



Hussaini Islamic Mission

19 Thornbury Road Isleworth Middx, TW7 4LQ

Registered Charity: No 277961

www.hussainimission.info

Reference: 2024-01-01

Dated: 28th January 2024

Subject: **Elections for HIM Office Bearers 2024-25**

As-salamu Alaykum (Peace be upon you)

Dear Member, Brothers and Sisters,

As required by our charity's constitution, the annual elections will be held soon to choose the office bearers / Governing Body / Trustees of Hussaini Islamic Mission 19 Thornbury Road, Isleworth TW7 4LQ for the 2024-25 term. To oversee and manage this process, an Election Committee (EC) comprising of below members has been formed:

Uncle Mussarat Iqbal

Uncle Ibne Ali

Br Kazim Rizvi

The email address for Election Committee is HussainiIslamicMissionUKEC@gmail.com

As per HIM's constitution, these elections are held annually to select the President, Vice President, Secretary, Joint Secretary and Treasurer of the charity. If more than one candidate wishes to contest for any post, the services of independent elections service provider like Civica Elections Services (CES), will be hired which costs us circa GBP 2000. The election service provider will:

1. Receive the HIM members list and the contesting candidate(s) details from the Election Committee
2. Print Election packs comprising of manifestos and Ballot papers
3. Post, receive back and count the Ballot papers
4. Report the election result to the Election Committee and
5. Store all records for 6 months

The procedure to elect a candidate for the Governing Body is as follows:

- The Proposed Office Bearer (the Candidate) must fill out the Nomination form (see attached), including the 1st and 2nd Proposer details. The Proposers signatures are not required. HOWEVER, their contact telephone numbers must be provided.
- The last date for nominations to be received by the Election Committee by email is 20-February-2024.

- The Election Committee will scrutinise the nomination forms, verify that the candidates and their proposers are paid members of HIM. It will also confirm their nomination proposals by phone.
- In case of only one candidate standing for a position, that person will be elected unopposed.
- In case of no one contesting the positions, the current office bearer(s) will be asked to continue for one more term.
- The Election Committee will communicate the details of contesting candidates to CIVICA (if necessary) by 26th February 2024.
- CIVICA will post the voting packs to HIM members by 4th March 2024.
- Last date for CIVICA to receive completed voting packs will be 9th April 2024 (TBC).

The Annual General Meeting (AGM) as per constitution articles VIII 3.(a) will be held on 14th April 2024. If the quorum requirement is not fulfilled then the AGM will be recalled two weeks later on 28th April 2024 as per Article VIII 2(b), where the handing over to the New Governing Body will take place.

Electoral Register:

Please ensure your membership payments are upto date. Please contact HIM EC at the earliest to resolve any issues or amendments to your details like change of address etc. As per constitution article VII 2, any member qualifying for a vote must hold the membership of the Mission for a period not less than eight weeks before the date of Annual General Meeting. Thus the voter list to be eligible to vote in this election, will be frozen on 16th February 2024.

Key dates:

1st January 2024	Start of 6 weeks Period for Corrections / updates to members list
28th January 2024	First call for submission of nomination forms
16th February 2024	Freezing of voter List (number of voters)
20th February 2024	Closing of nominations for Office Bearers
26th February 2024	CIVICA advised on the contesting candidates
4th March 2024	Ballots papers posted

9th April 2024	Last date for receiving of ballots by CIVICA
14th April 2024	AGM (1st sitting, results announced (subject to minimum quorum)
28th April 2024	AGM (2nd sitting; results announced, transfer of leadership (no requirement for minimum quorum)

Please note the above dates may be subject to minor changes and are a guide for HIM members of the election process and timescales

We would request all members to respect the process that has been adopted to deliver a fair, impartial and transparent election process and support their preferred candidate(s) wishing to come forward for a position in office and serve the community and the mission of the Ahlul Bayt a.s.

Note: This letter is to provide an overview of the election process. This communication will be distributed through our Whatsapp messaging service, on the HIM website and also on the notice boards in the Mission. It will not be circulated through post.

Regards,



Mehdi Raza

Secretary – Hussaini Islamic Mission

Candidate Nomination Form

- The Proposed Office Bearer (the Candidate) must fill out the complete Nomination form, including the 1st Proposer and 2nd Proposer details including their telephone numbers. The Proposers signatures are not required.
- The Proposed Office Bearer must sign on this page and the disqualification criteria page.
- This form along with the typed manifesto (maximum 500 words) and a scanned photo of the candidate must be Emailed to Election Committee by 8 PM on 20-February-2024. Email: HussainIslamicMissionUKEC@gmail.com

I wish to stand as candidate for the following position (please tick only ONE box):

- ☐ President
- ☐ Vice President
- ☐ Secretary
- ☐ Joint Secretary
- ☐ Treasurer

Name

Address

.....

Email Address

Telephone.....

Signature.....

By signing this form, you are agreeing to the terms of the HIM Constitution, the Election process, to the result of this ballot and to any decisions ratified by the HIM Election Committee. Your attention is drawn to the disqualification criteria printed overleaf. You (the candidate) will be required to provide proof of identity and DBS check.

1 st Proposer for office bearer - Must be current paid up Member of the Mission:

Proposer's Name

Telephone

Address

2 nd Proposer for office bearer - Must be current paid up Member of the Mission:

Proposer's Name

Telephone

Address

The two Proposers consent to being contacted by HIM Election Committee for verification.

DISQUALIFICATION CRITERIA FROM MEMBERSHIP OF THE HIM

GOVERNING BODY

(This document needs to be signed by the Candidate)

1. I am aged 18 years or over at the date of this election appointment.
2. I am not subject to a bankruptcy restriction order, an interim bankruptcy restriction, a debt relief order, an interim debt relief order or undergoing or subject to an IVA (Individual Voluntary Arrangement);
3. I have not had my estate sequestrated (unless this has been discharged, annulled or reduced);
4. I am not subject to a disqualification order or disqualification undertaking under the Company Director's Act 1986, a disqualification order under part 2 of the Companies (Northern Ireland) Order 1989, a disqualification undertaking accepted under the company Director's Disqualification (Northern Ireland) Order 2002 or an order made under section 429 (2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
5. I have not been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 34 of the Charities and Trustees Investment (Scotland) Act 2005 from participating in the management or control of any body;
6. I am not included in the list of people considered by the Secretary of State as unsuitable to work with children.
7. I am not disqualified from working with children or subject to a direction under Section 142 of the Education Act 2002.
8. I am not disqualified from registration for childminding or providing day care.
9. I am not disqualified from registration under Part 3 of the Childcare Act 2006.
10. I have not been sentenced to 3 months or more in prison (without the option of a fine) in the five years prior to becoming a member of a charity governing body or since becoming a member of a charity governing body.
11. I have not received a prison sentence of 2½ years or more in the 20 years prior to becoming a member of charity governing body.
12. I have not at any time received a prison sentence of five years or more.
13. I have not been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on charity premises.
14. I have not refused and will not refuse an application being made to the Disclosure and Barring Service (DBS) for a check, formerly known as CRB. I, the candidate, have read the reasons for disqualification listed above and confirm that none of them apply to me. I understand that I will be required to provide proof of identity and submit to a check.

Candidate Name Signature: