

Standing Orders

MCB

THE MUSLIM COUNCIL OF BRITAIN

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Rules of Accreditation and Affiliation

An organisation will be required to present its annual account(s) and/or annual report(s) as evidence that it has been in existence for at least one year to qualify for membership of the MCB.

Composition of General Assembly

For the Inaugural Meeting of the MCB, the Preparatory Committee shall determine which bodies satisfy the criteria for 'national' (see SO2.1 below) and 'regional' (see SO2.2 below) bodies respectively. At subsequent meetings, this shall be determined by the Central Working Committee.

SO2.1 Criteria for defining a 'national body'

An organisation is deemed to be a 'national Muslim body' if

- (a) its headquarters is located in Britain, and
- (b) its scope of activity and membership are countrywide, and
- (c) it has an established and recognised presence within the Muslim community, and
- (d) it has been operating for at least two years, and
- (e) it has a constitution and produces its annual report and/or statements of accounts (or an explanation if this documentation is not available).

SO2.2 Criteria for defining a 'regional body'

An organisation is deemed to be a 'regional Muslim body' if

- (a) its headquarters is located in Britain, and
- (b) its scope of activity and its membership cover (i) all or part of a county or a number of adjacent counties, or (ii) it is an association or council of mosques operating within a town, city or county, and
- (c) it has a constitution and provides its annual report(s) and/or statements of accounts (or an explanation if this documentation is not available).

Note: In the event that there are more than one regional organisation in a given area, the larger body in terms of the number of its affiliated bodies will be the one to have the right to (i) appoint two delegates to the General Assembly and (ii) nominate a member to the Central Working Committee.

SO2.3 Delegates to the General Assembly

If a body fails to provide notification of its delegate(s) or alternative(s) within the stipulated period, then the Election Commissioner, in the absence of a satisfactory explanation, will be empowered to reject late nominations.

SO2.3.1 Procedures for handling late notifications

An individual seeking admission as a delegate to the General Assembly, but for whom notification has not been previously received, shall be required to produce documentary evidence of appointment e.g. the relevant minute of a meeting of the body.

SO2.3.2 Suspension and removal of member bodies of the General Assembly

An affiliated body may be suspended or expelled from membership of the General Assembly if such action is recommended by the Central Working Committee at one of its duly convened meetings. The recommendation will require the affirmative vote of at least two thirds of those present and voting. No recommendation shall be made unless the affiliated body has

been given at least fourteen days' notice in advance of the meeting in writing setting out the reasons why it is proposed to initiate action to suspend or expel. Before making any recommendation, the Committee shall give the affiliated body the opportunity to make oral and/or written representations to the Committee. The recommendation to suspend or expel shall become final when the General Assembly approves it by a simply majority vote.

SO2.3.3 Criteria for limiting the size of the General Assembly

- (a) The rules of representation should be reviewed if the number of delegates exceeds 1000 and if it is felt that a larger number prevents the efficient discharge of the responsibilities of the General Assembly.
- (b) Observers may attend the General Assembly at the discretion of the Secretary General (in the case of the Inaugural Meetings, at the discretion of the Preparatory Committee) but will not have speaking or voting rights.

SO2.4 Appointment and responsibility of Chairperson(s)

The chairmanship of the meeting of the General Assembly is an honorary position for the duration of the meeting. The chairpersons shall not be office-holders of the Central Working Committee. The chairperson(s) shall be responsible for the fair and proper conduct of meetings. For the first two initial meetings of the General Assembly, the chairperson(s) shall be appointed by the Preparatory Committee. At subsequent meetings, the appointment shall be made by the Central Working Committee.

SO2.5 Audit of Membership

The Central Working Committee shall have the duty to arrange an audit of its membership every four years starting from 2003 to assure itself that each affiliated body continues to fulfill the requirements of membership upon which affiliation was granted. The audit shall be completed within three months of the date of its commencement and any recommendations arising from the audit shall be considered and implemented, if appropriate, within six months of being put before the Central Working Committee.

SO3

Composition of the Central Working Committee

Proposed size of the Central Working Committee:

Elected Members – nationally elected 25; zonally elected 12

Nominated Members – one per approved national organisation; one per approved regional organisation

Co-opted Members – A co-opted person shall serve for one term and may be reappointed.

