

Standing Orders



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SO 1 Criteria for defining 'national' and regional' 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,
- d. it has been operating for at least two years, and it has a constitution and produces its annual report and/or statements of accounts (or an explanation if this documentation is not available).

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 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).

SO 2 Rules for 'local/specialist body' 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 affiliation as a 'local'/specialist body'

SO 3 Audit of Membership

The National Council shall have the duty to arrange an audit of its membership every four years to assure itself that each affiliated body continues to fulfil 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 National Council.

Notes:

- National or regional affiliates are bodies with a branch or local office structure
- Regional affiliates can overlap in their geographical spread e.g. one or more council of mosques in the same region. In such instances 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 National Council.

SO 4 Appointment of Election Commissioner (EC)

- a. The National Council shall appoint an independent Election Commissioner at least six months before and election AGM is due (every two years); in exceptional circumstances the NC can reduce the time to four months.
- b. The EC so appointed shall not be a sitting member of the National Council 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 National Council.
- c. The EC 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. Decision of the EC in all matters relating to elections shall be binding and final.

SO 5 General Assembly Timetable

- a. As per Constitution article 4.1.3 (c) the Secretary General or the Election Commissioner shall provide all member bodies at least twelve weeks notification of a General Assembly meeting at which elections are held. For non election General Assembly meetings the Secretary General shall give six week notice to all affiliates.
- b. At least ten weeks prior to the AGM, the EC shall send affiliates their delegate forms for completion and require their return at least six weeks before the Election AGM.
- c. At least Four weeks prior to the AGM, the EC shall compile the 'List of Approved Delegates' which will be sent to each delegate and include nomination forms for the national and zonal election candidates. Nominations can only be made of persons on the 'List of Approved Delegates'

Notes:

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.

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.

- d. Completed nomination forms must be received by the EC at least two weeks prior to the AGM so that the EC can prepare the ballot papers for the National election and zonal elections for issue to delegates on AGM day.

Notes: 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.

SO 6 Female Participation in the General Assembly

Of the three delegates from 'national' affiliates', at least one must be female.

Of the two delegates from 'regional' affiliates, at least one is recommended to be female. If this is not possible then an exception must be sought from the Election Commissioner.

SO 7 General Assembly chairmanship and attendance

- a. 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 National Council. The chairperson(s) shall be responsible for the fair and proper conduct of meetings.
- b. As per Constitution article 4.1.1, the General Assembly is made up of delegates of affiliates that have paid their annual affiliation fees. The EC may at his or her discretion restore voting rights to an affiliate's delegate(s) that has not paid its annual affiliation fees.

- c. Observers (guests and representatives of non-affiliated bodies) may attend the General Assembly at the discretion of the Secretary General but will not have voting rights.
- d. The rules of representation may 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.

SO 8 Election of Secretary General and Deputy Secretary General

SO 8.1 Process prior to AGM day

- a. Three months prior to the AGM, the EC shall issue a call for candidates aspiring to the post of Secretary General (SG) and Deputy Secretary General (DSG).
- b. At least eight weeks prior to the AGM, candidates will be required to provide their CV, record of public service' a statement on their vision for the MCB and a statement affirming adherence to the *shahada*.
- c. All candidates must ensure that they have been selected as a delegate of an affiliate. As soon as a candidate is confirmed by the EC to be a delegate then his or her CV and other details will be published on the MCB website.

Notes:

Affiliates are sent delegate forms eight weeks prior to the AGM. As soon as a candidate is confirmed as a delegate then his or her details will be published on the MCB website. If a candidate is proposed as the delegate of more than one affiliate then the one accepted will be for the affiliate that has submitted its delegate registration earliest. Other affiliates will be informed so the delegate position can be allocated to someone else.

- d. All candidates must ensure they have been nominated for the National election.

Notes:

Delegates on the 'List of Approved Delegates' are sent the List together with nomination forms for the national and zonal elections - see SO 5 (c). These must be completed at least two weeks prior to the AGM. The candidates names must appear on the national election ballot paper prepared by the EC issued to delegates on the AGM day – see SO 5 (d)

- e. The EC will request candidates [for SG and DSG posts] (i) proof of British citizenship or indefinite leave of stay, (ii) a supporting letter from the President & Secretary of the MCB affiliate confirming the individual's membership (iii) a 'manifesto' of up to 750 words outlining their experience of service in Muslim community institutions, why they consider themselves suitable for the position of SG (or DSG) and their assessment of the challenges facing Muslims in Britain.

Subject to receipt of this information the EC will announce candidates eligible to stand 6 weeks before the AGM.

