

Hussaini Islamic Mission

19 Thornbury Road Isleworth Middx, TW7 4LQ



Date: 15th of May 2015

Dear Member

Assalam o Alaikum

Further to the email issued to members in April, we are now writing to update members of the progress to date.

A decision has been taken to issue the nomination forms to members by (1) e-mail, (2) on mission website for down load and (3) as well as leave copies in the mission.

This action has been taken in an attempt to keep within the timelines set out within the first communication provided to members by the Executive Committee. The candidate's office nomination period is 5 weeks (as per the Mission's constitution).

The completion instructions for the nomination forms have been provided with the form. **It is important to reiterate, that the form must be completed by the first member as the proposer, seconded by a second member as the second proposer and then signed by all as well as the Candidate they wish to nominate for the respective position of office.**

Please do ensure as much detail as possible is provided upon the form to help the Executive Team identify and verify that all individuals on the form are members. **We would also request membership numbers are detailed upon the form.**

The closing date for the nomination forms is strictly **Friday the 19th June 2015**. This fulfils the 5 week time period as stipulated by the constitution.

Please note for the purposes of fairness to all candidates and to ensure all aspects of the election are completely transparent, the Executive committee has rented an Independent Mailbox where the nomination forms and the consent forms are to be returned too. Details of the address of the Mailbox have been provided upon the instructions form accompanying the nomination form.

The nomination forms will be collected from the Mailbox on the 19th June 2015. The contents logged and all details of the candidates standing for office will be emailed to all members as well as provided to the Independent Election Commission. Within two weeks, the Independent Election Commission will issue all ballot papers, then proceed to collect then by post over the next 3 weeks and be in a position within a 4-5 week period (from the 19th June 2015) to provide a result. Inshallah, the result is expected towards the end of the month of Ramzan.

We trust that all of our members will recognise this as a fair and suitable process towards all candidates wishing to stand for office and will also maintain the integrity of the Election process.

We would again request that you support the Executive Team in it's efforts to ensure a swift and transparent election process to enable the management to be passed on smoothly to the successful candidates upon completion of the Election.

Registered as Charity :No 277961

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A detailed time line in respect of further activity is provided below to ensure all are aware of progress.

15/05/2015 – Nomination forms

Nomination forms sent to all members via e-mail, placed upon the Mission Website and retained on notice boards at the Mission.

22/05/2015 – Letter to Members Posted

(1) A detailed letter will be sent to **all members**, providing them a comprehensive break down of the Election process, (2) a consent form asking them if they wish their name and contact details to be made available and open to the prospective candidates for office and (3) an Information leaflet related to the company who will undertake the Election on behalf of the Mission. We would stress this letter will go to everyone on the Mission's Members List, If anyone does not receive this and you as a member are aware of this, please encourage them to come forward to via email, telephone to brother, Saqib Rizvi or brother, Manzer Rabbani. Contact details for both are provided below. Please note this letter will be addressed to the member at the address the Mission has on record. If you have moved since the last election, please inform us as soon as possible, providing details of your full name and address, your membership number etc, so that the records can be amended.

19/06/2015 – Nomination forms Closing date

Nomination forms will be collected from the Mailbox by 2 respected senior members of the Mission's congregation as well as 2 members of the Executive Team. The contents will be logged. The candidates will be identified from the nomination forms as well as those individuals who are happy to have their information shared with the candidates.

24/06/2015 – Notification of Candidates

All candidates standing will be informed that their nomination forms are in order. All candidates will be provided a list of all members who have chosen to have their information provided to them for canvassing purposes. An email will also be sent to all, upon the Mission email list informing them of the candidates as well as details being placed upon the Mission's website and on the Mission Notice Boards.

26/06/2015 – Final date for entry upon the members list

The Mailbox will again be emptied in the company of 2 members of the Executive Committee and 2 Respected Elders of the Missions congregation, to collect any remaining consent forms. On this date, the list of members eligible to vote, that will be provided to the Independent Election Company, will also be finalised. Please note beyond this date, it is not possible for anyone who has not been identified as having a vote, to be issued with a voting ballot paper. The purpose of using an Independent Election Company is to ensure the integrity of the process and that the final decision is totally independent of any individuals from the Mission including the Executive Committee.

03/07/2015 – Members List and details passed to the Independent Election Company

The member's list of those eligible to vote will be provided to the Independent Election Company, to enable them to prepare the ballot papers.

