

THE STANDING ORDERS OF GENERAL ASSEMBLIES & EXECUTIVE BOARD MEETINGS OF THE ASSOCIATION

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- Regulations of the Electoral Commission Council 27.06.2013; 25.06.2015
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STANDING ORDERS OF GENERAL ASSEMBLIES AND EXECUTIVE BOARD MEETINGS OF THE ASSOCIATION

1. Meetings

General Assemblies and Executive Board Meetings shall be convened and held in accordance with the relative provisions of the rules and regulations of the Association and in accordance with these Standing Orders.

2. Date, time and place and adjournment of Meetings

Meetings shall be held on such date, time, and place, as the President of the Association shall decide.

The Chairman shall have the power to adjourn a Meeting to another date if there is no quorum or if in his opinion the business on the Agenda or Supplementary Agenda of the Meeting cannot, for any reason whatsoever, be concluded on the day of the Meeting.

3. Supplementary Agenda of Executive Board Meetings

In case that, after the sending of the Agenda of an Executive Board Meeting, it is felt by the President of the Association that other matters need to be put on the Agenda, a Supplementary Agenda may be issued. A Supplementary Agenda will be deemed valid if it is distributed at least two (2) days prior to the date fixed for the Meeting.

4. Printed Minutes of Executive Board Meetings

The printed Minutes of the last preceding Executive Board Meeting shall be sent together with the Agenda of the next Meeting. However, in case that a Meeting had been adjourned, or in the case of the calling of an urgent meeting, this Order may not be followed with respect to such adjourned or urgent Meeting.

5. Notice of motions

Notice of all intended motions by Members shall be in writing and must be sent to the General Secretary of the Association. It will be in the discretion of the President of the Association as to whether to put such motions on the Agenda of a Meeting which is going to be held within less than fifteen (15) days after the receipt of any such motion.

6. Record of attendance of Members and Observers

The Secretary of a Meeting shall keep a record of the attendance of the Members and Observers present at each Meeting, including the Meeting which is held following a Meeting which had been adjourned.

Members who prior to the commencement of a Meeting, inform the General Secretary of the Association in writing that they are unable to attend a Meeting for a reason, shall be recorded in the Minutes of such Meeting as have been excused from attending such Meeting.

Members who prior to the commencement of a Meeting, fail to inform of their absence at such a Meeting, shall be recorded in the Minutes of such Meeting as having been absent from such Meeting.

In the case of a Member who, prior to the commencement of a Meeting, sends verbal information that he cannot attend a Meeting, it shall be in the discretion of the Members to decide whether such a Member is to be recorded as excused from attending such a Meeting or whether such a Member is to be recorded as absent from a such Meeting.

7. Minutes of Meetings

The Secretary of a Meeting shall keep the necessary notes for use in the production of the Minutes of the Meeting.

If the Minutes of the different Meetings of the same Body are not kept in a Minutes Book, after the end of each year, such Minutes shall be bound together in book form. In this case, the different Minutes shall be bound consecutively according to the dates of the Meetings.

In the case of an Executive Board Meeting, the Chairman or the Meeting itself, may decide, during the same Meeting, that a matter discussed during the Meeting shall not be included in printed Minutes to be sent to the Members. In such case, the matter shall be recorded only in the Association's official Minutes of the Executive Board.

8. Order of proceedings

(i) *Minutes*

Subject to the provisions of Order Number 3, at every Meeting, the Secretary of the Meeting shall present the Minutes of the last preceding Meeting for the approval of the Members.

If there are no objections to the Minutes, these shall be deemed approved on the motion of at least a Member who is supported by at least another Member.

If there is an objection to any part of the Minutes, and the majority of the Members agree with such an objection, the Chairman shall order that the Minutes be corrected accordingly. In the case of Minutes which are not in a printed form, the correction shall be made on the side of the part of the Minute objected to or at the end of the Minutes presented for approval. In the case of printed Minutes, a record of such corrections shall be entered in the Minutes of the Meeting during which they are made.

