

GUIDELINES AND SCHEDULE FOR THE 2022 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.

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 2022 for use of ISGH Membership. ISGH EC 2022 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 the preparation of these documents.

In all cases of discrepancy or error the ISGH Constitution & Bylaws (as amended on 25 September 2022) shall prevail.

A: IMPORTANT DATES AND DEADLINES FOR 2022 ISGH ELECTIONS:

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| 1. June 30, 2022 | This is the Record Date. Those individuals who have filed their membership applications or renewed their membership before the end of June, and have paid their dues and approved by the Shura will be considered as the eligible voting members. |
| 2. 3rd Sunday of July:
(July 17, 2022) | The Board of Directors of ISGH shall select and appoint Chairman and at least four other members of the Election Commission, |
| 3. 2nd Sunday of August:
(August 14, 2022) | A tentative list of eligible voting members is posted on the bulletin boards in the Islamic Centers (ICs) by the respective Associate Directors (or Directors), and in the Main Center by the General Secretary. |
| 4. 1st Sunday of September:
(September 4, 2022) | 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. |

5. 4th Sunday of September: The General Secretary shall provide a written approved copy of of BOARD approved referendum issues (*if any*) and any pertinent changes to Constitution & Bylaws to the Election Commission.
(September 25, 2022)

6. 1st Sunday of October: 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.
(October 2, 2022)
[Note: Finalization of the Zip Code Groups is a tedious process which gets further complicated due to the fact that some of ISGH's esteem members do not furnish all the required information. Missing address and/or zip codes compromise the actual membership counts for various ICs and thus affect the correct number of Area Reps allotted to each IC. 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. Please continue to visit the Elections 2022 webpage on the ISGH website for latest updates]

7. 3rd Sunday of October: The last date for receiving the nominations for contested positions by noon (Article VII, Sec. 3A). Properly filled out Nomination Forms may be submitted via email to EC2022ISGH@gmail.com or a paper copy may be dropped in special locked box at the ISGH Main Office. PLEASE **DO NOT** submit duplicates of same nomination by same nominator. This may cause issues with proper processing of the Nominations and thus may result in **delays**.
(October 16, 2022)

8. 1st Sunday of November: Election Commission announces preliminary list of eligible nominees. Also, process and procedures for ISGH Members to opt in for on-line voting are finalized by ISGH and EC2022 and are made available to the Membership.
(November 6, 2022)

9. 2nd Sunday of November: The last date for the withdrawal of a nomination, by 12:00 noon. Election Commission must receive signed withdrawal request on paper, or via email on or before this date/time.
(November 13, 2022)

10. 3rd Sunday of November: The Election Commission makes the announcement of the final nominations by 5:00 PM and publishes them on ISGH website
(November 20, 2022)

Within two (2) days of the issuance of final Candidates List (i.e. by 22 November) ALL the non-Area Rep Candidates are required to submit a resume. Resumes received by this deadline will be posted

by EC2022 on the website. Any resumes received after the deadline will **NOT** be posted.

- 11. [Nov 25-Dec 01, 2022]:** These days shall be used to arrange, Mandatory Candidate Introduction Session(s) at selected ICs and/or at the ISGH Main Center, or via remote meetings options. Format, rules, and schedules will be worked out by EC in due time and announced.
- 12. 1st Sunday of December: (December 4, 2022)** Early balloting at designated Islamic Centers. Timings and Islamic Centers where Early Balloting is to be held will be announced later. Please continue to visit ISGH Website for such updates. Further, please note that, once again, there is an option for members to opt in to voting on-line on the Early Balloting Day **ONLY**. ISGH will be informing all the members about this option and how to sign up for it and the deadline by which one should submit request on ISGH Elections 2022 webpage to **choose on-line voting option**. Please continue to visit the Elections 2022 webpage on ISGH website for additional information, **deadline**, and guidance for this option as well as all other elections related updates and changes.
- 13. 2nd Sunday of December: (December 11, 2022)** Election Day balloting in the ISGH Main Center. The times for balloting will be announced by EC in near future.
- Election results (preliminary) will be announced on same day.
- 14. 3rd Sunday of December: (December 18, 2022)** If needed, hold Run-Off Election at Main Center for Executive Body positions and at designated Islamic Centers for other positions. [Note: *Alternative voting methods maybe used as mentioned above*]
- 15. 1st Sunday of Jan 2022: (January 1, 2023)** Oath-taking Ceremony of newly elected officials, after the newly elected official attend a Mandatory Orientation Session.

