



# ISLAMIC INSTITUTE OF JACKSONVILLE

## *Election Procedure for IIJAX Board of Directors*

*As of December 4, 2005*

### **A. Election of Directors by the Members:**

The timeline provided herein is to be used for the Annual elections. For the initial Board to be elected in January 2006, this timeline may be adjusted where necessary.

1. **Nominations:** In a year preceding the January in which Directors are to be elected by the Members, the ICNEF Treasurer will provide to the Election Committee by October 1<sup>st</sup> a list of Members that are expected to complete two years of membership by the coming December 31<sup>st</sup>. The Election Committee will prepare a list of candidates that are currently qualified or are expected to meet the qualifications by December 31<sup>st</sup>, and are willing to serve on the Board. This List of Member Candidates will be submitted to the Board at its **October** meeting or at a Special meeting. The Board will review this list, may delete or add names, and will approve a List of Member Nominees for election of Directors by the Member Voters next January.
2. **Publication of Nominations:** The ICNEF Secretary will contact each of the persons on the List of Member Nominees to confirm his willingness to serve as a Trustee, and to request that he provide biographical information about himself (not to exceed 100 words) as well as information about his Citizenship Status and the Country of his Birth. This information for all of the Nominees will be listed in alphabetical order by last name, and will now be referred to as the Biographical Information of the Member Nominees. This Biographical Information of the Member Nominees will be published in the November issue of the ICNEF Newsletter, or will otherwise be mailed to all the Member Voters no later than November 25<sup>th</sup>.
3. **Additional Nominations:** Member Voters will be free to submit names of additional Member Nominees in writing to the ICNEF Secretary by **December 15<sup>th</sup>**. Such nominations may be delivered personally, or by electronic mail, or by

U.S. mail. If sent by U.S. mail, they must reach the ICNEF Secretary no later than the due date.

4. **List of Candidates:** It will be the responsibility of the ICNEF Officers to ensure that the additional Member Nominees whose names have been so received from the Member Voters either meet or are expected to meet the requirements for being elected to the Board by December 31<sup>st</sup>, and are willing to serve on the Board. They will prepare a single list of Member Candidates in alphabetical order by last name of all nominees. This list of Member Candidates along with their biographical information will be used to prepare a Member Ballot, and will be published in the next **January** issue of the **ICNEF Newsletter for information of the entire Muslim community in the Jacksonville area.**
5. **List of Member Voters:** ICNEF Treasurer will prepare a List of Member Voters. This list will be printed in sequence by the Member's Last Name and will also show the names of others in the Member's household who are entitled to vote under the ICNEF By-Laws. Each Voter's name will have a sequential **Voter Number** assigned on this list. This Voter Number will be recorded on the Member Ballot Envelope (not on the Ballots) in which the marked Member Ballots are to be returned to ICNEF. This list will be readied by January 10<sup>th</sup>.
6. **Preparation of Ballots:** It will be the responsibility of the ICNEF Officers to ensure that a Member Ballot (similar to SAMPLE – 1 attached) is prepared with the names of only those Member Candidates who meet all of the qualifications for being elected to the Board as of December 31<sup>st</sup>. This Ballot will be printed on **Yellow** paper.
7. **Mailing of Ballots:** Each Member Voter will receive a single mailing (envelope) with Member Ballots for electing the ICNEF Trustees (if any), as well as the members to the Board of Directors of ICNEF Units that may be due for election by the ICNEF Members. A separate Biographical Information Sheet of candidates listed on each Member Ballot printed on the same colored paper as the Ballot will be included with the Ballots. Ballots will be printed on colored paper as follows:
  - a. **ICNEF Board of Trustees: Blue**
  - b. **ICJAX Board of Directors: Green**
  - c. **IJAX Board of Directors: Yellow**

It will be the responsibility of the Secretary of each ICNEF Unit to prepare a Member Ballot in accordance with APPENDIX-1 of its By-Laws. He will then check with the ICNEF Treasurer as to the count of Member Voters printed on the List of Member Voters, and will have sufficient copies of the Ballot printed on the appropriate colored paper. Prior to mailing, each Ballot will be embossed with the ICNEF Corporate Seal. A return envelope (marked with the Voter Number) with ICNEF mailing address and the words **“MEMBER BALLOT – DO NOT OPEN”** stamped on it will also be included in the mailing.

