

**GUIDELINES AND PROCEDURES FOR THE 2019 GENERAL ELECTIONS  
ISLAMIC SOCIETY of GREATER HOUSTON (ISGH)**

The document provides guidelines and procedures for conducting a fair and unbiased annual election for selected members of the Board of Directors (Shura), selected Associate Directors, and all Area Representatives of the Islamic Society of Greater Houston (ISGH) based on the applicable provisions of the ISGH Constitution & Bylaws. The Election Commission shall conduct the elections in the manner stipulated in these guidelines.

**A. IMPORTANT DATES AND DEADLINES FOR 2019 ISGH ELECTIONS:**

1. June 30, 2019                      Members of ISGH who have filed their membership applications or renewed their membership before the end of June, and have paid their dues will be considered as the eligible voting members.
  
2. 3<sup>rd</sup> Sunday of July:  
    **(July 21, 2019)**                      The Board of Directors of ISGH shall select and appoint Chairman and at least four other members of the Election Commission, with an effort to have a member from each Islamic Center.
  
3. 2<sup>nd</sup> Sunday of August:  
    **(August 11, 2019)**                      A tentative list of eligible voting members is posted on the bulletin boards in the Islamic Centers (ICs) by the respective Directors and in the Main Center by the General Secretary.
  
4. **1<sup>st</sup> Sunday of September:**      The General Secretary of the ISGH provides the final list of the eligible voting members (approved by the ISGH Board of Directors) to the Chairman of the Election Commission.  
    **(September 1, 2019)**
  
5. 4<sup>th</sup> Sunday of September:  
    **(September 22, 2019)**                      The General Secretary shall provide a written approved copy of of BOARD approved referendum issues (*if any*) or changes to Constitution & Bylaws to the Election Commission.
  
6. 1<sup>st</sup> Sunday of October:  
    **(October 6, 2019)**                      The Election Commission shall announce election procedures and make the nomination forms available to all eligible voters for downloading on the ISGH website by this date.  
    [Note: Zip Code Groups are being finalized now and will be made available on ISGH Website in next couple of days. It is possible that due to certain delays in corrections and finalizations of membership data, announcement of the zip groups and numbers of reps *may get delayed*. If there is more than a couple of days delay in the zip grouping announcement, deadline for the nominations for Area Reps **ONLY** may be extended by EC. All other election schedules will remain same.]
  
7. 3<sup>rd</sup> Sunday of October:  
    **(October 20, 2019)**                      The last date for receiving the nominations for contested positions by noon (Article VII, Sec. 3A).
  
8. 1<sup>st</sup> Sunday of November:  
    **(November 3, 2019)**                      Election Commission announces preliminary list of eligible nominees.

9. 2<sup>nd</sup> Sunday of November: The last date for the withdrawal of a nomination, by 12:00 noon.  
(**November 10, 2019**) Election Commission must receive signed withdrawal request on paper, fax, or via email on or before this date/time.
10. 3<sup>rd</sup> Sunday of November: The Election Commission makes the announcement of the final  
(**November 17, 2019**) nominations at 5:00 PM and also publishes them on ISGH website
11. (**Nov. 23 & 24, 2019**): This weekend shall be used to arrange, at the discretion of the EC, Mandatory Candidate Introduction Sessions at selected ICs and/or at the ISGH Main Center. Format, rules, and schedules will be worked out by EC on as needed basis.
12. 1<sup>st</sup> Sunday of December: Early balloting at designated Islamic Centers. Timings and Islamic  
(**December 1, 2019**) Centers where Early Balloting is to be held will be announced later. Please continue to visit ISGH Website for such updates.
13. 2<sup>nd</sup> Sunday of December: Election Day balloting in the ISGH Main Center. The times for  
(**December 8, 2019**) balloting will be announced by EC in near future. Announcements of the election results shall be as soon as the counting of the ballots is completed.
14. 3<sup>rd</sup> Sunday of December: If needed, hold Run-Off Election at Main Center for  
(**December 15, 2019**) Executive Body positions and at designated Islamic Centers for other positions.
15. 1<sup>st</sup> Sunday of Jan 2020: Oath-taking Ceremony at Main Center (after Zuhr salat) AFTER  
(**January 5, 2020**) Mandatory Newly Elected Officials Orientation Session.

