

ITF Electoral Code

26 June 2024

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DEFINITIONS

In interpreting this ITF Electoral Code (the “Code”), all terms defined within the Definitions section of the ITF Statutes in force and all terms whose meaning can be derived within the context of the ITF Statutes shall have the same meaning within this Code, unless the context in this Code indicates otherwise.

For the purposes of this Code, and provided the context so permits:

- (a) the singular shall include the plural and vice-versa;
- (b) the feminine gender shall include the masculine and vice-versa; and
- (c) references to natural persons shall include any legal person or corporation.

PRELIMINARY CHAPTER

1. Scope of Application

- 1.1 Pursuant to Article 27.1 of the ITF Statutes, this Code is applicable to the elections to the ITF Board of Directors.

2. General Principles

- 2.1 The democratic principles of separation of powers, transparency and publication of the ITF electoral process must be always observed and without exception during any electoral process.
- 2.2 Pursuant to the fundamental principles set out in Articles 3.2 and 3.6 of the ITF Statutes, the ITF is neutral in matters of politics and shall manage its affairs independently and with no influence from third parties. Interference of any kind by any government of any Member Association or by any third party in the ITF electoral process is not permitted. For the avoidance of doubt, local and national government rules in any territory regarding elections shall not apply to the ITF electoral process.
- 2.3 Any breach of the abovementioned principles shall be reported immediately in writing to the ITF Electoral Committee.
- 2.4 The elected members of the ITF Board of Directors shall continue to exercise their functions until the completion of the electoral process. The newly elected ITF Board of Directors shall start to exercise their functions immediately after the completion of the electoral process.

CHAPTER ONE: ITF ELECTORAL COMMITTEE

3. ITF Electoral Committee

a) Composition

- 3.1 The ITF Committee shall be composed of the following members as at the date of the convocation of the ITF elections:

- Chairperson of the Do and Ethics Committee; - Chairperson
- Chairperson of the Disciplinary Committee; - Deputy Chairperson and
- Chairperson of the Audit, Risk and Compliance Committee - Member

If at the day of the elections any of the positions of the three abovementioned officials will become vacant or in case that any of the members will not attend in person the General Assembly, for any reason whatsoever, the missing official will be substituted by the Chairperson of the Appeal Tribunal, and in case of two vacancies, the next substituting official will be the Chairperson of the Grand Master Promotion Committee. In case that such replacements will be needed the hierarchy within the committee will remain (for example, if there will be a vacancy of the Chairperson of the ITF Electoral Committee, the Chairperson of the Appeal Tribunal will be a member of the ITF Electoral Committee as a "member" and the Deputy Chairperson will be the Acting Chairperson).

3.2 Members of the ITF Electoral Committee shall observe the utmost impartiality in the discharge of their duty.

b) Ineligibility

3.3 In the event that a member is ineligible or unwilling to carry out their duties, they must step down and must be replaced by the Deputy of the Committee or Tribunal which they chair.

3.4 In the event that the replacement is ineligible or unwilling to carry out their duties, they must step down and must be replaced by the most senior member (by time served) of the Committee for which they are Deputy.

3.5 In the event that the replacement is ineligible or unwilling to carry out their duties, they must step down and must be replaced by the next most senior member (by time served) of the Committee from which they were appointed. This process shall be continued until no eligible members exist on a specific Committee.

3.6 If no eligible members exist on a specific Committee, the ITF Board of Directors shall appoint an eligible member from the other Committees or Tribunal.

3.7 In the event that any member of the ITF Electoral Committee:

- submits a candidature for an ITF election; or
- is a relative, whether by birth or marriage, of one of the candidates; or
- has an identifiable conflict of interest (e.g. business relationship with a candidate or is of the same nationality as a candidate),

they are ineligible to sit on the ITF Electoral Committee and shall be replaced in accordance with Articles 3.3 to 3.6 of this Code.

3.8 If there is any doubt as to the eligibility of a member of the ITF Electoral Committee under this provision, the Chairperson (or, in the event that the Chairperson's eligibility is in question, a Deputy Chairperson) shall take a decision on the eligibility of the relevant member. Such decisions shall be final and binding and not appealable.