Approved Minutes which are not in printed form, including corrections, shall be signed by the Chairman and the Secretary of the Meeting after any necessary corrections have been made and such duly signed Minutes shall be proof of their contents. Approved printed Minutes, even those to which corrections have been made, shall be signed by the Chairman and the Secretary of the Meeting after approval has been given and such duly signed Minutes shall be proof of their contents except with regards to that part or those parts to which a correction has been ordered and a record of which will be found in the Minutes of the Meeting during which they have been ordered.

In case that the Minutes of the last Meeting of a body are not presented for approval during the next Meeting of the same body, the Minutes of such Meeting shall be presented for the approval of the Members during the following Meeting of that body.

(ii) Correspondence

The Chairman or the Secretary of the Meeting shall read such letters as may be necessary or that any Member of the Meeting desires to have read if such letters are relevant to the business of the Meeting.

(iii) Business

Subject to the relevant provisions of the other rules and regulations of the Association, the business on the Agenda shall be preceded within such order as the Chairman may direct.

9. Mode of discussion

A Member shall not speak unless he obtains the permission of the Chairman.

Each Member on speaking shall rise or shall remain seated, as he desires, and shall address himself to the Chairman alone and not to any other Member.

During the time that any Member is speaking with the permission of the Chairman, all the other Members shall remain seated and, except the Chairman, may not interrupt the speaker unless a Member rises to a point of order.

Whenever the Chairman is speaking, no one shall continue to stand, nor shall any one speak, until the Chairman gives his permission.

The Chairman shall be entitled to suspend for a part, or for the rest of a Meeting, any Member who disregards these Orders or whose behaviour during the Meeting is deemed unacceptable by the Chairman.

10. Mode of proceeding with motions

All motions, whether original ones or amendments, shall, if the Chairman so requests, be put in writing, signed by the mover and handed to the Secretary of the meeting immediately on being moved and the Member proposing such motion or amendment shall read the same before speaking on it.

11. Order of speaking

The mover of every original motion, but not any amendment (unless it becomes an original motion), shall have the right to reply, not introducing therein any new matter, but confining himself strictly to the answering of previous objections, immediately after which the question shall be put from the chair.

No other member shall be allowed to speak more than once on the same question, unless permission be given by the Chairman to explain, or the attention of the Chairman be called to a point of order.

12. Amendments

When an amendment is moved upon a motion, no further amendments shall be moved or taken into consideration until the first is disposed of, but any number of amendments may be brought forward in succession, and the question must be put in such a manner that if one amendment be negative another may be moved upon the original motion. However, if an amendment is affirmed, it shall form part of the motion under consideration, whereupon further amendments may be moved, and if after the disposal of an amendment, no second or further amendment be moved, the question must ultimately be put upon the original or amended motion, as the case may be, in order to its being passed as a Resolution.

13. Discussion on amendments

When a discussion arises upon an amended proposition, the mover of the amendment which has displaced the original proposition may speak in reply, and so in like manner with respect to any further and displacing amendments.

14. Voting

All questions at a Meeting, except in the case of elections where there are several candidates for the same post, shall be determined by a show of hands, unless the recording of votes be requested by the Chairman, or by any other Member supported by at least another Member.

In the case of elections when the number of candidates for the same post exceeds the required number, the election shall take place by means of a secret ballot.

In the event of votes being recorded, the names for, the names against, and the names of those abstaining, shall be registered by the Secretary of the Meeting and shall be entered in the Minutes.

In the case of voting on matters concerning individuals, the Chairman may decide to hold a secret ballot. If the Chairman does not decide to hold a secret ballot, he may nevertheless, in his absolute discretion, accept a request for a secret ballot if such a request is made by any other Member who is supported by at least another Member.

The voting procedure, except in the case of elections held during a General Assembly of the Association, shall be conducted by the Chairman. In this procedure, the Chairman shall be assisted by the Secretary of the Meeting.

The Chairman may, at any time during a Meeting, ask Members of the Meeting to assist him and the Secretary of the Meeting in the voting procedure. However, in the case of a secret ballot, the person or persons involved in the matter for which the secret ballot is to be held may not take part in the voting procedure.

