ISLAMIC SOCIETY OF CENTRAL JERSEY
PROCEDURE NO. 16

PROCEDURE FOR PREPARATION & CONDUCT OF GENERAL BODY
MEETING AND ELECTIONS

A. PRE-ELECTION PROCEDURE

The Overseers shall:

1. Establish election date with the Board of Trustees by November 15 at the latest. Prepare and disseminate the Election Activities Schedule in consultation with the accountant, membership committee, seminar committee, constitution committee and the Board of Trustees. (Attachment 1)

2. Confirm that the accountant has sent a letter by Nov 15 to all on the general mailing list reminding them to pay their membership dues by December 31st at the latest, if they have not paid already.

3. Ascertaint that the Accountant and Membership Committee have verified the accuracy of the eligible voting members list and posted it on the ISCJ bulletin board latest by the first Saturday in February.

4. Do a random sampling of the membership list to verify the eligibility of the voting members.

B. THE NOMINATION PROCEDURE

The Overseers:

1. Working with the ISCJ Administrator, shall prepare and mail the "Nomination Forms" by the first Sunday in February allowing three (3) weeks time for filing nominations. (Attachment 2)

2. Shall receive the nomination, verify the mailing dates and confirm that each nominee is accepting his/her nomination.

3. With the assistance of the ISCJ Accountant, Administrator, and Committee Chairs/ Records, shall confirm the eligibility of each nominee according to the ISCJ Constitution.

4. Shall finalize nominees list and send it to the Board of Trustees with the Overseers' Report.

Revised Election Procedures[1] (Attachment F-080309)
5. Shall obtain from the nominees' their bios and advise them to limit their bios to half a page, if submitted longer than half a page, the overseers should reject it and send it back to the nominee with request to return within a week, limiting each to about half a page, and forward to the Administrator as part of the Overseers' Report to be included with the Annual Report. The Overseers shall have the discretion to use a prescribed form for the bio but are not required to do so.

6. Shall confirm the dates and times for nominee's introduction with the Saturday/ Sunday Seminar Committee Chair/s and advise the nominees of the dates and times. A minimum of one and a half hours shall be set aside for introduction and questions.

7. Shall ensure that a flyer containing dates, times and nominees names, is posted on the bulletin board at the ISCJ and the ISCJ web site at least two weeks before the first scheduled Introduction date.

8. The Seminar Committee Chair shall also announce subject dates at Saturday/Sunday Seminars and the President shall announce at Friday/ Saturday/Sunday Prayers starting at least two weeks before the first scheduled Nominees Introduction Forum date.

C. **ELECTION PREPARATION**

1. The Overseers shall prepare the Election Ballots with clear instructions for voting in accordance with an approved format (Attachment 3) and send it to the Administrator as part of Overseer's Report, for printing.

2. The Administrator shall print the ballots on special colored paper and make it available to Overseers on the day of Election, to be stamped/ initialed for issuance to eligible voting members.

3. The Overseers shall request the Administrator to make available colored Indexed cards for issuance to the voting members on the Election Day. The Overseers shall ascertain that the membership committee numbers, stamps and initials these cards before issuing to eligible voting members at the registration time.

4. The Chief Overseer or his/her designated Overseer shall confirm with the Membership Committee its presence on the Election Day with ISCJ voting membership records as of December 31 of the year prior to the Election for verification of eligibility of voting members, if necessary.
D. **ELECTION DAY PROCEDURE**

1. The Overseers shall observe implementation of the constitutional requirements for the Election Day. Quorum counts needs to be announced per the approved Bylaws for the start of the Limited or Regular General Body Meeting. (Overseers shall obtain a copy of the latest approved Bylaws for the conduct of the General Body Meeting from the ISCJ Procedures Manual.)

2. The Overseers, the membership committee and the accountant shall arrive at least an hour before the registration time stipulated in the General Body Meeting Agenda mailed to the voting membership to setup work stations for registration.

3. The Overseers shall number, stamp and initial the Election Ballot before issuing to the voting members at the registration time. The numbering of the ballots shall only be used to keep track of the ballots issued. Such numbering shall not provide any linkage or allow traceability of a ballot to the voter, so votes are kept anonymous.