3.9 Members of the ITF Electoral Committee must officially declare their candidature for an ITF election in such a way as to allow the replacement process to be carried out without any time pressure prejudicial to the ITF electoral process.

c) Secretariat of the ITF Electoral Committee

3.10 The ITF General Counsel serves as the Secretary to the ITF Electoral Committee. He takes part in the activities of the ITF Electoral Committee in a consultative capacity and is responsible for related logistical and administrative matters.

3.11 The ITF Electoral Committee may be assisted by the ITF General Secretariat at any time provided that the individuals providing the assistance are not candidates for any ITF election and have no identifiable conflict of interest.

3.12 At the request of the ITF Electoral Committee, the General Counsel of the ITF and/or any other qualified lawyer that provides legal services to the ITF and will be asked by the General Counsel to replace him for this aim, will provide legal assistance and

consultancy to the ITF Electoral Committee and their legal opinion on matters referred to them will be binding upon the ITF Electoral Committee.

4. Duties

- 4.1 Unless stipulated otherwise in this Code, the ITF Electoral Committee shall be responsible for the organisation, supervision, and all decisions relating to the ITF elections including without limitation:
 - 4.1.1 strictly enforcing the ITF Statutes, ITF regulations, and directives;
 - 4.1.2 strictly enforcing this Code;
 - 4.1.3 strictly enforcing the statutory deadlines for the ITF elections;
 - 4.1.4 conducting the eligibility check on the candidates and deciding on their eligibility for the ITF elections;
 - 4.1.5 distributing information to Member Associations, Continental Federations, Regional Associations, the media and public;
 - 4.1.6 managing relations with government bodies (where necessary);
 - 4.1.7 the candidature procedure (opening of candidature, receipt, evaluation, publication of the official list);
 - 4.1.8 organising the elective General Assembly;
 - 4.1.9 drawing up the list of voters and checking their identity in accordance with Article 23 of the ITF Statutes;
 - 4.1.10 the voting procedure;
 - 4.1.11 taking decisions on any complaints received in accordance with Article 21 of this Code; and
 - 4.1.12 all other tasks necessary to ensure the smooth running of the electoral process.
- 4.2 Logistical support shall be provided by the Member Association in whose country the elective General Assembly is organized.

5. Convocation and Quorum

- 5.1 Only a meeting of the ITF Electoral Committee validly convoked by the Chairperson shall be authorized to deliberate and pass decisions.
- 5.2 A quorum is constituted by the absolute majority (i.e. two of the members) of the members of the ITF Electoral Committee. In highly exceptional circumstances, when there is an urgent need to take a decision but for any reason it will be impossible to convoke the quorum (even if applying the possibilities under Article 5.3), the Chairperson or in his absence the Deputy Chairperson may decide to take a decision with only the other member of the Committee attending. In such circumstances the decision must be taken unanimously. Such decision will be recorded in writing

explaining the grounds for the missing convocation, and in such case Article 6.1 will apply.

- 5.3 As a general rule, meetings of the ITF Electoral Committee will be conducted in person. However, with the approval of the Chairperson, meetings may be held by teleconference, by videoconference or by another means of communication.

6. Decisions

- 6.1 Decisions of the ITF Electoral Committee must be passed by an absolute majority of the votes cast. If a vote is tied, the Chairperson shall have the casting vote.

- 6.2 Decisions are recorded in the minutes signed by the Chairperson and the Secretary.

CHAPTER TWO: CANDIDATURES

7. Eligibility

- 7.1 The eligibility criteria for candidatures are defined within Articles 34 of the ITF Statutes. In particular, candidates shall comply with the following criteria:

- a) be under the age of eighty (80) as at the date of the elections;
- b) not serve more than two (2) consecutive full terms of office of four (4) years each for the same positions listed in Article 34.1 (a) to (e);
- c) be a citizen of the country or territory represented by their Member Association.
- d) not holding any position (either sportive or as an officer or director or in any other managerial capacity) in any Other Taekwon-Do Body either in national or international level, or in any other sport federation or association being a governing body, either in national or international level, of any martial art or a sport that is considered by the ITF as a competitor of the ITF;
- e) candidates for the position of President must hold the title of Grand Master (9th degree) or Master (8th degree). Candidates for the position of Senior Vice President must hold the title of Grand Master (9th degree) or Master (7th or 8th degree).
- f) must pass an eligibility check carried out by the ITF Electoral Committee.