The voting procedure in the case of elections held during a General Assembly of the Association shall be in accordance with the Regulations of the Electoral Commission established by the Executive Board.

15. Who may take up business under notice

The business under any notice upon the agenda shall not, except with the consent of the Meeting, be proceeded with in the absence of the Member in whose name it stands, unless he has given written authority for it to be taken up by some other Member.

16. Objectionable business

If during a Meeting, the Chairman deems that a matter raised, or a motion to be proposed thereat, is of an objectionable character, he shall be competent, either before or after the same is brought forward, to put it to the vote (on which no discussion shall be allowed) whether the same shall be entertained or not, and if two thirds (2/3) of the Members present decide not to entertain such motion, the same shall be considered as disposed of for that day.

The same procedure shall apply in case that any other Member, who is supported by at least another Member, deems that a matter is raised, or a motion to be proposed thereat, is of an objectionable character.

17. Quorum

Whenever during the transaction of business it is stated to the Chairman that a quorum is not present, the Chairman, after verifying such statement, shall declare the Meeting at an end, and the names of those who are present shall be recorded in the Minutes.

18. Reports to be submitted in writing or orally

Reports that need to be adopted, shall, at the discretion of the Chairman, be presented to the Meeting either verbally or in writing. In the case of a written report, after being read and adopted, a note of its reception shall be entered in the Minutes of the Meeting and a copy of such report shall be appended to the Association's official Minutes of the Meeting.

19. Urgent business

A matter which is not on the Agenda or Supplementary Agenda, shall not be considered by the Meeting unless the Chairman deems such matter to be urgent business, or unless, without any discussion, two thirds ($\frac{2}{3}$) of the Members present give their consent.

20. Privilege

The discussion, statements of Members, evidence of witnesses and other matters dealt with during a Meeting which is held behind closed doors shall be deemed to be privileged. The Executive Board shall have the power to censure or suspend from office any Member proved guilty of a breach of this Order.

21. Suspension of the Standing Orders

Suspension of these Standing Orders during a Meeting will be adopted only if a motion to this effect is moved by a Member who is supported by at least two (2) other Members and such motion is agreed to by at least two-thirds (2/3) of the Members present and voting.

22. Matters which may arise during a Meeting and for which there is no express provision

Matters relating to the procedure and to the behaviour of Members which may arise during a Meeting and for which there is no express provision to regulate such matter either in these Standing Orders or in the other rules and regulations of the Association, shall be decided by the Chairman.

23. Applicability of the Standing Orders to other Meetings of the Association

The provisions related to procedure to be followed during Meetings established in these Standing Orders shall, in so far as is practically possible, be applied also during other formal Meetings of the other Boards and Committees of the Association, provided that these Orders are not in conflict with the rules and regulations applicable to the Board or Committee concerned, and unless the Board or Committee concerned is empowered by the rules and regulations applicable to such a Board or Committee to regulate its own procedure.

24. Alterations and amendments to the Standing Orders

These Standing Orders may be altered or amended by the Executive Board of the Association.

Alterations or amendments to these Standing Orders shall not apply to the same Meeting during which they are adopted.

25. Coming into force

These Standing Orders shall come into force on the 1st June 2002.