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13/07/2015 – Ballots Papers Are Sent Out

Ballot papers will be sent to the out to voter's by the Independent Election Company, via the Postal System with a Stamped Self-addressed Envelop for return of the ballot paper.

03/08/2015 – Ballot Will Close

This is the final date at which votes will be accepted. The ballot will be closed after this date and **NO VOTES WILL BE ACCEPTED BY THE COMPANY AFTER THIS DATE. PLEASE NOTE NO BALLOTS CAN BE ACCEPTED BY ANYONE AT THE MISSION AND FOR A VOTE TO BE CAST IT MUST BE SENT TO THE INDEPENDENT ELECTION COMPANY.** (The company will provide pre-paid envelopes)

07/08/2015 – Election Result Will Be Provided

It is EXPECTED, that the Independent Election Company will have completed their count by this date and provided details of the result to the Executive Committee.

09/08/2015 – Proposed AGM Date

At this meeting the result of the Election will be announced and details of the New Management Committee will be provided. An e-mail will also be sent to all on the Missions email list by this date as well as be placed upon the Missions Website and Notice Board.

Please note that the above time table may be subject to some change. These dates have been provided as guidance to members as regards to the process.

Again we would ask for your support in undertaking this process and reiterate your importance as a member to ensure any member who has not received notification of this process or has not been included in this process to come forward and identify themselves to ensure that they participate in the Election.

The Executive Committee has provided a contact point regards questions. We would humbly request that you do take into account the work that will be required during this period when forwarding any questions.

We thank you in advance of your support
Executive Committee
Hussaini Islamic Mission

Contact Points:

- Brother Saqib Rizvi Tel: 07973 257949 email: sm-rizvi@hotmail.co.uk
- Brother Manzer Rabbani email: feedback@hussainimission.com

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Instructions for Completion of the Nomination Form for Office Bearers

- You as the member are completing the form as the first proposer. Please provide your full details and where possible your membership number.
- Your nomination will have to be seconded by a further member, who will also have to complete the form with their details.
- Both the first and second proposer **must sign and date the forms.**
- The person you wish to nominate (*the 'candidate'*) for office will also need to complete their details within the section related to the position that they wish to stand for.
- The candidate will also be required to **sign and date** the form to confirm they wish to stand for the particular position in office.
- The form needs to be returned by post to the address listed below. (please note neither the Executives or the Current Management are allowed to accept the forms) Multiple forms in a single envelop will be accepted.
- PLEASE NOTE A CANDIDATE CAN ONLY BE NOMINATED FOR A SINGLE POSITION IN OFFICE. MULTIPLE NOMINATIONS FOR DIFFERENT POSITIONS IN OFFICE WILL RESULT IN THE CANDIDATES APPLICATION FOR ANY OFFICE BECOMING NUL & VOID.
- FALIURE TO ADHERE TO THE CRITERIA DETAILED WILL ALSO VOID APPLICATIONS AND CANDIDATES SIGNING TO CONFIRM ACCEPTANCE OF THE THEIR NOMINATION ARE ALSO CONFIRMING A UNDERSTANDING OF THE ELECTION PROCESS AND AGREEING TO IT'S SUITABILITY.

ADDRESS FOR RETURN OF YOUR COMPLETED NOMINATION FORM IS:

**HUSSAINI ISLAMIC MISSION
BOX No: 137
26 London Road
Twickenham
TW1 3AZ**

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2015 Election: Nomination Form for Office Bearers

Please ensure you have read the accompanied notes to this form to ensure it has been completed correctly

(first proposer)

(your full name) I

(your full address) of address.....

.....
(your membership number).....Signature.....Date

(second proposer)

(your full name) I

(your full address) of address.....

.....
(your membership number).....Signature.....Date.....

Wish to propose the following individuals for office:

Post of President (full name of candidate)

Address of candidate.....

Signature of Candidate.....Date.....

Post of Vice President (full name of candidate)

Address of candidate.....

Signature of Candidate..... Date.....

Post of Secretary (full name of candidate)

Address of candidate.....

Signature of CandidateDate.....

Post of Joint Secretary (full name of candidate)

Address of candidate.....

Signature of CandidateDate.....

Post of Treasurer (full name of candidate)

Address of candidate.....

Signature of CandidateDate.....