The number of nominated and co-opted members shall not exceed the number of elected members of the Central Working Committee (i.e. if there are ten co-opted members there cannot be more than twenty-six nominated members).

SO4

Procedure for election of individuals to the Central Working Committee

SO4.1 Election administration

- (a) The Central Working Committee shall appoint an independent Election Commissioner at least six months before the next election falls due.

- (b) The Election Commissioner so appointed shall not be a sitting member of the Central Working Committee except in a co-opted capacity and shall be asked to declare, before appointment, that he/she has no intention to contest for any elected position on the Central Working committee.
- (c) The Election Commissioner shall be responsible for all arrangements, primary and incidental to the election process and to that end shall have access to the office facilities and records of the Muslim Council of Britain.
- (d) The Election Commissioner shall request all nominated candidates to submit written statement not exceeding 100 words setting out particulars, experience, aims or vision, if they so wish. This is to facilitate informed decision making in the voting process. Such statements will be made available to those who are eligible to vote in the elections of nationally elected representatives at the General Assembly meeting.

SO4.2 Procedure for choosing fifteen 'nationally elected' representatives

- (a) Member bodies shall notify the Election Commissioner of the name(s) of their appointed delegate(s) at least *six weeks* prior to a General Assembly meeting.
- (b) The Election Commissioner shall collate and circulate a List of Appointed Delegates, and nomination forms, at least *four weeks* prior to the General Assembly meeting, to each appointed delegate.

SO4.2.1 List of Appointed Delegates

Each appointed delegate may nominate upto three individuals from the List of Appointed Delegates as candidates for nationally elected representatives. The proposer will be required to confirm that the nominee has accepted his or her name to be put forward for election.

SO4.2.2 Nomination procedure

- (a) Nominations must be made using the nomination form provided and must be submitted to the Election Commissioner at least *two weeks* prior to the General Assembly meeting.
- (c) If the number of nominations is large, say greater than 100, and thus likely to lead to delays in counting, then a selection criteria will be applied so that the most frequently nominated names are given preference over the less frequently nominated names.
- (d) The list of individuals nominated as candidates shall be made available *at the outset* of a General Assembly meeting in order to provide an opportunity for the nominees to be introduced, and also to permit any late withdrawals.

SO4.2.3 Voting and counting procedure

A voting form will be printed with, say, the 100 nominated names. Next to each name will be a box and a unique identifier (say A1 to A100). Each delegate (say 800) will be given a voting form, and will be able to tick up to twenty five boxes to choose nationally elected representatives.

- i. After voting, the voting forms will be collected.
- ii. Counting officers will be appointed and each will be given a batch of voting forms.

- iii. Each counting officer will be given a printed score card which will have A1 to A100 as rows of a column. The counting officer will go through each voting form, one at a time, and keep a tally of votes per candidate on the printed score card.
- iv. The score cards from each counting officer will be collected, and a master score card prepared.
- v. The top twenty five candidates will be declared elected.
- vi. Where there is a tie for the 25th position, both will be declared elected. If there are more than two candidates in a tie for the twenty fifth position, a second ballot for the twenty fifth position will be held.
- vii. Decision of the Election Commissioner in all matters relating to election shall be binding and final.

SO4.3 Procedure for choosing twelve 'zonally elected' representatives

The United Kingdom shall be divided into twelve zones with one elected representative for each zone.

SO4.3.1 Three mandatory zones

Three of the twelve zones shall be mandatory, namely – Scotland, Wales and Northern Ireland.

SO4.3.2 Basis for delineating remaining nine zones in England

The number of zones in England will be established to ensure comparatively equitable sizes with respect to the number of organisations in each zone. The following procedure will be adopted:

SO4.3.3 Nomination procedure

- i. The list will be prepared of member organisations in England (say 630, sending 800 delegates – national & regional organisations sending more than one delegate).
- ii. If there are 630 organisations, and 9 zones, then a zone should contain about 70 organisations.
- iii. Establish the post code of each organisation.
- iv. Sort by the first part of the post code. Remove duplicates and build up a count of the number of entries e.g.