MALTA FOOTBALL ASSOCIATION

Regulations of the Electoral Commission

1. **Electoral Commission**

- (i) The Association shall have an Electoral Commission (hereafter referred to as “the Commission”) to organise and supervise the election process and takes all decisions relating to the process.
- (ii) The members of the Commission shall not be members of the Executive Board of the Association.
- (iii) The members of the Commission and substitutes shall be nominated and elected by the General Assembly of the Association from amongst eligible members, members of the Management Committee of Member Clubs and members of the Committee or Council of Member Associations, provided they are not a government official of any kind. These shall keep their position on the Commission so long as they still occupy the position of a Member of the Association or a member of the Management Committee of a Member Club or member of the Council of a Member Association. However, in the case that a member or substitute no longer occupies the post of a Member of the Association after the first (1st) day of June or is no longer a member of the Management Committee of a Member Club or Council of a Member Association after the twenty-fifth (25th) day of June, such member shall still remain a member of the Commission or substitute until the end of the forthcoming elective General Assembly unless he resigns as member of the Commission.
- (iv) A member of the Commission must decline to give an opinion and shall resign such post if he:
 - (a) intends to be a candidate for an elected post;
 - (b) is a close relative, whether by birth or marriage, or is closely related, in business or employment, of one of the candidates for an elected post;
 - (c) is nominated as a government official of any kind.
- (v) A member of the Commission is prohibited from contesting an elected post if on the day that the notice to summon a General Assembly during which an election or elections are due to be held is issued he is a member of the Commission.
- (vi) The members of the Commission shall observe utmost impartiality when carrying out their duties.
- (vii) If in the opinion of the Commission a member of the Commission is in breach of any of the duties mentioned in sub-clauses (iv) and (vi) above and has not resigned, it shall remove such member as early as possible after such breach comes to its attention. The General Secretary shall substitute such member in accordance with the relative provisions of these regulations and at the earliest opportunity, either by means of a written notice or verbally during the first Executive Board meeting after the substitution has been made, inform the Executive Board of the Commission’s decision and substitution. However, this right may only be exercised by the Commission up to and including the day of the elective General Assembly. No complaint may be lodged if the Commission does not exercise such right even in case that the reason for which the Commission could have exercised such right was not known to the Commission.

2. **Election of the Commission**

- (i) The Electoral Commission shall be elected by the General Assembly for a period of two (2) calendar years during the last General Assembly held in the previous calendar year.
- (ii) Where necessary, the Executive Board shall elect other members to the Commission or substitutes to fill any vacancies that may arise.
- (iii) The members of the Commission shall not serve for more than two (2) consecutive terms.

3. **Composition of the Commission**

- (i) The Commission shall be composed of seven members as follows:
 - (a) a Chairman;
 - (b) a Deputy Chairman;
 - (c) Five (5) members.
- (ii) The General Assembly shall also elect three (3) substitute members in an order of preference who shall fill any vacancies on the Commission. When the need of a substitution arises, the General Secretary shall make the substitution in accordance with the order of preference established by the General Assembly. The General Secretary shall inform the Executive Board of such substitution at the earliest opportunity either by means of written notice or verbally during the first Executive Board meeting after the substitution has been made.

- (iii) The General Secretary of the Association shall act as secretary to the Commission. He takes part in the activities of the Commission in a consultative capacity, is responsible for the related logistical matters and takes care of administrative matters.
- (iv) Prior to the first meeting of the Commission the members must sign a declaration of impartiality and confidentiality. In the case a substitute he must sign a declaration of impartiality and confidentiality prior to attending his first meeting of the Commission.
- (v) The Commission appoints the chairman and deputy chairman from amongst its members during its first meeting which shall be held during the month of January. The General Secretary shall inform the Executive Board of the persons who were appointed chairman and deputy chairman at the first opportunity either by means of a written notice or verbally during an Executive Board meeting.
- (vi) The members of the Commission shall officially declare their intention to be a candidate for an elected post in a way as to allow the replacement process to be carried out harmoniously and in good time prior to the elections.
- (vii) The Commission may be assisted by members of the general secretariat at any time, provided that they are not standing as candidates for elected posts.

4. Duties of the Commission

- (i) The Commission is responsible for all the tasks relating to the organisation, running and supervision of a General Assembly during which elections are due to be held. In particular, it is responsible for:
 - (a) strictly enforcing the Association's Statute, rules, regulations, bye-laws and decisions where they do not contradict FIFA regulations;
 - (b) strictly enforcing the statutes, directives and regulations of FIFA and the regulations of UEFA where they do not contradict FIFA regulations;
 - (c) strictly enforcing the electoral regulations;
 - (d) strictly enforcing the statutory deadlines for elections;
 - (e) distributing information to the Members of the elective General Assembly as well as to the media and the public;
 - (f) the candidature procedure (launch, distribution of information, evaluation, publication of official lists, etc.);
 - (g) organising, in administrative and technical terms, the elective general assembly;
 - (h) drawing up of the list of eligible voters in accordance with the Association's Statute;
 - (i) verifying the identity of the voters under the supervision of the Chairman of the Commission;
 - (j) the voting procedure;
 - (k) all other tasks necessary to ensure the smooth running of the electoral process.
- (ii) Logistical matters shall be taken care of by the Association.

