



<i>TO</i>	All BCMA Members	<i>ARTICLE</i>	16.5
<i>FROM</i>	BCMA Election Committee	<i>PAGES</i>	3
<i>SUBJECT</i>	2023-2025 Election Process	<i>DATE</i>	6/15/2023

This document is prepared to guide the members with regards to the upcoming 2023 BCMA Elections. The Appendix A on page 2 lists the names and numbers of the BCMA branches and chapters. Please follow these guidelines and do not hesitate to contact us should you require any assistance. The procedure is geared towards an electronic process but members may choose to print and fill in by hand if they wish. If you require assistance please contact election2023@thebcma.com

- 1) **Nomination Form M37:** The nominee (person running for election) fills up his/her section of the form;
- 2) **Confidentiality Agreement Form M15:** same as (1);
- 3) **Oath of Office Form M39:** same as (1);
- 4) **Personal Profile Form M38:** same as (1);
- 5) After completing his/her section of the above four forms, the nominee forwards it to his/her first nominator/witness to complete all forms except Form M38;
- 6) The first nominator returns the form back to the nominee after completing;
- 7) The nominee forwards the returned forms to the second nominator;
- 8) The second nominator completes his/her section and returns it back to the nominee;
- 9) The nominee shall check for accuracy and ensure that ALL fields of all forms have been completed;
- 10) The nominee shall **Print to PDF** pages 8-11 of the completed forms and name the file as [Branch/Chapter number - Name of nominee]. For example, file name **24 Mohammed Ali** will be for Mohammed Ali of Abbotsford;
- 11) Email the fully completed forms to election2023@thebcma.com . The subject line of your email shall be the same as the file name e.g. **24 Mohammed Ali**. Please ensure to copy both nominators or witnesses when emailing;
- 12) Steps 10 and 11 above also applies to those who have filled out on paper rather than online. Please scan pages 8-11 in above order, name and email as described above;
- 13) The Election Committee will acknowledge your email.

Notes:

- a) There is no objection if a nominator starts the above process instead of a nominee;
- b) You will need to continue replacing with the **same** file name each time until step 10;
- c) The nomination deadline is July 30,2023 as stated at the bottom of Form M37;
- d) All completed forms shall be emailed only to election2023@thebcma.com;
- e) If you have misplaced your membership card or unsure of your member number, please email member@thebcma.com ;
- f) All membership renewals to be done online;
- g) See Appendix C for election dates.



<i>TO</i>	All BCMA Members	<i>ARTICLE</i>	16.5
<i>FROM</i>	BCMA Election Committee	<i>PAGES</i>	3
<i>SUBJECT</i>	2023-2025 Election Process	<i>DATE</i>	6/15/2023

Appendix A

Branch/Chapter Name	Number
Abbotsford Branch	24
Burnaby Branch	19
Burnaby Branch Women	29
Castlegar Chapter	42
Chilliwack Chapter	25
Kelowna Branch	22
Kelowna Branch Women	34
Nanaimo Chapter	23
Nanaimo Chapter Women	35
North Shore Chapter	18
North Shore Women	33
Penticton	38
Prince George Chapter	26
Richmond Branch	16
Richmond Branch Women	31
Surrey Delta Branch	14
Surrey Delta Branch Women	30
Surrey East Branch	17
Surrey East Women	28
Vancouver Branch	15
Vancouver Branch Women	37
Victoria Branch	20
Victoria Branch Women	32
Westshore	45



<i>TO</i>	All BCMA Members	<i>ARTICLE</i>	16.5
<i>FROM</i>	BCMA Election Committee	<i>PAGES</i>	3
<i>SUBJECT</i>	2023-2025 Election Process	<i>DATE</i>	6/15/2023

Appendix B

Election Committee Members

Chairperson **Br. Noureldaim Ahmed**

Secretary **Br. Khalid Sheergar**

Member **Br. Naushad Ahmed**

Member **Br. Sayed Ali**

Member **Br. Amer Mushtaq**

Member **Sr. Fatima B. Ali**

Member **Sr. Sufiya Dean**

Contact election2023@thebcma.com



Election 2023

Appendix C

Page 1 of 4

Date: **Jun,15, 2023**

To: **All the members of the BC Muslim Association**

From: **The BCMA Election Committee**

Re: **Election dates for both men and women**
New and renewal membership cut-off dates