4. The Overseers shall bring appropriately labeled, clear plastic election ballot box/s. The ballot box/s shall be placed at a location that is in view of the Overseers. The boxes shall be shown to the public as being empty before allowing casting of the ballots.

5. The Chief Overseer or his/her designated Overseer shall explain the Voting Ballot and the voting process before allowing casting of the ballots.

6. The Chief Overseer or his/her designated Overseer shall declare the ballot boxes open for casting votes once 5% of the General Body is registered. Also, announce that no votes would be counted or valid unless the Meeting could be declared a Regular General Body Meeting based on the requirements in the ISCJ Constitution and approved Bylaws.

7. The Chief Overseer or his/her designated Overseer shall declare the Election and Amendment Ballot boxes closed promptly at the closing time stipulated in the General Body Meeting Notification package sent to the General Body.

8. The Chief Overseer, other Overseers and additional volunteers (Non-Nominee ISCJ Voting members) shall count the votes cast the same day as the Elections. The Chief Overseer or his/her designated Overseer shall validate/ invalidate the election ballots cast following the closing of the Voting based on announced validity criteria. The Election results shall be immediately posted on the ISCJ Bulletin Board and on the Web Site. A
record of the ballots cast, validated and invalidated shall be recorded on
the form attached (Attachment # 4)

9. If there is a tie vote (two or more candidates for Board of Trustees or
Overseers getting the same number of votes), the incoming Board of
Trustees shall vote by secret ballot and the candidate receiving the
majority vote would be selected trustee/s or overseer/s. This shall be done
at the first meeting of the incoming Board of Trustees after the election.

10. The Chief Overseer or his/her designated Overseer shall convey the
results of the Elections to the President of the Board of Trustees, office
administrator and all the nominees by phone/emails as appropriate.

E. POST GENERAL ELECTIONS

1. The Overseers shall resolve any protest if filed within two weeks of the
General Body Meeting before preparing and submitting their Report on the
Elections and Amendments to the Board of Trustees within the time
specified in the Constitution.

2. The Outgoing Chief Overseer or his/her designated Overseer shall
conduct swearing-in ceremony of the new trustees and Overseers as well
as Officers of ISCJ and the BOT elected by the BOT within them as
per the Constitution. Provide a copy of the prevailing Constitution plus any
approved By-Law changes and Procedures as of the Last General Body
Meeting to the newly elected Board members and Overseers.

3. The newly elected Chief Overseer or his/her designated Overseer shall
prepare meeting schedule for Overseer participation at BOT meetings in
coordination with the BOT Secretary.

4. The Newly elected Chief Overseer or his/her designated Overseer shall
oversee proper transfer of all records from previous Officers of the ISCJ/
Board of Trustee and Overseers to the new ISCJ/Board of Trustees
Officers and Overseers within a month of the swearing-in of the new
Officers of the Board of Trustees and Overseers. This transfer of
documents shall be documented in the Board of Trustees meeting
minutes.

5. The newly elected Chief Overseer or his/her designated Overseer shall
prepare Election Schedule (See Sample format Attachment 1) and other
important milestone dates for preparation for the next year's Elections in
coordination with the Accountant/ Membership Committee/ Seminar

Revised Election Procedures[1] (Attachment F-080309) Page 4 of 13
Committee/ Constitution Committee and Board of Trustees starting in
October of the year.

E. Modification of Procedure

The modification of the procedure shall be reviewed and agreed to by the
majority of the full body of the constitution committee; it will be submitted
to the B.O.T for approval, with a copy to the Overseers; The B.O.T should
approve the modification by majority vote of the "Full Body" of the Board.
(Attachment # 5)

Definition: "Full Body"/Bodies means: The total number of the
members of the Constitution Committee, and the total number of elected
and appointed Board of Trustees"

ATTACHMENTS

Attachment 1: Sample of Activities Schedule for Annual
General Body Meeting and Elections

Attachment 2: Nomination Forms for Board of Trustees/ Overseers

Attachment 3: Election Ballots

Attachment 4: Overseer's Summary and Result of Elections

Attachment 5: Board of Trustees Voting Record on the Procedure
Activities Schedule For Annual General Body Meeting &
Elections
For Year ________