5. Convening of the Commission and quorum

- (i) The Commission is entitled to deliberate and pass decisions only if convened by its Chairman.
- (ii) A quorum is constituted by the absolute majority of the members of the Commission.

6. Decisions of the Commission

- (i) All the Commission's decisions must be passed by an absolute majority of the valid votes cast. If a vote is tied, the Chairman of the Commission shall have a casting vote.
- (ii) Decisions are to be recorded in the minutes signed by the Chairman and the secretary of the Commission.
- (iii) Appeals against the Commission's decisions may only be lodged with the Appeals Board of the Association established in the Association's Statute to the exclusion of the possibility of appealing said decisions before any other body.

7. Submission of nominations

- (i) Nominations shall be delivered to the General Secretary of the Association in exchange for confirmation of receipt at least nineteen (19) days before the elective General Assembly is held.
- (ii) The list of candidates shall be published by the General Secretary of the Association on the notice-board at the headquarters of the Association on the day after the closing date for nominations.

8. Examination of nominations

- (i) The nominations shall be examined by the Commission within three (3) days of the deadline for their submission.
- (ii) The Commission shall publish its decisions regarding the validity or otherwise of nominations received by posting on the notice-board at the headquarters of the Association such decisions on the fourth day (4th) after the closing date of nominations.

9. Appeals Procedure

- (i) Any appeal with its reasons shall be delivered to the General Secretary of the Association in exchange of confirmation of receipt within two (2) working days of the publishing of the Commission's decisions on the notice board at the headquarters of the Association.
- (ii) An appeal may be made either by the candidate himself or by the body which has nominated him or by both.
- (iii) Appeals shall be considered by the Appeals Board of the Association established by the Association's Statute within two (2) days of the closing date for the submission of appeals.
- (iv) Except in so far as the time limit for the filing of an appeal is concerned, appeals shall be regulated by the provisions of the Appeals Board established by the Association's Statute. Furthermore, in the case of such an appeal, the Officers of the Association, except the General Secretary, are excluded from defending the appealed decision.
- (v) The decisions of the Appeals Board of the Association are final and binding may not be challenged or monitored by any other body.
- (vi) The decision/s of the Appeals Board shall be forwarded to the General Secretary of the Association and shall be published on the notice-board at the headquarters of the Association within two (2) days of the decision/s had been taken.

10. Distribution of the final official list of candidates

The final official list of candidates shall be sent to all the members of the General Assembly no less than eight (8) days before the elective General Assembly is held. It shall also be published in the media.

11. Deadline for convening an elective General Assembly

An elective General Assembly shall be convened as stipulated in the Association's Statute. Notification shall be addressed to all the members of the elective General Assembly. The elective General Assembly shall be announced through the media.

12. Duties of the Commission during an elective General Assembly

The duties of the Commission during an elective General Assembly are as follows:

- a) to monitor the voting procedure during the elective General Assembly using the electoral register 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;
- f) to declare the official results.

13. Ballot papers

- (i) The Associations' general secretariat shall produce the ballot papers under the supervision and charge of the Commission. The ballot papers shall be printed clearly and legibly.
- (ii) The ballot papers shall be of a different colour for each round of the election.

14. Urns

- (i) Before the commencement of the voting procedure the urns - which shall be transparent where possible - shall be opened and presented to the members of the General Assembly. They shall then be closed and locked and placed in a visible position near to the members of the Commission.
- (ii) During the vote, the urns shall be monitored by one of the members of the Commission.