PENTICTON

Election Date: September 9th from 10:00 AM to 12:00 PM for Penticton

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: August 25, 2023

CASTLEGAR

Election Date: September 9th from 3:00 PM to 5:00 PM for Castlegar

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: August 25, 2023

KELOWNA

Election Date: September 10th from 10:00 AM to 12:00 PM for Kelowna

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: August 26, 2023



PRINCE GEORGE

Election Date: September 10th from 10:00 AM to 12:00 PM for Prince George

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: August 26, 2023

WESTSHORE

Election Date: September 16th from 10:00 AM to 12:00 PM for Westshore

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: September 01, 2023

VICTORIA

Election Date: September 17th from 10:00 AM to 12:00 PM for Victoria

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: September 02, 2023

NANAIMO

Election Date: September 17th from 10:00 AM to 12:00 PM for Nanaimo

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: September 02, 2023

ABBOTSFORD

Election Date: September 24th from 1:00 AM to 3:00 PM for Abbotsford

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: September 09, 2023



CHILLIWACK

Election Date: September 24th from 10:00 AM to 12:00 PM for Chilliwack

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: September 09, 2023

SURREY-EAST

Election Date: October 1st from 10:00 AM to 1:00 PM for Surrey-East

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: September 16, 2023

SURREY-DELTA

Election Date: October 8th from 10:00 AM to 4:00 PM for Surrey-Delta

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: September 23, 2023

RICHMOND

Election Date: October 15th from 10:00 AM to 1:00 PM for Richmond

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: September 30, 2023

VANCOUVER

Election Date: October 22TH from 10:00 AM to 1:00 PM for Vancouver

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: October 07

, 2023



NORTHSHORE

Election Date: October 29th from 10:00 AM to 1:00 PM for Northshore **MEMBERSHIP RENEWAL CUT-OFF DATE**

New Member: see section 4.11(C)

Renewal Member: October 14, 2023

BURNABY

Election Date: October 29st from 10:00 AM to 1:00 PM for Burnaby

MEMBERSHIP RENEWAL CUT-OFF DATE

New Member: see section 4.11(C)

Renewal Member: October 14, 2023

Jazakum Allahu Khayran,

The BC Muslim Association

Khalid Sheergar

Secretary - *The Election Committee*



Election 2023

NOMINATION FORM

Branch/Chapter name

Number

Term: 2023-2025

THE UNDERSIGNED NOMINATE

Last Name: _____ First: _____ Middle: _____
***** Full legal name only *****

Residential Address #: _____ Street: _____ City: _____ Postal Code: _____

Phone # : (Home): _____ (Work): _____ (Cell): _____

E-mail Address: _____

DECLARATION of NOMINEE

I declare that I

- a) am practicing Sunni Muslim
- b) understand the Constitution of **THE B.C. MUSLIM ASSOCIATION** and its **PURPOSES, CREED and PREAMBLE**
- c) am a member in good standing as per **THE B.C. MUSLIM ASSOCIATION CONSTITUTION** and am eligible to be nominated as per clauses 5.5 or 12.4 and 5.6 or 12.5 and, if required, clause 7.10 and 7.11.
- d) am not an **EXECUTIVE, OFFICAL, OFFICER or MANAGEMENT** of another Muslim Organization: *If you are please provide the name of that organization:* _____
- e) am forty (40) years of age or under to meet the qualifications for **YOUTH DIRECTOR** (YOUR AGE: _____).

Signature: _____ Date: _____, 2023. Membership # _____
***** Signed in front of NOMINATORS*****

Also PERSONAL PROFILE, OATH of OFFICE and CONFIDENTIALIY AGREEMENT must be COMPLETED with this Nomination

Must be NOMINATED by two members of The B.C. Muslim Association in good standing

Last Name: _____ First: _____ Middle: _____
*****Full legal name only *****

Address : _____ City: _____

Phone # : _____ E-mail Address: _____

Signature: _____ Date: _____, 2023. Membership #: _____

Last Name: _____ First: _____ Middle: _____
***** Full legal name only*****

Address: _____ City: _____

Phone # : _____ E-mail address: _____

Signature: _____ Date: _____, 2023. Membership #: _____

Nomination open from July 2nd to July 30 th, 2023 5 PM email only to election2023@thebcma.com

