

Annual General Meeting (AGM) Election - Standard Operating Procedure (SOP)

References

Ref 1: [MKSI Leicester Constitution Dated 23 Nov 2008](#)

1) Introduction

The purpose of this SOP is to outline the requirements and duties of the Electoral Commissioner. Furthermore, to outline procedures for conducting elections at an AGM of MKSI Leicester in compliance with Ref 1.

This SOP also outlines procedures for conducting elections in the following scenarios which take into account the challenges posed by the COVID-19 pandemic;

- Scenario 1: Elections are held solely on MKSI Leicester premises
- Scenario 2: Elections are held solely remotely
- Scenario 3: Elections are held simultaneously with voters at both MKSI Leicester premises and remotely

2) Requirements of the Electoral Commissioner

- Selected by the Hon Secretary
- Must be a fully paid member of MKSI Leicester Jamaat
- Will not be standing for any position at the election

3) Duties and Responsibilities of the Electoral Commissioner

Elections will be held at the AGM once the Hon Secretary declares the dissolution of the outgoing committee and invites the electoral commissioner to conduct elections. At this time the Chair of the AGM is the Electoral Commissioner. Once elections are completed, the in-coming Hon Secretary has the Chair of the AGM.

Duties and Responsibilities:

- Transacting fair and impartial elections at an AGM.
- Can appoint any fully paid member(s) to assist with the execution of their duties
- Liaise with the outgoing Hon Treasurer to ensure all voters are qualified to vote, i.e., fully paid members. The outgoing Hon Treasurer must provide a full list of eligible voters **1 hour before the election takes place.**
- Liaise with the outgoing Hon Secretary to ensure any proxy votes are delivered to the Electoral Commissioner in a timely manner, 24 hours, after the Hon Secretary has checked the validity of proxy voters, i.e., Hon Secretary has
 - Received the proxy vote submission in time (48 hrs) before the AGM, and
 - Both attending-in-person voter and proxy-voter are fully paid members
- Liaise with the outgoing Hon Secretary to ensure the names of outgoing trustee's along with their date of election or appointment is provided. This is to allow the Electoral Commissioner to ensure expired trustee positions are filled at the election
- During the election, maintain the Code of Conduct as per 9F,e of Ref 1.
 - CODE of CONDUCT: The chair reserves the right to eject any member from the General Meeting who is:
 - Rude and offensive to any individual present
 - Makes false or unfounded allegations
 - Uses foul or aggressive language
 - Uses violent or aggressive behaviour, or the threat of it, against the chair or any individual present.
- Receive nominations for vacant positions during elections.
- Responsible for ensuring votes are counted fairly and double checked by at least one other fully paid member who is not an assistant to the electoral commissioner
- To have the casting vote if votes are tied
- Declare clearly the results of each position filled or not filled at the AGM for recording within AGM minutes
- To ask the general to decide on matters relating to process
- Positions that are not filled are provided for within Ref 1, 5B,v and outside the duties of the Electoral Commissioner:
 - *5B, v) If the vacant position(s) cannot be filled, then the matter is referred to the Trustees who should aim to fill the position on behalf of the President subject to provisions mentioned in 5C: Eligibility of the Committee.*

4) Overall AGM Election Procedure

In line with Ref 1:

- 1) Clause 9a: Three weeks notice given to members of an AGM
- 2) Clause 9a: At the AGM, there must be a quorum of at least 40 fully paid members
- 3) Clause 9b: Proxy votes are permitted, one proxy vote per attending voter. Both parties being fully paid members. Proxy vote must be received by the Hon Secretary 48 hours before the start time of the AGM.

