



## THE ELECTION COMMITTEE

### Established

5 Sha'ban, 1386  
November 17, 1966

### Head Office

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Canada

### Mailing Address

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### Branches

Abbotsford  
Burnaby  
Coquitlam  
Kelowna  
Nanaimo  
Prince George  
Richmond  
Surrey / Delta  
Surrey / East  
Vancouver  
Victoria

### Chapters

Womens  
Youth  
Sports

To: *Members of The B.C. Muslim Association*

From: The Election Committee

Date: Mar 10th, 2013

Re: **Election Committee Roles and Responsibilities**

Assalamualaykum warahmatullah Wabarkatahu,

*The B.C. Muslim Association Constitution clause;*

**16.7 Roles and Responsibilities of Election Committee. This committee shall have the following roles and responsibilities:**

- (a) *Conduct the election of the Branch and Chapter officials; Executive and Board of Women's Council.*
- (b) *Call for nomination of candidates for elected positions;*
- (b) *Scrutinize nomination forms and the candidates personal profile for their eligibility in accordance with the Constitution and Bylaws of the Association;*
- (d) *Accept or reject the candidates nomination;*
- (e) *Ensure that a member contests for only one (1) office; Ensure that a member shall have only one (1) vote and shall be registered in only one (1) Branch and Chapter;*
- (g) *Ensure that a member who holds a position in a Branch and Chapter Management Committee shall not stand for another position in another Branch and Chapter for the same term;*
- (h) *Ensure that Oath of Office and Confidentiality Agreement have been duly completed;*
- (I) *Prepare nomination forms, ballot papers and ballot boxes; All endeavors shall be made by the election committee to include all elected officials of all remote Branches/Chapters to participate in the election of the Executive;*
- (k) *Display the final list of candidates eligible for contesting in the election for each Branch and Chapter fourteen (14) days prior to the election date;*

- (l) Forward a copy of eligible candidates to the head office;*
- (m) Ensure that all members provide a proper identification and proof of membership;*
- (n) Conduct the election by secret ballot and declare the successful candidates and their positions for the ensuing term;*
- (o) Setup time for the first Executive Council meeting immediately after the Annual General Meeting when elections are held for the election of the President;*
- (p) Call and review nominations for the Executive positions of the Association;*
- (q) Be returning officers for the Election of the Executive members;*
- (r) Resolve any disputes arising from election process. Produce election report to the Executive and forward all relevant documents to the head office; and*
- (s) Conduct all elections to fill in any vacancies as it occurs during its term.*

*If you would like review The B.C. Muslim Association Constitution*

**Go to** <http://www.thebcma.com/>

- open folder labeled

➤ **Election 2013** then go to

➤ **Constitution**

The Constitution is available at the head office and/or send an e-mail to the Election Committee.

Jazak Allahu Khairan

*Shiraz Khan*

Secretary Election Committee  
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