B10	4 organisations
BB1	5 organisations
BD7	4 organisations
CRO9	1 organisation
E1	2 organisations
LE67	3 organisations
MK6	1 organisation etc

- v. Using a 'post code' map, mark the number of organisations in each post code area.
- vi. Combine contiguous post code areas into a single zone, until the number of organisations in that zone reaches 70. For example, starting at the south west tip of England, and moving north east, stop when this number is reached; this then forms one zone. The zone may be adjusted to maintain local authority boundaries.

SO4.3.4 Voting and counting procedure

- (a) The list of appointed delegates that is circulated *four weeks* prior to the General Assembly meeting will indicate the zone to which each delegate belongs. An appointed delegate will be able to nominate one individual from the list of appointed delegates as a candidate for the elected representative for his or her zone, provided that the individual is not a delegate of a national body, or a branch of a national body. This individual must belong to the same zone as the proposer.
- (b) Nominations must be made using the nomination form provided and received by the Election Commissioner at least *two weeks* prior to the General Assembly meeting. The proposer will be required to confirm that the nominee has accepted his or her name to be put forward for election.
 - i. One voting slip will be prepared for each zone, containing the names of the nominated individuals for that zone and a tick box alongside each name.
 - ii. Each delegate will be given the voting slip appropriate for his or her zone, and will be able to tick only one box.
 - iii. After voting, the slips will be collected. There will be one counting officer per zone.
 - iv. The counting officer will go through each voting slip, one at a time, and keep a tally of votes per candidate on the printed score card for that zone.
 - v. The candidate with the most votes will be the elected representative for that zone. Where there is a tie, a second ballot will take place.
 - vi. Decision of the Election Commissioner in all matters relating to election shall be binding and final.

SO4.4 Directly nominated members of the CWC

- (a) Upon announcement of the nationally elected and the zonally elected representatives, the Election Commissioner shall invite the national and regional organisations to exercise their right to nominate their representatives in accordance with Article 4.2.1 (c) of the Constitution. The Election Commissioner shall read out the names of all the elected and nominated members to the Central Working Committee and the meeting of the General Assembly shall be adjourned to enable the Central Working Committee to meet to elect the office bearers.

SO4.5 Convening of the Central Working Committee

- (a) The Election Commissioner shall chair the meeting of the Central Working Committee, which will be open for any delegate to the General Assembly to attend as an observer.
- (b) At the first meeting of the Central Working Committee, the Election Commissioner will ask all members of the Central Working Committee to take the following oath – ‘May Allah bear witness that in the discharge of my duties as a member of the Central Working Committee of the Muslim Council of Britain I shall at all times seek to serve the community and work for the common good.’

Any member absent from this meeting will be required to take this oath at any subsequent meeting of the Central Working Committee at which he/she is present. The oath, in such cases, will be administered by the

Secretary General or in his absence by the Deputy Secretary General.

- (c) The Election Commissioner shall then conduct elections for the posts of the Secretary General, the Deputy Secretary General and the Treasurer first reminding members that only elected members of the Central Working Committee are eligible for elections to these offices and asking whether any person wishes not to be considered for election to any of the posts.

SO4.6 Co-option and additional office-bearers

- (a) At the first meeting of the Central Working Committee it shall be the duty of the Secretary General to seek recommendations from the members of names of persons suitable for consideration as co-opted members. In making recommendations the members shall be guided by the principle that the Central Working Committee and the office bearers of the MCB should reflect its broad based representative character, accommodating the variety of social, cultural backgrounds and outlooks of the community. The members shall also actively seek to have fair representation of the female gender amongst those recommended for cooption.
- (b) The office bearers shall meet within two weeks of the Central Working Committee to consider and finalise their recommendations of persons for co-option to membership of the Central Working Committee, bearing in mind limit on the number of persons permitted to be co-opted under Article 4.2.1.(d) of the Constitution
- (c) Having agreed the names of persons suitable for co-option, it shall be the duty of the Secretary General to inform the persons concerned and to seek their consent and to invite them to attend the next meeting of the Central Working Committee which shall be held no later than six weeks from the date of the first meeting of the Central Working Committee.
- (d) The Secretary General shall keep the Election Commissioner informed of the proposed recommendations and the date of the meeting of the Central Working Committee to which the Election Commissioner and the proposed co-optees shall be invited.
- (e) The second meeting of the Central Working Committee shall be chaired by the Election Commissioner for the part that considers and approves the appointment of co-opted members and the election of three Assistant Secretary Generals and the Assistant Treasurer as well as the election of four persons to act as Chairman/chairperson of the Central Working Committee for its two year term. Note - See SO6 for the role and responsibilities of the Chairperson of the CWC