- 4) Each vacant position has to be nominated and seconded by separate members. The nominated member must be in attendance to accept their nomination.
- 5) Clause 9b: Trustee's are elected first. Where term has expired to ensure 5 trustee positions are filled where possible.
- 6) Clause 9b: Followed by the election of the Management Committee to fill all 11 positions where possible;
 - i) President
 - ii) Vice President
 - iii) Honorary Secretary
 - iv) Assistant Secretary
 - v) Honorary Treasurer
 - vi) Assistant Treasurer
 - vii) Head of Programs and Audio Video Services
 - viii) Head of Economic and Investment Planning
 - ix) Maintenance, Security and Health & Safety Officer
 - x) Sub-Committee Liaison Officer
 - xi) Centre Facilities Manager
- 7) For the position of President, where there is more than one nominee, each nominee has 5 minutes to deliver their vision speech, which can outline his/her management committee team and any other matter. The manifesto can be supported by handouts / presentations. An additional 10 mins will be available to members to question the nominated president relating to their vision.
- 8) Thereafter, the incoming President, along with any other member are open to nominate members for any further vacant position when nominations open.
- 9) If there is only one nomination for a vacant position, and should they accept the nomination, the nominated person is declared as elected to the post. If there is more than one nomination then voting takes place.

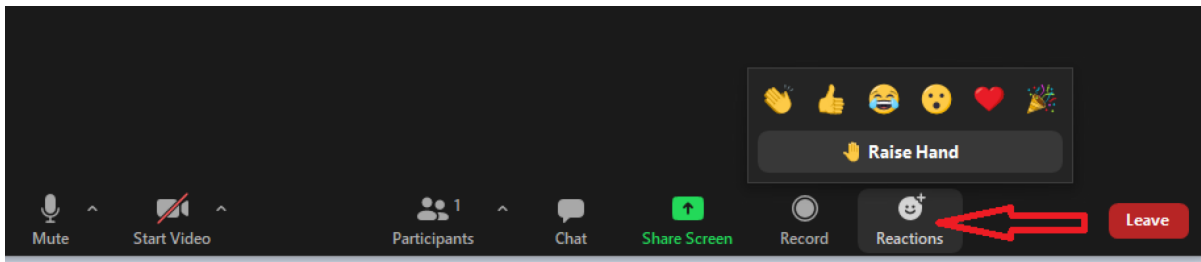
Scenario 1: Elections held solely at MKSI Leicester Premises

- As per item 4 above, Overall AGM Election Procedure
- Voting, if required, can be via secret ballot or show of hands. In the interest of time, show of hands is preferred however ultimately this is a decision that will be put to eligible members attending the AGM prior to voting.