8. Submission

- 8.1 Pursuant to Articles 34.7 and 34.8 of the ITF Statutes, candidatures for the positions of the Board of Directors when the whole Board stands to be elected shall be sent and shall reach the General Secretariat no later than four (4) months before the date of the General Assembly.
In cases where due to a vacancy pursuant to Art. 34 (14) or 34 (15) the election/s of one or more members (but not the whole Board) is needed, candidatures for the

positions of the Board of Directors shall be sent and shall reach the General Secretariat no later than two (2) months before the date of the General Assembly."

- 8.2 Candidatures for the positions listed in Article 34.1 (a) to (d) of the ITF Statutes, representing the ITF Executive Committee, shall be presented in a closed list and each candidate shall be supported by at least five (5) other Member Associations. The closed list shall be submitted to the ITF General Secretariat by the Member Association that nominated the candidate for the position of President.
- 8.3 Candidatures for the positions listed in Article 34.1 (e) of the ITF Statutes shall be proposed by their Member Association and each candidate shall be supported by at least three (3) other Member Associations.
- 8.4 The ITF Electoral Committee shall issue the nomination form that each Member Association shall complete for their candidates.
- 8.5 The candidature file of each candidate shall include:
 - a) the nomination form duly signed by the Member Association and the supporting letters required under the ITF Statutes;
 - b) a passport or ID copy;
 - c) the Integrity Questionnaire (being Appendix "A" to this Code) duly completed and signed; and
 - d) a copy of their Curriculum Vitae and relevant supporting documents.

9. Duplicity of candidatures

- 9.1 Pursuant to Article 34.9 of the ITF Statutes, Member Associations shall not propose more than one (1) candidate for the positions specified in Article 34.1 (a) to (e). If a Member Association proposes more than one (1) candidate for a position in the Board of Directors or proposes a candidate for more than one (1) position in the Board of Directors, all proposals submitted by that Member Association shall be declared invalid.
- 9.2 Pursuant to Article 34.3 of the ITF Statutes, no member of the Board of Directors shall occupy more than one of the positions listed in Article 34.1 (a) to (e).

10. Examination

- 10.1 Candidatures shall be examined and an integrity check shall be conducted by the ITF Electoral Committee.
- 10.2 In conducting the integrity check, the ITF Electoral Committee is entitled to request the support of an external expert (individual or company) and request any candidates to clarify any declaration or findings that may be adverse to their integrity.
- 10.2 The ITF Electoral Committee shall decide on the eligibility and on the integrity of the candidates and inform them accordingly. In case of denying a candidacy, the ITF Electoral Committee shall send the reasons for its decision to the denied candidate together with the notification of the denial.

10.3 The official list of candidates shall be provided to the Member Associations in accordance with Article 34.12 of the ITF Statutes at least thirty (30) days before the date of the General Assembly, signed by the members of the Electoral Committee. It shall also be published on the ITF website.

CHAPTER THREE: Elective General Assembly

11. Convocation

11.1 An elective General Assembly shall be convoked no later than six (6) months before the scheduled date of the General Assembly unless decided otherwise by the Board of Directors. However, such decision if shorter than 6 (six) months should be taken only in case of exceptional circumstances to be explained by the Board of Directors in taking the decision and in no case the period should be less than five (5) months. This period of six (6) months (or five (5) months in exceptional circumstances) provides enough time to the Member Associations to decide on the nomination of its respective candidate so that the member Association will be able to submit the nomination of its candidate within the deadline of four (4) months pursuant to Articles 34.7 and 34.8 of the ITF Statutes.

11.2 The elective General Assembly shall also be announced through the ITF website.

12. Ballot papers

12.1 The ITF General Secretariat shall produce the ballot papers under the supervision and charge of the ITF Electoral Committee.

12.2 The ballot papers shall be printed clearly and legibly.

12.3 The number of ballot papers shall be checked by the ITF Electoral Committee prior to the start of the voting.

12.4 The ballot papers shall be a different colour for each round of the election.

13. Ballot box

13.1 The ballot box(es) shall be transparent.

13.2 Before the start of the voting process, the ballot box(es) shall be opened and presented to the General Assembly. It shall then be closed and placed in a visible position near the ITF Electoral Committee.