ALL FIELDS must be completed BEFORE SUBMITTING. INCOMPLETE FORMS WILL NOT BE CONSIDERED

The BC Muslim Association
12300 Blundell Road
Richmond BC V6W 1B3



Telephone 6042702522
info@thebcma.com
www.thebcma.com

CONFIDENTIALITY AGREEMENT Election 2023

Upon taking OFFICE and/or serving as a BOARD/COMMITTEE member

I, _____ BCMA Member # _____
(Print Full LEGAL Name)

Agree that during my term of office in the B C Muslim Association as an Official, I shall adhere strictly to and abide by the following terms and conditions:

1. I acknowledge that I have been advised that all information and documents that I may have knowledge of or access to through my term of office with The BC Muslim Association are strictly confidential.

2. I further undertake and agree at all times to treat as confidential all information acquired through my term of office, and not to disclose same except as authorized in the course of my term of office. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of The B C Muslim Association. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information, nor will I copy, distribute, or disseminate such information, except as authorized in the course of my term of office or by law.

3. I understand that this agreement and undertaking includes:

(a) Never discussing Minutes, Letters or any other matters or any details thereof with anyone other than the Executives or Branch / Chapter officials directly concerned;

(b) Ensuring that disclosures of information are made only to persons entitled to that information;

(c) Ensuring that confidential or personal matters concerning salaried employees are not divulged or discussed unnecessarily with other members.

4. I understand and acknowledge that, as an Official of the BC Muslim Association I am required to honor and be bound by those provisions in the same manner, even after I have completed my term of office.

5. I understand that compliance with the confidentiality requirements of the BCMA is a required criterion for my term of office and that failure to comply will result in my suspension and or expulsion from THE BC Muslim Association.

6. Upon request by the BC Muslim Association, I shall forthwith hand over all documents in my possession relating to the position occupied at said time. I shall bear any and all costs related to not fulfilling this requirement.

Applicant's Signature: _____ Date: _____

Email Address: _____ Telephone: _____

Witness by: _____ Sign _____ Member # _____



OATH OF OFFICE

Please complete the following upon taking office and/or serving as a BCMA Committee or Board member.

I, _____, Membership # _____,
(Print Full LEGAL Name)

do hereby solemnly declare in the name of Allah that I will:

(i) Adhere to Islamic Principles at all times;

(ii) Discharge the duties diligently assigned to my office;

(iii) Act honestly and impartially at all times;

(iv) Not do anything in the name of the BC Muslim Association (BCMA) directly or indirectly for personal gain or to enhance the interest of my families, associates and or friends;

(v) Not associate with any apostate(s) or an apostolically movement;

(vi) Act at all times in accordance with the Constitution and By-laws of the Association;

(vii) Acknowledge that all documents acquired during my term of office belong to the BCMA and will upon request be returned forthwith. I shall bear any and all costs related to not fulfilling this requirement;

(viii) If during my term of office, BCMA is named a defendant in any legal actions I commence against it, it is clearly understood that I have immediately vacated my office and all rights and privileges associated with being a member cease until reinstated at the discretion of the BCMA.

Signed: _____

Dated : _____

Witnesses: 1. Name: _____ Sign _____ Member # _____
(Print Full LEGAL Name)

2. Name: _____ Sign _____ Member # _____
(Print Full LEGAL Name)



Election 2023
PERSONAL PROFILE FORM

Last Name

First

Middle

Email Address

Personal Profile Summary (Please summarize your profile-short 3 lines. Use back of page if necessary)

1. Skills/Knowledge:

2. Visions for BCMA/Branch/Chapter:

3. This section to BE COMPLETED if you are seeking the position as YOUTH DIRECTOR in Branch/Chapter
I am seeking the position as YOUTH DIRECTOR and I am 40 years of age or under and my vision for the YOUTH is:

Signature _____ Date _____, 2023 Member Number _____

NOMINATION FORM, PERSONAL PROFILE FORM, OATH OF OFFICE & CONFIDENTIALITY AGREEMENT to be submitted together. The Election Committee reserves the right to publicize above information to members for election purposes.