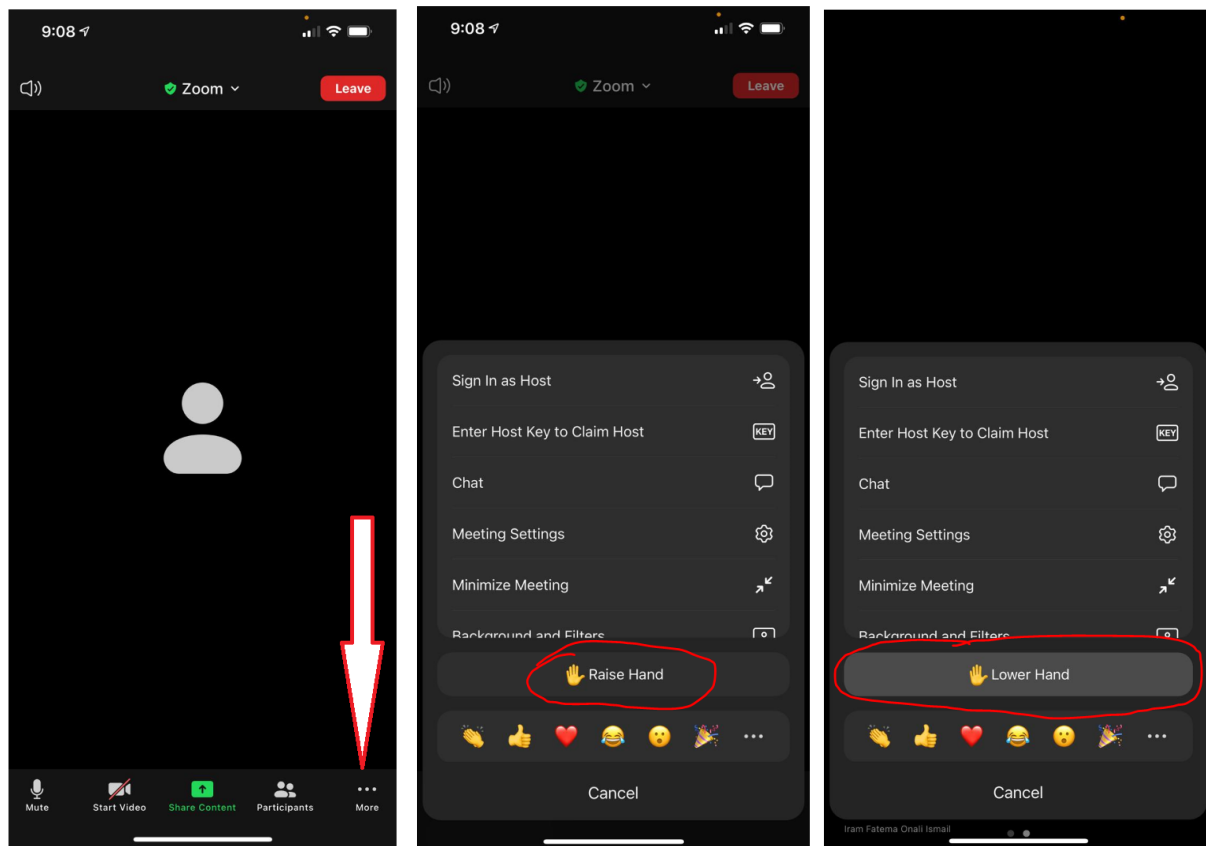
Scenario 2: Elections held solely Remotely

- As per item 4 above, Overall AGM Election Procedure
- Must be via Zoom.. The Hon Secretary must ensure Zoom subscriptions for over 100 attendees is in place
- All members must log onto Zoom using their registered MKSI Leicester member name. The Hon Treasurer, or their representative, will only admit into the AGM named individuals which correspond to the list of fully paid members and thereafter enter their name in the book of attendees on their behalf.

- Voting, if required, can;
 - only be submitted via showing of virtual hands as available on the Zoom app.



Raising / lowering hand on Desktop



Raising hand on mobile - More, Raise Hand. More, Lower Hand

- All remote members are trusted however to avoid the challenge of voter fraud, all voters must open their live video cameras during vote casting so their face can be clearly seen. This is required of all male members and optional for female members (for personal hijab reasons).
- Once nominations have closed and voting has been declared open by the electoral commissioner, voters will have at least 60 seconds to cast their vote
- Once the electoral commissioner announces that voting is closed, the electoral commissioner will request all voters to not change their vote whilst screenshots of the votes cast are taken. The electoral commissioner will then arrange for the counting of raised hands from the screenshots which will be double checked as stated in item 3) Duties of the Electoral Commissioner.

- Note: Once voting is closed and screenshots are taken, the count is final and voters will not be able to correct any mistakes made or request a re-vote owing to technical difficulties, or any other reason, at their remote location.
- The electoral commissioner reserves the right to request a re-vote should there be;
 - a technical issue with Zoom which impacts everybody, or
 - accidental removal of a voting member during the vote, or
 - a disagreement between the electoral commissioner and the member double checking the count, or
 - any other issue which impacted the integrity of the vote, or
 - a decision, by way of majority of members attending, for a re-vote.
- The electoral commissioner shall provide time to run through 2 tests of voting to ensure all can submit their votes correctly whilst at their remote location.

Scenario 3: Elections are held simultaneously with voters at both MKSI Leicester and remotely

- As per Scenario 1 above for voters physically present
- As per Scenario 2 for remote voters