15. Polling booths

Should the Commission or the general assembly decide to have a vote by secret ballot polling booths shall be erected near to the urns and the polling stations so that the members of the general assembly who are entitled to vote may complete their ballot paper in secret.

16. Voting

- (i) Voting shall be carried out in two (2) ways; either by a vote with a secret ballot, or by a vote with an open ballot. The Commission shall decide on which of the two (2) ways by which voting is to be carried out.
- (ii) The Chairman of the Commission shall explain the voting procedure (urn, ballot papers, valid and invalid papers, count, required majorities, results, etc.) and cite any relevant statutory or legislative provisions).
- (iii) When voting is carried out by secret ballot:
 - (a) the Chairman of the Commission calls in turn each member of the General Assembly who has the right to vote and invites him to move to the front of the hall where voting is taking place. If the members of the Commission have a vote they shall vote at the end;
 - (b) Once called, the member moves to the front of the hall and, after signing the relative register, he receives the ballot paper.
 - (c) The member then marks his ballot paper in the polling booth designated for the purpose.
 - (d) The member in question deposits his ballot paper in the urn and then returns to his seat.
- (iv) When voting is carried out by open ballot:
 - (a) the Chairman of the Commission invites each member of the General Assembly who has the right to vote to vote on the ballot which would have been placed on the desk of the member with the right to vote;
 - (b) the Chairman of the Commission calls in turn each member of the General Assembly who has the right to vote and invites him to move to the front of the hall to deposit his ballot paper in the urn and then returns to his seat.
- (v) The counting procedure begins as soon as all the members with the right to vote have deposited their ballot papers in the urn. A member of the Commission opens the urn and tips out the ballot papers. The counting then commences.

16A. Early Voting

- (i) Whenever a General Assembly of the Association shall hold a vote for the election of the officials of the Association, any Executive Board member who, on displaying a valid airplane or vessel ticket or a declaration from an airline or vessel line stating that he will be abroad on the day of that General Assembly, will be eligible to cast his vote on the Friday preceding the week of the same General Assembly of the Association.
- (ii) The ticket or declaration aforementioned shall be annexed to a letter, signed by the Executive Board Member, whereby the same Executive Board Member shall make a request to vote earlier to the General Secretary, which letter shall be received by the General Secretary by not later than fifteen (15) days prior to the date of the General Assembly.
- (iii) On receiving such letter, the General Secretary shall inform, within three (3) working days, the Chairman of the Commission about any request received.
- (iv) Voting shall be held between 5.30pm and 7.30pm on the day prescribed in rule (i) above and such voting shall be held in a venue appointed by the General Secretary on the advice of the Commission.
- (v) At 5p.m., on the day of early voting the Chairman of the Commission shall explain the voting procedure (urn, ballot papers, valid and invalid papers, count, required majorities, results, etc.) and cite any relevant statutory or legislative provisions.
- (vi) During early voting, not less than two (2) members from the Commission, including the Chairman of the Commission, shall be present at the voting venue to supervise the process.
- (vii) An Executive Board Member who is eligible for early voting and is present during the time allotted for early voting, shall sign the relative register, and receive the ballot paper/s.
- (viii) The Executive Board Member then marks his ballot paper in the polling booth designated for the purpose.
- (ix) The Executive Board Member in question deposits his ballot paper in the urn and then may leave the venue.
- (x) The urn for early voting shall be different from the urn used at the General Assembly. The Chairman of the Commission, prior to the start of early voting, shall confirm with the other present Member of the Commission that the urn is empty, and shall lock it with a padlock as soon as this procedure is complete. The Chairman of the Commission shall then give the keys to the Notary Public, who shall keep such keys, and return them to the Chairman of the Commission when the counting of all the votes is scheduled according to the procedure laid out in Article 20 below.

- (xi) At the end of the early voting procedure, the Chairman of the Commission shall hand over the locked urn to the General Secretary, who shall then store the urn in a secret and safe place until the day of the General Assembly. On the day of the General Assembly the General Secretary shall return the locked urn to the Commission.
- (xii) All matters related to early voting not covered by this Article shall be ruled by these regulations or by the Commission, wherever these regulations do not cover such matter.