B. POSITIONS UP FOR ELECTION

The 2022 Election Commission (“EC”) will be seeking nominations for the following positions:

1. President
2. General Secretary
3. Director, North Zone
4. Director, Southwest Zone

6. Associate Director, Northwest Zone – Bear Creek IC
7. Associate Director, Northwest Zone – Katy IC
8. Associate Director, Northwest Zone – Spring Branch IC

9. Associate Director, South Zone – Brand Lane IC

10. Associate Director, Southeast Zone – Pearland IC
11. Associate Director, Southeast Zone – Highway 3 IC

12. Area Representatives for **all** Islamic Centers of **all** Zones;
For ICs that otherwise have more than 10 Area Reps, one each of a YOUTH and SISTER Area Reps also need to be elected for such ICs.

Please refer to the note about Zip Code Groups in the IMPORTANT DATES AND DEADLINES section. Total numbers of Area Reps for each IC are based on a formula that takes in to account total number of eligible voting members residing within each zip code in an IC. Information about number of Area Reps for each IC and Zip Code Groups will be announced separately once the missing data for the voting members has been received.

C. KEY POINTS AND IMPORTANT REMINDERS

ISGH is, Ma-Sha-ALLAH, an evolving organization due to strong and active participation of active membership and strong leadership. As such, and as befitting an evolving organization, several changes to the procedures and indeed the Bylaws of the organization are being implemented rather routinely. Below you will find a few of the key changes that have been implemented in recent years and directly affect the ISGH Elections Process.

You are all, ONCE AGAIN, reminded that any statement made or information provided in this document that is in contradiction of any provisions of ISGH Constitution and Bylaws is subject to correction and in all circumstances the ISGH C&B shall prevail.

Thus, all members, and especially any of the ISGH Members contemplating to contest any one of the positions up for elections should totally and fully familiarize themselves with the ISGH C&B. Ultimate responsibility of knowing various requirements, qualifications, limitations as well as the schedule of events is that of ISGH Members.

EC2022 stands ready to answer any questions that any ISGH Member has. Please feel free to contact us via EC2022ISGH@gmail.com

EC2022 will exclusively use the ISGH website and the ELECTIONS 2022 web page to communicate with the membership. This is the ONLY vehicle that EC will use. Each and everyone is strongly urged to make it a habit to visit this web page every single day.

Whenever you visit this web page, make particular attention to the section titled “WEBPAGE REVISIONS” as EC will attempt to note any documents revision change or any significant change to the web page in this section.

Before using any form, please make sure that you are using the latest version. EC may have to update the version of a document due to corrections or other needed changes.

The ELECTIONS 2022 web page shall be the ONLY venue for ALL EC2022 official announcements.

D. IMPORTANT BYLAWS CHANGES AFFECTING ELECTIONS

Below please find a listing of a few, and certainly NOT an exclusive list, of C&B provisions that any potential Nominator or Nominee should completely familiarize themselves with. Where possible, reference is made to the section of C&B where additional information may be found. Please get the latest version of the ISGH C&B from ISGH and make sure that you understand the applicable provisions and requirements before you nominate someone or before a potential ISGH Member accepts a nomination.

- Latest ISGH Constitution and Bylaws is as amended on 25 September 2022. This was a Bylaws section change. The Constitution section is as amended on 13 December 2021.
- Almost all the elections related rules may be found in Bylaws Article VII.
- Qualifications for various elected positions are detailed under Bylaws Article VII Section 4(A)
- There are specific restrictions about any kinship amongst elected officials of ISGH. Details are in Bylaws Article VII Section 4(A)(vi)
- Criminal history clause that has been in existence for some time now is explained under Bylaws Article VII Section 4(A)(v)
- For the non-Area Rep positions, there are term limits (Ref: Bylaws Article VII Section 4(A) iii & iv AND Bylaws Article VII Section 4(B)
- ISGH now requires attendance at MANDATORY orientation sessions; ref Bylaws Article VII Section 4(H)
- Please make sure that you understand the restriction as per Bylaws Article VII Section 4(D)

Once again, it is reiterated, that it is incumbent upon and responsibility is theirs ALONE, for all nominees and monitors to know election rules. EC stands ready to help anyone who needs any clarification or explanation.

Revision History:

10/02/2022 Ver A: Initial Document Release