It will be the joint responsibility of ICNEF Secretary and that of the Secretaries of the ICNEF Units whose Ballots are being mailed, to participate in the mailing of

Member Ballots by January 10<sup>th</sup>. Each of them will also sign a **Certificate of Member Ballot Mailing** similar to SAMPLE – 5 attached.

8. **Marking of Ballots:** Each Voter may indicate his choice of the candidates by making a mark on the Ballot next to the names of as many candidates as there are positions to be filled. *If a ballot shows marks for more candidates than there are positions to be filled, the entire Ballot will be rejected.* The voters, after marking the Ballots, will seal them in the return numbered envelope received by them with the Ballots, and mail it to ICNEF, or deposit it in the Donation Box at the Islamic Center. *Original Ballots in the numbered envelopes received at the ICNEF by 5:00 PM on the date of the Annual Meeting of Members (normally held on the last Saturday of January) will be considered to have been received on time.*
9. **Duplicate Ballots:** At the Annual Meeting of the Members, before the ballots are opened, duplicate ballots will be issued to those Member Voters who are present and whose ballots have not been received by the ICNEF.
10. **Opening of Ballots:** All Member Ballot envelopes will be opened publicly during the Annual Meeting of the Members in January, regardless of whether a quorum is present or not. Candidates receiving the most number of Member Votes in accordance with the respective By-Laws for each of the open positions will be considered to have been elected.
11. **Preservation of Ballots:** The ICNEF Secretary will preserve all Member Ballots as well as the Certificate of Member Ballot Mailing for three years.

#### A. Election of Directors By Student Parents:

The timeline provided herein is to be used for the Annual elections. For the initial Board to be elected in January 2006, this timeline may be adjusted where necessary.

1. **Nominations:** Each year by October 1<sup>st</sup>, the Treasurer will provide to the Election Committee a List of Parent Voters. This list will be printed in sequence by the parent's last name and will also show the names of his children who are enrolled in each of the IJAX Constituent Educational Programs (CEPs). The Election Committee, in consultation with the respective Parent/Teacher Organizations, will prepare a list of Parent Voters that are currently qualified or are expected to meet the qualifications by December 31<sup>st</sup>, and are willing to serve on the Board. **This List of Parent Candidates for each of the Constituent Programs will be submitted to the Board at its October meeting or at a Special meeting.** The Board will review this list, may delete or add names, and will approve a List of Parent Nominees for election of Directors next January by the Parent Voters for each CEP.
2. **Publication of Nominations:** The IJAX Secretary will contact each of the persons on the List of Parent Nominees to confirm his willingness to serve as a Director, and to request that he provide biographical information about himself (not to exceed 100 words) as well as information about his Citizenship Status. This information for all of the Parent Nominees will be listed in alphabetical order

by last name, and will now be referred to as the Biographical Information of the Parent Nominees. This Biographical Information of the Parent Nominees for each CEP will be published in the November issue of the ICNEF Newsletter, or will otherwise be mailed to all the Parent Voters in the respective CEPs no later than November 25<sup>th</sup>.

