

# **Islamic Center of the Quad Cities, Moline, IL**

## **Procedure for Electing Members of the Board of Trustees**

According to the by-laws of the Islamic Center of the Quad Cities, Moline, IL, the members of the board of trustees are elected for a six-year term by the general membership of the organization.

- I. Election Committee: The Board of Trustees will nominate a chairman for the election committee and the nominee will have to be approved by majority voice vote in a general body meeting. The chairman of the committee will not seek office and will not advocate or campaign for any candidate. The appointment of the chairman is valid for only one election and will take place no later than 60 days before the date of election. The chairman will pick two members (from those who will not run for office) to assist him/her with the election process. Election commissioner has the authority to make decisions based on ICQC by-laws and existing adopted election procedure. In the case of a disagreement one can appeal the decision as outlined below.
- II. Date of Election: First Saturday in November during even years in English calendar.
- III. Nomination form submission deadline: Four weeks prior to election.
- IV. Nomination by: Requires three signatures of eligible members of ICQC.
- V. Qualifications of Trustees shall include, sound Islamic beliefs and practices, voting privileges of ICQC for at least two consecutive years prior to election, good standing with the Muslim community and familiarity with organizational work. (ICQC By-Laws Section III)
- VI. Nominee acceptance: Requires signature on the form. Nominee must be eligible to run for trustee election as outlined in the ICQC by-laws and must be an ICQC member eligible to vote.
- VII. Voting eligibility:
  - a. Members in good standing – Membership dues paid 30 days prior to election for a new member, for members who paid dues the previous year can pay their due any time before the election. Members in good standing shall have their signed membership application form on-file with the General Secretary). At least three weeks before election ICQC will publish the list of eligible voters.
- VIII. All the nominees/nominator must get election rules in writings at the time of nomination. Any nominee who would be disqualified should get his disqualification in writings, and must be given a fair chance to correct/appeal the disqualification.
- IX. Voting Method: By secret sealed ballot. Each member will be given a ballot package that contains (a) a ballot, (b) a ballot-envelope with a line for voter name and signature, and (c) additional information if necessary. Note that the ballot will not bear any name or markings identifying the voter. For a ballot to be counted the voter should (a) mark candidate(s) of choice on the ballot, (b)

insert it in the envelope, (c) seal and sign the envelope and (d) put it in the ballot box. For those who want an absentee ballot the voter should mail the ballot- envelope inside another one deliver it to ICQC by postal or other means.

- X. **Vote Counting:** Once all the ballot envelopes are received, and voting has stopped the committee will open the ballot box in an open gathering. The committee will determine the validity of the ballot envelopes and then open each envelope to collect the ballot inside and place the ballot-envelope in a separate box in random order. At least two members of the committee will count and verify the result independently. The outcome will be announced, and if there is no objection or challenges raised by anyone present the chairman of the committee will sign the result in a prescribed result form.

### **Appeals Procedure**

1. Any appeal by the Nominee/Nominator on the disqualification must be made to the election commissioner within 48 hours of getting notification of disqualification.
2. In case the decision of the election committee is not satisfactory, nominee/nominator can appeal to the chairman of the board of trustees (BOT). Chairman will bring this to board and after due deliberation will decide based on the bylaws and majority opinion.

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**Nomination Form / Board of Trustee Election**

Deadline: (4 weeks before the date of election): \_\_\_\_\_

Name of Nominee: \_\_\_\_\_  
Please use block letters

Address: \_\_\_\_\_  
Street City State zip

Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_ - \_\_\_\_\_

e-mail: \_\_\_\_\_ or \_\_\_\_\_

We, the undersigned, as eligible member of ICQC, hereby nominate the above named individual for ICQC Board of Trustee membership.

\_\_\_\_\_  
Name: Nominator 1: (block letter please) Signature /date

\_\_\_\_\_  
Name: Nominator 1: (block letter please) Signature /date

\_\_\_\_\_  
Name: Nominator 1: (block letter please) Signature /date

I, \_\_\_\_\_  
Name (block letter please) Signature/date

hereby accept the nomination for the ICQC Board of Trustees membership. I affirm that I am a voting eligible member of ICQC.

Optional: in the space below the nominee may write a statement that can be included in the election material for general dissemination among voting members.