## **B. POSITIONS UP FOR ELECTION**

The 2019 Election Commission (“EC”) shall seek nominations for the following positions:

- |   |                         |
|---|-------------------------|
| 1. Vice President                                 | 2. Treasurer            |
| 3. Director, Northwest Zone                       | 4. Director, South Zone |
| 5. Director, Southeast Zone                       |                         |
| 6. Associate Director, North Zone – Woodlands IC  |                         |
| 7. Associate Director, North Zone – Adel Road IC  |                         |
| 8. Associate Director, North Zone – Cypress IC    |                         |
| 9. Associate Director, North Zone – Champions IC  |                         |
| 10. Associate Director, SW Zone – Mission Bend IC |                         |

11. Associate Director, SW Zone – Synott IC
12. Associate Director, SW Zone – New Territory IC
13. Associate Director, SW Zone – River Oaks IC

12. Area Representatives for all Islamic Centers of all Zones; including one each of a YOUTH and SISTER Area Reps for those Islamic Centers that have more than 10 Area Reps otherwise.

Please refer to the note about Zip Code Groups in the IMPORTANT DATES AND DEADLINES section. Total numbers of Area Reps for each IC and Zip Code Groups will be announced separately.

## **C. GENERAL INFORMATION AND RULES FOR 2019 ELECTIONS**

Following rules are paraphrased excerpts from the ISGH Constitution & Bylaws and from the Policy & procedures Manual, and are hereby provided as guidelines to facilitate the election process. In all cases of errors and/or conflicts, the actual ISGH Constitution & Bylaws shall prevail.

### **I. RULES APPLICABLE TO ELIGIBLE VOTING MEMBERS:**

1. Only eligible voting members shall be allowed to cast a vote.
2. An eligible voting member is a person whose name appears on the Shura-APPROVED 2019 ISGH Membership List as provided to the Election Commission. **It is the responsibility of each individual to check up and confirm voting eligibility.** EC can not arbitrarily add names or change zonal and/or IC affiliations. EC is making sure that all individuals have means to checkup and verify their membership status directly and that procedures are in place to rectify omissions and/or mistakes made by ISGH in processing any Membership application or documents.

### **II. RULES APPLICABLE TO THE NOMINEES:**

Please refer to the ISGH Constitution & Bylaws for details of all eligibility requirements for the positions up for election in the 2019 ISGH General Elections. Most of these requirements are in the Bylaws Article VII. Some such rules and requirements are shown below as FYI only. However, please note that the items shown by **no** means represent an all-inclusive list of eligibility requirements. Please note that in all cases, irrespective of what is contained in this document, the **actual wording and clauses of ISGH C&B shall prevail.** It is the responsibility of Nominators and Nominees to fully understand and abide by the eligibility and other requirements. Please contact the ISGH EC2019 if there are any questions and need any clarification or help.

1. An eligible voting member shall nominate another eligible voting member for one of the contested positions, on the specific form(s) provided by the Election Commission, after consulting with the nominee and obtaining his/her consent.
2. A nominee for the position of Vice President shall be a member of the ISGH in good standing for two consecutive years and shall be a citizen or permanent resident of the United States of America.
3. A nominee for the position of Vice President or Treasurer should have served or is serving at least one full two-year term as a member of ISGH Board of Directors (Shura) or as Associate Director of an IC.
4. A nominee for any one of the following positions shall be a member of ISGH in good standing for one year and shall be a citizen or permanent resident of the United States:
  - I. Treasurer
  - II. Zonal Directors
  - III. Associate Directors

