



Hussaini Islamic Mission

19 Thornbury Road Isleworth Middx, TW7 4HQ

Registered Charity: No 277961

www.hussainimission.info

Reference: 2024-11-01

Dated: 24th November 2024

Subject: **Annual H.I.M Management Elections 2024-25**

As-salamu Alaykum (Peace be upon you)

Dear Member,

As required by our charity's constitution, the annual elections will be held soon to choose the Management Team aka Governing Body aka Trustees of Hussaini Islamic Mission for the 2025-26 term. To oversee and manage this process, an Election Committee (EC) comprising of below individuals has been formed:

Uncle Ibne Ali
Br Manzer Rabbani
Br Kazim Rizvi
Sr Nighat Islam
Br Abbas Himani

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

Key dates:

22nd November 2024	Elections announced / first call for submission of nomination forms
10th December 2024	Freezing of voter List (no new membership accepted after this cut off)
14th December 2024	Closing of nominations for Office Bearers
6th January 2025	Ballots papers posted
30th January 2025	Last date for receiving of ballots by CIVICA
9th February 2025	AGM (1st sitting, results announced (subject to minimum quorum))
23rd February 2025	AGM (2nd sitting; 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 request Members to come forward for a management position and serve this community and the Mission of the Ahlul Bayt a.s.

All Candidates must fill out the Nomination form (see attached pages 3-5), including the 1st and 2nd Proposer details. Proposers signatures are not required. However, their contact telephone numbers must be provided for confirmation of nominations.

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 and there will be no ballots required.

In case of more than one candidate standing for any position(s), the Election Committee will communicate the details (names, photos and manifestos) of contesting candidates to independent elections service providers like Civica Elections Services (CES), who will be hired to oversee this process. 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 Annual General Meeting (AGM) as per constitution articles VIII 3.(a) will be held on 9th February 2025. If the quorum requirement is not fulfilled then the AGM will be recalled two weeks later on 23rd February 2025 as per Article VIII 2(b), where the handing over to the New Management Team will take place.

Electoral Register:

To be eligible to vote, 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 10th December 2024.

Regards,



Mehdi Raza

Secretary – Hussaini Islamic Mission

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.

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 14-December-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.

You also agree to comply with the responsibilities as trustees - as set out in the Charity Commission guidance 'The essential trustee (CC3)'.

Your attention is drawn to the disqualification criteria / Trustee declaration form attached.

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

Proposer's Name

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Telephone

.....

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Address

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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 the HIM Election Committee for verification.

TRUSTEE ELIGIBILITY DECLARATION FORM

(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 of 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 a 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: