



Hussaini Islamic Mission

19 Thornbury Road Isleworth Middx, TW7 4LQ

In the name of God, the Most Gracious, the Most Merciful

1st December 2017

Dear Member, Brothers and Sisters, Salaam Um Alaikum

2018 Election for Office Bearers

We are writing to you in our capacity as the Election Subcommittee of the Hussaini Islamic Mission.

The Election Subcommittee of the Hussaini Islamic Mission is made up of four members. Details of those on the subcommittee are as follows:

Brother Ahmed Raza
Brother Ibne-Ali Naqvi
Brother Saqib Rizvi
Brother Manzer Rubbani

The role of the Election Subcommittee is to propose, manage and oversee the 2018 election.

Process

The election process is being facilitated following a meeting and agreement by the Election Subcommittee and the Management Committee. It was agreed to follow the same process as last year and re-engage the services of Electoral Reform Services (ERS). ERS is an experienced independent supplier of ballot and election services. Their remit is to:

1. Receive the HIM list and the nominated candidate details
2. Print, post, receive back and count the Ballot papers; and
3. Report back the election result to the Election Subcommittee.

An '**Election Pack**' is being emailed and posted to all HIM members by 1st December 2017. The '**Election Pack**' consists of:

1. **Cover letter** (copy of this communication) which includes time table of the election process.
2. **Candidates Nomination Form** - Please include a passport sized photo and a brief manifesto.

The Cover letter will also be posted on the HIM web site and Notice Board by 1st December. The Nominations forms will also be available in HIM hall for collection.

HIM Member's List

If you know of anyone who is a HIM member but has not received this letter, then we would ask you to urgently advise a member of the above Election Subcommittee. Note that, ONLY NAMES LISTED ON THE HIM ELECTION REGISTER, are eligible to vote in this election.

Furthermore, only the successful nominees will be handed over the 'Consented' HIM members list for canvassing. 'Consented' means those members who have given written permission to have their contact details released.

We would request all members to respect the process that has been adopted; namely to deliver a fair, impartial and transparent election process to all candidates wishing to come forward for a position in office and serve the Mission and the mission of the Ahlul Bayt a.s.

Below are the Election Subcommittee contact persons:

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

Thank you and Itemasu Dua

HIM Election Subcommittee



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Election Time Table (key dates in bold)

No.	Date	Description
1	25.11.2017	HIM Election Subcommittee and Management Committee agree to election process.
2	01.12.2017	Email of this communication will be sent to all HIM members and posted on the HIM website and notice board.
3	01.12.2017	Election Pack will be posted to all HIM members. NOTE THAT ONLY NAMES LISTED ON THE HIM ELECTION REGISTER WILL BE SENT A BALLOT PAPER. IF YOU KNOW OF ANYONE WHO IS A MEMBER BUT HAS NOT RECEIVED THIS LETTER, PLEASE ASK THEM TO COME FORWARD URGENTLY AND IDENTIFY THEMSELVES TO THE ELECTION SUBCOMMITTEE TO ENSURE THEY RECEIVE A BALLOT PAPER.
4	11.12.2017	Closing of nominations for Office Bearers. All completed nomination forms must be handed in to the HIM Secretary, Brother Mansoor Husain (tel. 07885136218) by this date.
5	13.12.2017	Successful candidates advised. All candidates who have been successfully nominated to stand for office will be informed via email by the HIM Election Subcommittee. The successful nominees will be handed the 'consented' HIM members list for canvassing.
6	15.12.2017	ERS will be advised of the successful nominees' name, photo and manifesto so that Ballot papers can be prepared.
7	27.12.2017	Ballot papers posted. Election ballot papers will be posted by ERS to each HIM member. Only the names listed on the HIM Election Register will receive a Ballot paper with a stamped return addressed envelope.
8	17 / 22.01.2018	Two email reminders will be sent to all HIM members advising them that ballot closing date is approaching and that ballot papers must be completed and posted in the self-addressed envelopes.
9	25.01.2018	Ballot closes. Please note that beyond this date, it is not possible to cast a vote.
10	26.01.2018	Election result date. ERS will advise the result by email to the Election Subcommittee.
11	28.01.2018	AGM date at the Mission. During this meeting, details of the election result and the Mission's new Management team will be announced, irrespective of quorum . Election results will be emailed to all members on the Mission's list and posted on the Mission website and notice board.

Please note the above dates may be subject to minor changes.