13.3 During the vote, the ballot box(es) shall be monitored by a member of the ITF Electoral Committee.

14. Polling booths

14.1 Transparent polling booths shall be erected near the ballot box(es) and polling station so that ballot papers may be completed in secret.

15. Presentation of candidatures

- 15.1 For candidates on closed lists for the positions listed in Article 34 (a) to (d), the candidates listed for the position of President will be given up to fifteen (15) minutes to address the General Assembly to present the list of candidates.
- 15.2 For the positions listed in Article 34 (e), each candidate will be given up to ten (10) minutes to address the General Assembly.

16. Vote casting

- 16.1 Before the commencement of vote casting, the Chairperson of the ITF Electoral Committee shall explain the voting procedure in detail (ballot box(es), ballot paper, spoiled and blank ballot papers, vote counting, required majorities, results) and refer to any applicable statutory or regulatory provisions.
- 16.2 Each Member Association with the right to vote shall be called in turn and invited to move to the front of the hall where the election is taking place.
- 16.3 The ITF Electoral Committee shall designate an appropriate number of persons from the ITF General Secretariat to be responsible for verifying the identity of the voting delegates based on a valid passport that will be presented by the voting delegate as well as verifying that the identity if the voting delegate was informed to the General Secretariat in accordance with Art. 23.2 of the ITF Statutes. The ITF Electoral Committee will also ensure compliance with the voting procedure.
- 16.4 Voting by letter or proxy is permitted. Member Associations with voting right may delegate their vote in writing with their signature. The appointment of a proxy must arrive (on the sole responsibility of the Member Association that appoints the proxy also to ensure that the document arrives on time) at least 48 hours before 00:01 am of the date of the elections. The appointment of the proxy will be made on a document drafted and provided to this aim by the General Secretariat ("Proxy Appointment Document") at the request of the Member association. The Proxy Appointment Document will be **signed by the two persons having the voting right** on behalf of the Member association (that were informed in accordance to Art. 23.2 of the Statutes) indicating the name and Passport Number of the person authorised to vote on behalf of the Member Association and a photocopy (first page and page with the photo) of same passport in a legible format.
- 16.5 Once called, the voting delegate of the Member Association moves to the front of the hall and, after signing the ballot register, receives the ballot paper.
- 16.6 The voting delegate of the Member Association completes the ballot paper in the polling booth.
- 16.7 The voting delegate of the Member Association deposits their ballot paper in the ballot box, signs the electoral register, and returns to their seat.
- 16.8 The vote counting procedure shall begin once all voters have deposited their papers in the ballot box(es). A member of the ITF Electoral Committee shall open the ballot box(es) and take out the ballot papers. The vote counting procedure shall then commence.

17. Vote Counting

- 17.1 Only the ITF Electoral Committee members and the Secretary may take part in the vote counting.
- 17.2 All operations shall be carried out in a way that can be followed clearly by the General Assembly.
- 17.3 Once the ballot box(es) has been opened, the ITF Electoral Committee 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 and a re-vote shall occur immediately in accordance with the procedure described above.
- 17.4 After the number of ballot papers has been verified, the ITF Electoral Committee shall count the number of votes cast for each candidate.

18. Invalid ballot papers

- 18.1 The following ballot papers are considered spoiled:
- a) ballot papers that do not bear the official distinctive marks defined by the ITF Electoral 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 containing more candidates than vacancies; and
 - e) ballot papers that bear identifying marks.
- 18.2 Spelling mistakes shall result in the invalidity of a vote only if it is not possible to identify with certainty any of the official candidates.
- 18.3 The Chairperson of the ITF Electoral Committee shall write on the back of any invalid ballot paper (in red) the reasons for its invalidity and confirm with their signature.

19. Declaration of results

- 19.1 Once the count has been completed and verified, the Chairperson of the ITF Electoral Committee shall officially declare the results to the General Assembly.
- 19.2 If a second (or subsequent) round of voting is required in accordance with Article 27 of the ITF Statutes, the procedure set out in Articles 16-19 of this Code shall be repeated.

