

## **STANDING ORDERS OF THE CONGRESS OF THE SOUTH ASIAN FOOTBALL FEDERATION**

### **ARTICLE 1. CHAIRPERSON**

1. The President of SAFF shall chair the Congress. The Senior Vice President shall deputise in the absence of the President.
2. The President may designate the General Secretary to conduct the Congress on his behalf with his guidance and supervision. All final decisions in accordance to Article 3 below shall only be made by the Chairperson.
3. The Chairperson shall:
  - a) be responsible for the strict application of the Standing Orders;
  - b) open and adjourn the sessions and debates;
  - c) permit delegates to speak;
  - d) conduct the proceedings of the Congress;
  - e) maintain order at the Congress; and
  - f) impose disciplinary measures on the delegates who interfere with the proceedings or are guilty of any misconduct.

### **ARTICLE 2. DISCIPLINARY MEASURES**

1. In conducting the business of the Congress, the Chairperson shall have the right to apply the following disciplinary measures:
  - a) a call to order;
  - b) censure; and/or
  - c) exclusion from one or more sessions.
2. In the case of an appeal, the Congress shall decide immediately and without debate.

### **ARTICLE 3. APPOINTMENT OF OFFICIALS**

1. The General Secretary shall be responsible for the minutes of the Congress. Stenographers may be employed to assist the General Secretary.

2. A number of scrutineers in accordance with Article 26 of the SAFF Statutes shall be appointed at the beginning of the Congress to count the votes for and against whenever a vote is taken.
3. A number of members shall be appointed in accordance with Article 26 of the SAFF Statutes to check the official minutes of the Congress.
4. Official interpreters shall be appointed to make the translations into the official languages of the Congress.

#### **ARTICLE 4. ORDER OF PROCEDURES**

1. Each discussion on the items on the agenda shall be preceded with a statement:
  - a) by the Chairperson or the member designated by the Executive Committee for this purpose; and/or
  - b) by the representative of a Committee specially appointed to make a report; and/or
  - c) by the representative of a Member Association responsible for the inclusion of the same in the Agenda.
2. The general discussion shall then be open to the delegates.
3. The right to address the Congress shall be granted in the order in which it is requested. No speaker shall speak unless permission has been obtained. Speakers shall speak from their designated places and the rest shall remain seated.
4. No permission shall be granted to any member to speak a second time unless all those who have obtained permission to speak have done so.

#### **ARTICLE 5. PROPOSALS AND MOTIONS**

1. All proposals and amendments shall be submitted in writing. Proposals which are not relevant to the subject under discussion shall be withdrawn from the debate.
2. If a motion for adjournment is proposed, all discussions shall be suspended until a vote has been taken on the motion.
3. A proposal to close the discussion shall be put to vote without debate. If the motion is approved, permission to speak shall be granted only to those members who have requested to do so before the vote was taken.
4. The Chairperson shall close the discussion unless the Congress decides otherwise by a simple majority.

## **ARTICLE 6. VOTING**

1. No vote can be taken by secret ballot except as provided for otherwise in the Statutes. Voting by proxy or by letter is not permitted. All proposals may be decided either by a show of hands, the use of electronic equipment, by a roll call or by acclamation as provided for in these statutes. No one shall be compelled to vote.
2. When a Congress is held by teleconference, by videoconference, or by any other means of communication, each vote shall be taken by calling the roll in English alphabetical order or by means of online voting. The SAFF General Secretariat may issue online voting guidelines.
3. All proposals without objections shall be adopted.
4. All proposals shall be put to vote in the order in which they are submitted. Every voting Member Association shall have only one proposal.
5. Before each vote, the Chairperson or the person designated by him for the purpose shall read aloud the text of the proposal before voting and explain the voting procedure to the Congress.
6. Voting cards shall be visibly held when voting is by a show of hands.
7. Alterations to amendments shall be put to the vote before the amendments proper, and amendments before the main proposal.
8. The Chairperson shall verify and announce the results of the voting to the Congress.
9. Silence shall be strictly observed during voting and until the result has been announced by the Chairperson. No one may obtain permission to speak during voting and until the result has been announced.

## **ARTICLE 7. ELECTIONS**

1. Elections shall be carried out in accordance with the provisions of the SAFF Electoral Code.
2. The General Secretary shall keep in the General Secretariat all documents required to be archived pursuant to the SAFF Electoral Code for a period of one hundred (100) days after the end of the Congress, or such later time as directed by the Executive Committee, at which point they shall be destroyed.

## **ARTICLE 8. MATTERS NOT PROVIDED FOR**

1. All matters not provided for in the Standing Orders not relating to elections shall be resolved by the Executive Committee unless decided otherwise by the Congress.

2. All matters not provided for in the Standing Orders relating to elections shall be resolved in accordance with the SAFF Electoral Code.

#### ARTICLE 9. ENFORCEMENT

1. The Standing Orders of the Congress were approved by the SAFF Congress on 17 October 2021. They come into force immediately.

On behalf of the SAFF Congress 2021:

**Kazi Md. Salahuddin**  
President

**Anwarul Huq**  
General Secretary



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