17. General principles and decisions in case of dispute

- (i) Only members of the Commission may take part in the counting of votes. All operations (opening of the urn, counting of the ballot papers, etc.) shall be carried out in a way that may be followed clearly by the members of the General Assembly.
- (ii) In the event of a dispute regarding the validity or invalidity of a ballot paper, the validity or invalidity of the vote, the drafting of the minutes, the declaration of the result or any other matter relating to the counting procedure, the Commission's decision shall be final.

18. Invalid ballot papers

- (i) The following are considered invalid:
 - (a) ballot papers that do not bear the official distinctive mark/s defined by the Commission;
 - (b) ballot papers that bear any words other than the names of the candidates;
 - (c) ballot papers that are ineligible or have been defaced;
 - (d) ballot papers that bear identifying marks.
- (ii) The Chairman of the Commission shall write on the back of any invalid ballot paper (in red) the reasons for its invalidity and confirm with his signature.

19. Spelling mistakes or defective or incorrect markings

Spelling mistakes or defective or incorrect markings shall result in the invalidity only if such mistake makes it impossible for the Commission to identify with certainty the preference of the voter.

20. Counting and declaration of results

- (i) Once the urns used during the General Assembly, and the urns used in early voting, if any, have been opened, the members of the Commission shall count out loud 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 papers issued, the ballot shall be declared void. In such case voting shall recommence immediately in accordance with the procedure described above.
- (ii) After the number of ballot papers has been verified, the members of the Commission shall proceed to count the number of votes cast for each different candidate.
- (iii) Once the count has been completed and verified, the Chairman shall officially declare the results to the members of the General Assembly.
- (iv) If a second (or subsequent) round of voting is required, the voting procedure shall be repeated in accordance with the above articles. The members of the General Assembly are also to be informed of the statutory and/or legislative provisions that apply for the second (and subsequent) rounds of voting (e.g. any changes to the majority required, elimination of candidates, etc.) If such a second (or subsequent) round of voting is required then the members eligible to vote shall be those present during the General Assembly at the exclusion of the early voters.

21. Declaration of the final results

- (i) After each round of the election, the Chairman of the Commission shall declare the results officially to the members of the General Assembly. The minutes are to be drafted and signed by all the members of the Commission present.
- (ii) The final minutes shall be distributed to the members of the General Assembly. They shall be entered in the record of the deliberations of the General Assembly.

22. Verification procedure

A qualified Notary Public shall attend the General Assembly and draw up a report. He is specifically responsible for verifying the identity of the voters and ensuring compliance with voting procedure.

23. Archiving of documents and omissions

- (i) The Commission shall hand over all the official documents relating to the elections to the Association's general secretariat for archiving purposes.

- (ii) All matters relating to the administrative and technical organisation of the elective general assembly not covered by the Association's Statute or by these regulations shall be ruled upon by the Commission.
- (iii) All matters relating to the running of the elections not covered by the Association's Statute or by these regulations shall be ruled by the Commission.

24. Recourse to the Independent Arbitration Tribunal

- (i) In case that it is alleged that a substantial breach of these regulations had occurred and that such breach had actually had a definitive bearing on the election of a candidate, the unelected candidate or the body which had nominated him or both may have recourse to the Independent Arbitration Tribunal established in the Statute of the Association.
- (ii) The procedure of recourse to the Independent Arbitration Tribunal shall, under pain of nullity, be initiated within fifteen (15) days of the end of the elective General Assembly.
- (iii) In such a case the Association, the Commission and the elected candidate whose election is being contested shall be made defendants in the proceedings before the Independent Arbitration Tribunal.
- (iv) Until the decision of the Independent Arbitration Tribunal the result as officially declared by the Commission shall stand and shall continue to stand if the Independent Arbitration Tribunal rejects the claim of the plaintiff/s.
- (v) The decision of the Independent Arbitration Tribunal shall be final and binding on both plaintiff/s and defendants.

25. Enforcement

These regulations shall come into force on the 27th June 2013.