3. **Additional Nominations:** Parent Voters in each CEP will be free to submit names of additional Parent Nominees in writing to the IJAX Secretary by **December 15<sup>th</sup>**. Such nominations may be delivered personally, or by electronic mail, or by U.S. mail. If sent by U.S. mail, they must reach the IJAX Secretary no later than the due date.
4. **List of Candidates:** It will be the responsibility of the IJAX Officers to ensure that the additional Parent Nominees whose names have been so received from the Parent Voters meet the requirements for being elected to the Board, and are willing to serve on the Board. They will prepare a single list of parent candidates for each CEP in alphabetical order by last name of the nominees. This list of parent candidates for each CEP along with their biographical information will be used to prepare a Parent Ballot, and will be published in the next **January** issue of the **ICNEF Newsletter for information of the entire Muslim community in the Jacksonville area.**
5. **List of Parent Voters:** IJAX Treasurer will print a List of Parent Voters (similar to the one discussed in paragraph 1 of this section above) as of December 31<sup>st</sup>. Each Voter's name will have a sequential **Voter Number** assigned on this list. This Voter Number will be recorded on the Parent Ballot Envelope (not on the Ballots) in which the marked Parent Ballots are to be returned to IJAX. This list will be readied by January 10<sup>th</sup>.
6. **Preparation of Ballots:** It will be the responsibility of the IJAX Officers to ensure that an **IJAX Parent Ballot** (similar to SAMPLE - 2 attached) is prepared for each CEP with the names of only those parent candidates who meet all of the qualifications for being elected to the Board as of December 31<sup>st</sup>.
7. **Mailing of Ballots:** Each Parent Voter will receive a single mailing (envelope) with Parent Ballots for all CEPs for which he is qualified to elect IJAX Directors. A separate Biographical Information Sheet of candidates listed on each Parent Ballot will be included with the Ballots. Ballot as well as the Biographical Information Sheet for each CEP will be printed on paper of the same color as follows:
  - a. **Weekend School** (Parent Ballot SAMPLE – 2 attached): **Pink**
  - b. **Al-Furqan Academy** (Parent Ballot SAMPLE – 3 attached): **Red**
  - c. **Qur'an School** (Parent Ballot SAMPLE – 4 attached): **Grey**

It will be the responsibility of the IJAX Secretary to print sufficient number of copies of the Parent Ballot and the Biographical Information Sheet of the candidates for each CEP as are required for mailing to the Voters listed for each CEP on the List of Parent Voters. Prior to mailing, each Ballot will be embossed with the IJAX Official Seal. A return envelope (marked with the Voter Number)

with IJAX mailing address and the words “**PARENT BALLOT – DO NOT OPEN**” stamped on it will also be included in the mailing.

It will be the responsibility of IJAX Officers to participate in the mailing of Parent Ballots by January 10<sup>th</sup>. Each of them will also sign a **Certificate of Parent Ballot Mailing** as per SAMPLE - 6 attached.

- 8. Marking of Ballots:** Each Parent Voter may indicate his choice of the candidates by making a mark on the Ballot next to the names of as many candidates as there are positions to be filled. *If a ballot shows marks for more candidates than there are positions to be filled, the entire Ballot will be rejected.* The voters, after marking the Ballots, will seal them in the return numbered envelope received by them with the Ballots, and mail it to IJAX, or deposit it in the Donation Box at the Islamic Center. *Original Ballots in the numbered envelopes received at the IJAX by 5:00 PM on January 25<sup>th</sup> or the date of the Annual Meeting of Parents (normally held on the last Sunday of January), whichever is later, will be considered to have been received on time.*
- 9. Duplicate Ballots:** At the Annual Meeting of Parents, before the ballots are opened, duplicate Member Ballots will be issued to those Parent Voters who are present and whose ballots have not been received by the IJAX.
- 10. Opening of Ballots:** All Parent Ballot envelopes will be opened publicly during the Annual Meeting of the Parents in January, regardless of whether a quorum is present or not. Candidates receiving the most number of votes for each of the open positions will be considered to have been elected.
- 11. Preservation of Ballots:** The IJAX Secretary will preserve all Parent Ballots as well as the Certificate of Parent Ballot Mailing for three years.

# ISLAMIC INSTITUTE OF JACKSONVILLE

*Election of Members to the Board of Directors*

*For the Year \_\_\_\_\_*

## **ICNEF MEMBER BALLOT**

**Number to be Elected: 5**

***Please Note:*** You may choose no more than the Number to be elected by placing an “X” next to the names of the candidates. **If you make a mark against the names of more candidates than the Number to be elected, the entire Ballot will be rejected.**

		<u>U.S. Citizenship Status</u>	<u>Country of Birth</u>
_____	Name – 1	Citizen	Pakistan
* _____	Name – 2	Citizen	U.S.
* _____	Name – 3	Permanent Resident	India
_____	Name – 4	Citizen	U.S.
* _____	Name – 5	Permanent Resident	Afghanistan
* _____	Name – 6	Citizen	Egypt
_____	Name – 7	Citizen	U.S.
* _____	Name – 8	Permanent Resident	Syria

\* Nominated by the ICNEF Board of Directors

**Names of the candidates have been listed in alphabetical order by last name. Their biographical information (not to exceed 100 words for each candidate) is attached.**