5. Additionally, a Zonal Director shall be a resident of that Zone as per the Membership Roster of ISGH. A nominee for Associate Director position shall be a resident of one of the Zip Codes associated with the respective Islamic Center as per the Membership Roster of ISGH. A nominee for the position of Area Representative shall be a resident of the Zip Code (or one of the Zip Codes of the Zip Code Group), as per the ISGH Membership Database, for which he/she is contesting.
6. An individual who has served two consecutive terms on the Shura is NOT qualified for election to a third consecutive term for the same position.
7. A nominee for the Majlis-e-Shura (Board of Directors) or Associate Director should also MUST sign a statement which contains wording as excerpted below from the ISGH C&B:
  - “- Does not himself seek an elected position
  - Does not put his decisions or other people's decisions over and above the decisions of Allah in the Quran and Sunnah
  - Is obedient to Shariah
  - Does not commit major sins.”
8. Any person who has previously served, in the aggregate, five full terms on the BOARD, shall no longer be nominated or be eligible for election to any position on the ISGH Board of Directors. A person who has served more than one year of a two-year term shall be deemed to have served a full term. Calculation of the number of terms a person has served as a member of the BOARD shall be made on a retroactive basis beginning from the inception of ISGH.
9. A nominee for an Associate Director position must not have previously served, in the aggregate, three full terms as Associate Director whether in the same or different Islamic Centers. A person who has served more than one year of a two-year term shall be deemed to have served a full term. The calculation of the number of terms a person has served as Associate Director shall be made on a retroactive basis beginning from the inception of ISGH.
10. A member of the Election Commission cannot be a nominee for any position contested in the upcoming elections.
11. An employee of ISGH or of any of its subsidiaries cannot be a nominee for any position contested in the upcoming elections.
12. There are stringent rules regarding family relationships amongst the nominees and/or elected positions within ISGH. Please refer to Bylaws Article VII Section 4(A)(vi)
13. Individuals with state or federal felonious charges are NOT allowed to hold any position within ISGH (Ref: Bylaws Article VII Section 4(A)(v).
14. A nominee may withdraw his/her acceptance by submitting a written request on or before **(12:00 Noon, Sunday Nov 10, 2019)**. Such a withdrawal will be final. The Election

Commission MUST have this Withdrawal by the above deadline at the Main Center in writing or via email with time stamp of before noon.

15. All nominees for a position of the Board of Directors (Majlis-e-Shura), who accept a nomination, shall submit a short resume of their qualifications and related experience, on or before **November 19, 2019**, to the Election Commission.
16. All nominees for the position of the Board of Directors (Majlis-e-Shura) shall make themselves available if Election Commission organizes an introduction session at any of the Islamic Centers where nominees for Associate Directors and/or Area Representatives may also be introduced.
17. Mandatory orientation of all ISGH elected positions: Prior to the final list of Nominees being announced by the Elections Commission, there shall be mandatory ISGH Elections Orientation Sessions for all candidates seeking ISGH elected offices so that they can clearly understand and acknowledge the demands of time commitment expected if they are elected to that office. Those candidates who are unwilling to attend these orientation sessions may be declared unqualified by the Election Commission and their names shall not appear on the Final Nominations List or on the election ballot.
18. Mandatory orientation of all Newly Elected Officials: There shall be an Elected Officials Orientation Session after the ISGH elections but prior to taking the Oath of Office. Officials just elected at the ISGH General Elections shall not be allowed to take their respective Oath of Office unless they attend an Elected Officials Orientation Session. If they do not attend an Elected Officials Orientation Session and do not take their Oath of Office by March 31, their position shall be declared vacant.

### **III. GENERAL INFORMATION:**

1. ISGH discourages all defaming and negative campaigns. Members shall discourage, at source, “defaming and negative” campaigns.
2. All nomination letters shall be addressed to the Election Commission and received on or before **12:00 Noon, Sunday, October 20, 2019, at the ISGH Main Center at 3110 Eastside Street, Houston, Texas 77098.** If you mail the nomination papers, please make sure that you mail it early enough and affix appropriate postage to ensure receipt at ISGH Office before the deadline. The similar caution should be used to ensure that ISGH Office receives the fax in time to hand it to EC in time. The **BEST SUGGESTED** method of submitting nominations and/or withdrawals is to send via email to [EC2019@ISGH.org](mailto:EC2019@ISGH.org) and ask for a confirmation.

[Note: The Zip Code Groups have not been finalized as of the date of releasing these Guidelines. If there is more than a couple of days delay in the zip grouping announcement, deadline for the nominations for Area Reps **ONLY** maybe extended by one week. All other election schedules will remain same.]