20. Minutes

- 20.1 The official minutes of the General Assembly shall be drafted and approved in accordance with Article 32 of the ITF Statutes. The Chairperson of the ITF Electoral Committee shall additionally sign the minutes.
- 20.2 The official minutes shall be distributed to the Member Associations.

CHAPTER FOUR: COMPLAINTS AND APPEAL

21. Complaints

21.1 Complaints of any kind related to the conduct of the elections to the ITF Board of Directors, including any alleged violation(s) of the ITF Statutes, this Code and/or any electoral rules for elections to the ITF Board of Directors approved by the ITF Electoral Committee must comply with the following requirement to be valid:

- a) it must be submitted in writing to the Secretary to the ITF Electoral Committee no later than ten (10) days after the date of the relevant elections;
- b) the complainant must demonstrate that he/she has a legally protected interest in the outcome of the relevant elections and that the ITF Electoral Committee has jurisdiction to decide on his complaint;
- c) the complainant must clearly identify all third parties that are directly affected by the complaint; and
- d) the complaint must include a full written report, including an explanation of the facts giving rise to the complaint and the legal basis for the complaint, as well as copies of any supporting documents, witness statements and other evidence on which the complainant seeks to rely.

21.2 If any of the formal requirements set out in Article 21.1 of this Code is not met, the relevant complaint shall be declared inadmissible. Such decisions on admissibility are final and binding and not appealable.

21.3 The ITF Electoral Committee shall make all decisions on complaints (including decisions on admissibility).

21.4 The ITF Electoral Committee may transfer or refer a case to the ITF Disciplinary Committee if it is deemed to be disciplinary in nature.

21.5 All disciplinary measures shall be undertaken in accordance with the ITF Statutes and the ITF Disciplinary Code and the Code of Ethics.

22. Appeal

22.1 Subject to Article 21.2 of this Code, appeals against decisions of the ITF Electoral Committee may be lodged exclusively with the Court of Arbitration for Sport (CAS) in accordance with Article 59 of the ITF Statutes and/or any entry forms submitted to the ITF Electoral Committee. Appeals shall be subject to the following conditions:

- a) the appeal shall be heard by three (3) arbitrators;
- b) the language of arbitration shall be English; and
- c) any hearings (if required) shall be held in person in Lausanne, Switzerland, unless the parties to the dispute agree and request the CAS Panel to decide on holding the hearing in a different location and the Panel so decides. The Parties may also decide in agreement to hold the hearing via videoconference or, in case of no such agreement, the CAS Panel may always decide on its own discretion to

hold the hearing in such format, including having only one party attending via videoconference (if same party so prefers and asks).

CHAPTER FIVE: FINAL PROVISIONS

23. Archiving of documents

23.1 Pursuant to Article 7 of the of the Standing Orders of the General Assembly, the Secretary General shall keep all documents relating to the elections to the ITF Board of Directors for a period of ten (10) years after the end of the General Assembly, or such later time as directed by the ITF Board of Directors, at which point they shall be destroyed.

24. Electronic Voting

24.1. The ITF Board may decide on the implementation of an electronic voting system to replace the voting system by ballot papers, either as the only applicable voting system or as an alternative to be used and implemented in specific electoral processes subject to specific decisions applying to a specific electoral General assembly.

24.2 The decision on the implementation of an electronic voting system will also imply the replacement of all the relevant articles of this Electoral Code by means of adding an appendix that will prevail on and replace the various relevant articles of this Code in any elections where this Code applies.

24.3 The implementation of an electronic voting system must ensure the strict compliance of the e-voting system with the ITF Statutes and the fundamental principles embodied in this Electoral Code to secure *inter-alia* the accuracy, security and transparency of the elections and the elections process.

25. Matters not provided for

25.1 All matters relating to the ITF elections not covered by this Code and/or the ITF Statutes shall be ruled upon by the ITF Electoral Committee.

26. Enforcement

26.1 This Code was ratified by the ITF Board of Directors on 26 June 2024 and comes into force immediately.

26.2 This Code shall be issued in English. If this Code is translated into another language, the English version issued by the ITF shall prevail.

For the ITF Board of Directors

Grand Master Paul Weiler
President

Master Tadeusz Loboda
Secretary General