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Task Description</th>
<th>Completion Date</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Finalize Voting Members' List</td>
<td>01/31/2007</td>
<td>Accountant, Membership Committee</td>
</tr>
<tr>
<td>02</td>
<td>Initiate Nomination Process</td>
<td>02/05/2007</td>
<td>Overseers</td>
</tr>
<tr>
<td>03</td>
<td>Tentative Financial Statement</td>
<td>02/14/2007</td>
<td>Accountant</td>
</tr>
<tr>
<td>04</td>
<td>Submit Internal Audit &amp; All Of The Committees Reports</td>
<td>02/27/2007</td>
<td>Internal Auditor &amp; Committees Chairman</td>
</tr>
<tr>
<td>05</td>
<td>Submit Audited Financial Statement &amp; Audit Report</td>
<td>03/01/2007</td>
<td>Independent Auditor</td>
</tr>
<tr>
<td>06</td>
<td>Finalize Annual Reports to Gen. Body Meeting</td>
<td>03/01/2007</td>
<td>Chairman, President &amp; Treasurer</td>
</tr>
<tr>
<td>07</td>
<td>Finalize Qualified Candidates List</td>
<td>03/04/2007</td>
<td>Overseers</td>
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<tr>
<td>08</td>
<td>Printing of Reports</td>
<td>03/06/2007</td>
<td>Administrator</td>
</tr>
<tr>
<td>09</td>
<td>Mail General Body Notice &amp; Report</td>
<td>03/09/2007</td>
<td>Administrator</td>
</tr>
<tr>
<td>10</td>
<td>Introduction of Candidates</td>
<td>03/17/2007 &amp; 03/18/2007</td>
<td>Overseers</td>
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<tr>
<td>11</td>
<td>General Body Meeting and Election</td>
<td>03/25/2007</td>
<td>Overseers, Executive Committee</td>
</tr>
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<td>12</td>
<td>Finalize Election Results</td>
<td>04/08/2007</td>
<td>Overseers</td>
</tr>
<tr>
<td>12</td>
<td>Submit General Body Meeting Minutes after elections are final</td>
<td>06/08/2007</td>
<td>Executive Secretary of Previous Year</td>
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</table>
THE ISLAMIC SOCIETY OF CENTRAL JERSEY

ELECTION BALLOT (Insert date of Election: _____________)

BOARD OF TRUSTEES

• You may vote up to no more than ( ) by placing (X) in the box adjacent to Nominee's names.
• CAUTION: Voting for more than ( ) will invalidate your vote.

( )

( )

( )

( )

OVERSEERS OF THE SOCIETY

• You may vote up to no more than ( ) by placing (X) in the box adjacent to Nominee’s names.
• CAUTION: Voting for more than ( ) will invalidate your vote.

( )

( )

( )

DO NOT WRITE IN THIS SPACE
(FOR OFFICIAL USE BY OVERSEERS ONLY)
OVERSEERS SUMMARY AND RESULT OF ISCJ ELECTION
HELD ON __________________

The Overseers conducted the ISCJ General Election today _____________. The ballot boxes were opened at _____ o’clock am. The ballot boxes were closed at _____ o’clock pm.

The Overseers along with volunteers completed counting the ballots at _____ o’clock pm and the results are as follows:

Total Number of Eligible Voting Members:
Total Number of Registered Voters required for 20% Quorum:
Total Number of Voters Registered at this Election:
Total Number of Ballots Cast:
Total Number of Ballots Invalidated:

<table>
<thead>
<tr>
<th>NAME OF CANDIDATES</th>
<th>Total Number of Votes Received</th>
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<td>FOR THE BOARD OF TRUSTEES:</td>
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FOR THE BOARD OF OVERSEERS:

|                      |                               |
|                      |                               |
|                      |                               |
|                      |                               |
|                      |                               |

The following Candidates to the Board of Trustees are elected for a three (3) year term based on the votes received as noted above:

1. 

2. 

3. 

Remarks in case of Tie Vote for the Board of Trustees:

The following Candidates to the Overseers are elected for the number of respective years shown based on the ranking of the votes received as noted above:

1. ____________________________ for two (2) years

2. ____________________________ for one (1) year

Remarks in case of Tie Vote:

The attendees attest to the accuracy of the above results and affix their signatures hereto:

**Overseers Attended:**

Name | Signature
--- | ---

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Date:

**ISCI Members Attended:**

Name | Signature
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