3. Early balloting shall be held on **December 1, 2019** at selected Islamic Centers. The timings and locations will be announced by EC2019 in coming days.

4. The 2019 ISGH General Elections shall be held on **Sunday, December 8, 2019**, at the Main Center. Timings will be announced by EC2019 in coming days.
5. Eligible voting members **MUST** cast vote in person. Proxy shall **NOT** be accepted.
6. All members eligible to vote **MUST** present photo *identification*, such as driver's license, passport, student ID, etc. The identification presented must verify the identity of the voting member to the satisfaction of EC.
7. Children of eligible voting members whose names already appear on the voting list **MUST** present an *identification* showing their date of birth, (minimum age: 15 years. Identification must show DOB of **December 8, 2004** OR earlier). Any person who has attained the age of 21 years on or before June 30, 2019 is not eligible to vote as a dependent child of a member; in order to vote or run for election, they should have their own separate ISGH membership.
8. Dependent, resident (*not visiting*) parents of an eligible member whose names already appear on the voting list **MUST** be accompanied by the member at the time of balloting and must present *proper identification* as specified above.
9. Only those persons whose names are on the list of eligible voting members will be allowed to vote. However, the EC wants to make sure that no ISGH member is denied the right to participate in this election because of an error in the preparation of the voting list. Dealing with missing names is extremely difficult on actual election day(s) and is absolutely discouraged. Under most circumstances it will NOT BE ALLOWED or WILL NOT BE POSSIBLE to do so at the time of balloting.

Everyone is encouraged to check up the Membership Status well in advance of the actual balloting

If for whatever reason any potential voter has not been able to resolve the status problems then he/she SHOULD NOT go to vote during Early Balloting. Please note that on the Early Balloting day (i.e. 01 December) ABSOLUTELY NO changes to the membership data will be made.

On the General Election Day, at the ISGH Main Center, provisions will be made to accommodate those potential voters who have been dealing with membership status issues. Very specific information and proof will be required to make any adjustment to the eligible voters list. Please look for more detailed procedures to be announced by EC2019 to deal with such issues.

10. The BOARD must approve any changes or modifications to these guidelines.

#### **IV. ELECTION PROCEDURE:**

1. Election shall be conducted by secret ballots.

2. Candidates or their representatives shall *not* be allowed in the ballot casting room or anywhere else where EC declares the area to be under the EC control.
3. Any balloting material, documentation, and data will be safeguarded using all appropriate measures (like signed and sealed, etc) and shall be left in the custody of Chairman Election Commission. No partial results or trends shall be announced or communicated to anyone.
4. Results will be announced as soon as possible once the voting is completed.
5. All decisions of the Election Commission shall be made by majority vote of the members of the election commission present at the time of the decision. In all matters pertaining to the counting of the ballots and the announcement of the results, the decision of the Election Commission shall be final. All election announcements shall be made by the Chairman Election Commission.
6. In case the numerical difference in ballots cast for two candidates is less than one-half percent of the total ballot cast in that specific race, one of the candidates in that race or one of their representatives may request a higher scrutiny of results. If the ballots difference in ballots cast for two candidates is between one-half percent and One percent, then the Election Commission by a majority vote of the EC may voluntarily conduct a higher scrutiny of results. Under no circumstances will there be a detailed review if the the difference in ballots cast for two candidates is over one percent, unless the Election Commission votes by a 2/3<sup>rd</sup> majority to conduct a review.
7. The Election Commission may unanimously recommend to the BOARD to cancel the outcome of the election in whole or in part if it determines that the election was not fair due to the circumstances brought to its attention that were beyond its control.

***Note:***

**All due care has been exercised in preparing these Election Guidelines as well as the Nomination Forms and related documents that are being released by EC 2019 for use of ISGH Membership. ISGH EC 2019 reserves all rights to correct, amend, or change the contents as needed without any prior notice in order to rectify any error or mistake in preparing these documents.**

**In all cases of discrepancy or error the ISGH Constitution & Bylaws shall prevail.**