The Election Commissioner after getting the newly appointed members and office bearers to take the oath in accordance with the terms of SO4.5 (b) shall hand over the meeting to the chairperson.

S05

The Board of Counsellors

S05.1 Appointment to the Board of Counsellors

In the first instance, the Board of Counsellors will be selected by the Preparatory Committee. Subsequently, appointments will be made by the Central Working Committee.

S05.2 The Board of Counsellors' code of conduct

- (a) The Board of Counsellors may draft a Code of Conduct after full consultation with members and which if approved by two thirds majority of the members of the Board present and voting will be binding on all the office bearers and members of the Central Working Committee.
- (b) The Board of Counsellors may receive representations from individual members or groups of members of the Central Working Committee and the Board shall keep a record of such representations and any action taken thereon.
- (c) In resolving any dispute or grievance the Board of Counsellors shall act in accordance with Islamic principles and the Rules of Natural Justice, ensuring speedy and effective disposal of the dispute or grievance.

S06

Chairman/Chairperson of the CWC

S06.1 Chairman/Chairperson of the CWC

- (a) The office of Chairman of the Central Working Committee is an honorary position for the duration of the meeting of the Central Working Committee.
- (b) The chairman of the Central Working Committee shall have the responsibility to ensure that the business of the Central Working Committee is conducted in a manner that assists the Secretary General in giving full account of his work to the Central Working Committee.
- (c) A roster drawn by agreement of the persons elected shall determine Chairmanship of each meeting of the Central Working Committee.

S06.2 Role of the Chairman of the CWC

- (a) The Chairman of the Central Working Committee shall have no executive or other function except to preside over the meetings of the Central Working Committee.
- (b) The Chairman shall have no role in the preparation of the agenda for the meetings, which will be drawn up for him by the MCB administration on the instructions of the Secretary General.
- (c) Where any motion to debate the conduct or performance of the Secretary General is to be considered by the Central Working Committee, the Chairman of the Central Working Committee shall upon due receipt of the motion from members, inform the Secretary General of the same at least three weeks in advance of the meeting and instruct him to include discussion of the motion on the agenda.
- (d) The Chairman of the Central Working Committee shall duly receive a motion for the purposes of paragraph (c) if the draft motion is in writing and sets out the particulars of concern and twenty members of the Central Working Committee have signed it requesting that it be debated.
- (e) Minutes of all the meetings of the Central Working Committee shall

require certification by the Chairman for accuracy, which he will give upon passing of the necessary resolution by the Central Working Committee.

The Secretary General shall, as set out in the Constitution, be responsible for maintaining a record of proceedings and resolutions of the Central Working Committee in a Minute book.

SO7

Affiliation Fees

SO7.1 Payment of Affiliation Fees As from 2004 the affiliation fees shall be collected on two yearly basis and those affiliates who are in arrears six weeks prior to the annual meeting of the General Assembly shall normally not have the right to participate in the meeting.

SO7.2 Fee structure

National Organisations	£ 100 per annum
Regional Organisations	£ 50 per annum
All other bodies	£ 25 per annum

SO8

Employees

SO8.1: Appointment The Central Working Committee shall have the power to employ and pay any person or persons as are required to further the Aims and Objectives of the MCB.

SO8.1: Tenure The Central Working Committee shall have the power to determine the tenure, role and conditions of service, and dismissal, of any employee.

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Documents available:

The Constitution of the mcb

Standing Orders of the mcb

Affiliation Form

MCB

THE MUSLIM COUNCIL OF BRITAIN

***A step towards greater consultation, cooperation
and coordination on Muslim affairs in the uk***