# ISLAMIC INSTITUTE OF JACKSONVILLE

*Election of Members to the Board of Directors*

*For the Year \_\_\_\_\_*

## WEEKEND SCHOOL PARENT BALLOT

**Number to be Elected: 3**

***Please Note:*** You may choose no more than the Number to be elected by placing an “X” next to the names of the candidates. **If you make a mark against the names of more candidates than the Number to be elected, the entire Ballot will be rejected.**

		<u>U.S. Citizenship Status</u>
_____	Name – 1	Citizen
* _____	Name – 2	Citizen
* _____	Name – 3	Permanent Resident
_____	Name – 4	Citizen
* _____	Name – 5	Permanent Resident

\* Nominated by the IJAX Board of Directors

**Names of the candidates have been listed in alphabetical order by last name. Their biographical information (not to exceed 100 words for each candidate) is attached.**

# ISLAMIC INSTITUTE OF JACKSONVILLE

*Election of Members to the Board of Directors*

*For the Year \_\_\_\_\_*

## AL-FUROQAN PARENT BALLOT

**Number to be Elected: 5**

***Please Note:*** You may choose no more than the Number to be elected by placing an “X” next to the names of the candidates. **If you make a mark against the names of more candidates than the Number to be elected, the entire Ballot will be rejected.**

		<u>U.S. Citizenship Status</u>
_____	Name – 1	Citizen
* _____	Name – 2	Citizen
* _____	Name – 3	Permanent Resident
_____	Name – 4	Citizen
* _____	Name – 5	Citizen
* _____	Name – 6	Citizen
_____	Name – 7	Permanent Resident
* _____	Name – 8	Citizen

\* Nominated by the IJAX Board of Directors

**Names of the candidates have been listed in alphabetical order by last name. Their biographical information (not to exceed 100 words for each candidate) is attached.**

# ISLAMIC INSTITUTE OF JACKSONVILLE

*Election of Members to the Board of Directors*

*For the Year \_\_\_\_\_*

## OUR'AN SCHOOL PARENT BALLOT

**Number to be Elected: 1**

***Please Note:*** You may choose no more than the Number to be elected by placing an “X” next to the names of the candidates. **If you make a mark against the names of more candidates than the Number to be elected, the entire Ballot will be rejected.**

		<u>U.S. Citizenship Status</u>
_____	Name – 1	Citizen
* _____	Name – 2	Citizen
_____	Name – 3	Permanent Resident

\* Nominated by the IJAX Board of Directors

**Names of the candidates have been listed in alphabetical order by last name. Their biographical information (not to exceed 100 words for each candidate) is attached.**

# ISLAMIC CENTER OF NORTHEAST FLORIDA, INC.

*Annual Election For the Year \_\_\_\_\_*

## **Certificate of Member Ballot Mailing**

**Certified that** ICNEF Member Ballots for the following Units were mailed on \_\_\_\_\_ to the voters printed on the List of Qualified Member Voters prepared by the ICNEF Treasurer in accordance with the ICNEF By-Laws.

1. Islamic Center of Northeast Florida, Inc. \_\_\_\_\_ Date \_\_\_\_\_  
Secretary (Signature)

2. Islamic Center of Jacksonville \_\_\_\_\_ Date \_\_\_\_\_  
Secretary (Signature)

3. Islamic Institute of Jacksonville \_\_\_\_\_ Date \_\_\_\_\_  
Secretary (Signature)

# ISLAMIC INSTITUTE OF JACKSONVILLE

*Annual Election For the Year \_\_\_\_\_*

## Certificate of Parent Ballot Mailing

**Certified that** Parent Ballots for the following IIJAX Constituent Education Programs were mailed on \_\_\_\_\_ to the Parent Voters printed on the List of Parent Voters prepared by the IIJAX Treasurer as of December 31, \_\_\_\_\_, in accordance with the IIJAX By-Laws.

1. \_\_\_\_\_ Date \_\_\_\_\_  
President (Signature)

2. \_\_\_\_\_ Date \_\_\_\_\_  
Vice-President (Signature)

3. \_\_\_\_\_ Date \_\_\_\_\_  
Secretary (Signature)

4. \_\_\_\_\_ Date \_\_\_\_\_  
Treasurer (Signature)