise) to enable them to attend the FIH Congress at which they will be a Candidate for election.
- i. Candidates should not accept paid travel, expenses or accommodation from other Candidates or their representatives, National Associations or Continental Federations to attend hockey events directly related to a Candidate's elections.
- j. Candidates should not request support or service from FIH or from external advisors who are working with the FIH in connection with their candidacies.
- k. FIH resources should not be used to fund travel and campaign activities by Candidates who





currently occupy elected or appointed positions. All such Candidates should have all FIH-related travel and expenses approved by the Executive Board from the date of declaring his/her candidature up to and including the election day.

- I. Candidates should not engage in any act, collaboration or collusion by or between Candidates, National Associations and Continental Federations with the intent to defraud or manipulate the result of the vote.



## APPENDIX 2

### Voting Scenarios for Election to the Executive Board (whether as President or as an ordinary member)

Please find herewith practical examples to help you understand possible voting scenarios

#### SCENARIO 1:

##### **Election for one (1) Executive Board position – two (2) candidates**

On the first ballot, one of the two candidates receives the required number of votes for election (i.e. an Absolute Majority), the candidate is declared elected. No need for tie-breaking.

If, on the first ballot, neither candidate receives an Absolute Majority, the vote is retaken in a second ballot. If, on this second ballot, still no candidate receives an Absolute Majority, the candidate with the Simple Majority shall be declared elected.

#### SCENARIO 2:

##### **Election for two (2) Executive Board positions – six (6) candidates**

On the first ballot, **one candidate receives an Absolute majority** and is declared elected, leaving one vacant position. The three candidates with the least number of votes are removed and a second ballot with the remaining two candidates is held until the vacancy has been filled (i.e. reduce the number so there are no more than twice the number of candidates remaining as spaces available).

If, on the first ballot, as above, the 3<sup>rd</sup> and 4<sup>th</sup> candidate had the same number of votes, then there would be an election among those two candidates to see which one has the most number of votes to proceed to the second ballot.

On the second ballot, **one candidate receives an Absolute majority** and is declared elected, the voting process is over.

If, on the second ballot, neither candidate receives an Absolute Majority nor there is a tie, the vote is retaken. If, on this ballot, still no candidate receives an Absolute Majority, the candidate with the simple majority shall be declared elected.

If, on the third ballot, there is a tie, then following completion of all other elections the members of the Executive Board present at Congress shall select the winner by Simple Majority. These practical examples are



applied in accordance with the legal interpretation of art. 7.2 (b) FIH Statutes for both ordinary Executive Board members and Presidents.

### **SCENARIO 3:**

#### **Election for two (2) Executive Board positions – six (6) candidates**

On the first ballot, **no candidate gets the number of votes required for election** so there are still two vacancies.

The two candidates with the least number of votes are removed and a second ballot with the remaining four candidates is held until the vacancies have been filled (i.e. reduce the number of candidates so that there are no more than twice the number of candidates remaining as positions available).

If, on the first ballot, as above, no candidate gets the number of votes required to be elected and of the six candidates the 4<sup>th</sup> and 5<sup>th</sup> candidate had the same number of votes, then there would be a further ballot between those two candidates to decide that the one with the most number of votes proceeds to the second ballot.

If, on the second ballot, **one candidate receives an absolute** majority then that candidate is declared elected. This leaves one vacant position. The candidate with the least number of votes is removed and a second ballot with the remaining two candidates is held until the vacancy has been filled (i.e. reduce the number so there are no more than twice the number of candidates remaining as spaces available).

If, on the second ballot, as above the 3<sup>rd</sup> and 4<sup>th</sup> candidate had the same number of votes, then there would be another ballot between those two candidates to see which one has the most number of votes and to proceed to the third ballot.

If, on the second ballot, no candidate of the remaining four candidates gets the number of votes required for election, there shall be a third ballot with all candidates, in which they are elected by a simple majority.

If, on the third ballot, there is a tie, then following completion of all other elections the members of the Executive Board present at Congress shall select the winner by Simple Majority.