These candidates should provide the EC with evidence from a Disclosure and Barring Service check at least 5 days before the AGM. Discharged bankrupts are disqualified.

SO 8.2 Process on AGM day

- a. The SG and DSG candidates must be present.
- b. The EC will invite the candidates to respond to questions.
- c. The EC will provide delegates with five ballot sheets:
 - Ballot sheet 1: SG candidates (one tick only)
 - Ballot sheet 2: DSG candidates (one tick only)
 - Ballot sheet 3: Nationally elected Council candidates (men and women, max. 22 ticks)
 - Ballot sheet 4: Women candidates only – (max. 6 ticks)
 - Ballot sheet 5: Zonally elected Council candidates (men and women; max 1 tick; this should not be a person also ticked on Ballot sheet 3.
 - If an individual is successful on both Ballot sheet 3 (National) and ballot sheet 5 (Zonal), then he/she will be a nationally elected member and the zonally elected member will be the person with the next highest votes in that zone.
- d. Voting will be by secret ballot. The completed ballot papers will be collected and counted by individuals working under the supervision of the EC. Results of the National and Zonal elections will be announced together.
- e. In the case of a tie in the SG and DSG elections, the EC will invite the two or more candidates to make a five minute presentation to delegates, who will cast their vote for a second round.

- f. The 30 nationally elected members of the National Council will comprise:
- elected SG and DSG
 - six women obtaining most votes on the 'A' list
 - twenty-two men or women obtaining most votes on the 'G' list

SO 9 Election of the National Council – Zonal Members

- a. One voting slip [Ballot sheet 5] will be prepared for each zone, containing the names of the nominated individuals for that zone and a tick box alongside each name. Each delegate will be given the voting slip appropriate for his or her zone, and will be able to tick only one box. Voting will be by secret ballot.
- b. The EC will ensure adherence to the Constitution article 4.1.2 (h) ensuring no member body and/or its branch/branches can have more than 5 of its members elected as nationally or zonally elected members to the National Council.

SO 10 Nominated members of the National Council

Each national and regional member will nominate one person to the National Council, other than any member who may have been elected within four weeks of the date of the General Assembly meeting failing which the defaulters shall be deemed to have lost their right of nomination.

SO 11 Prior to, and at First meeting of the National Council

(a) – Prior to first NC Meeting of session

At least two weeks prior to the first NC meeting the SG will call on elected & directly nominated members to propose (i) officer bearers - Treasurer, Assistant Treasurer, x3 ASGs & (ii) co-optees to the NC.

The SG and DSG can also make their proposals.

Proposals must be provided to the SG at least one week prior to the first NC meeting for his/her consideration.

The Treasurer post can only be held by an elected member of the NC.

(b) – At First NC Meeting of session

The Election Commissioner shall chair the meeting of the National Council and ask all members to take the following oath

'May Allah bear witness that in the discharge of my duties as a member of the National Council 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 National Council 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) – Additional Office Bearers' appointment

(i) Appointment of Treasurer

The SG will make a recommendation to the NC.

The recommended individual will leave the meeting room during subsequent discussion.

A simple majority will be required to ratify the recommendation. In the absence of a simple majority, the position will remain vacant to allow for further consultation and review at a subsequent NC meeting.

(ii) Appointment of x3 ASGs - As above for 11(c)(i)

(iii) Appointment of co-optees - As above for 11(c)(i)

(iv) Appointment of Mandatory Committee Chairs - As above for 11(c)(i)

SO 12 Affiliation Fees

The annual affiliation fee is based on organisational annual turnover. The proposed bands are as follows:

| Affiliation Rate | Turnover Band |
|------------------|--|
| £100 | £100,000 or less |
| £250 | over £100,000 and up to £500,000 (max 0.25%) |
| £500 | over £500,000 and up to £1,000,000 (max 0.1%) |
| £1000 | over £1 million and up to £2.5 million (max 0.1%) |
| £2,000 | over £2.5 million and up to £5 million (max 0.08%) |
| £3,000 | over £5 million and up to £15 million (max 0.06%) |
| £5,000 | over £15 million (max 0.03%) |

SO 13 Governance and administration

- a. The MCB governance protocols will be issued to all National Council members at the start of their term and each member shall have responsibility to comply with the protocols and the code of conduct.
- b. The Finance and General Purpose Committee will comprise the Office-bearers and up to three former Treasurers of the MCB.
- c. The Assistant Treasurer should be a suitably-qualified accounting professional.
- d. The Finance & General Purpose 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 and to deliver work programmes and associated administrative work. The Finance & General Purpose Committee shall have the power to determine the tenure, role and conditions of service, and dismissal, of any employee.
- e. Appointment of advisors: Special Advisors to the MCB are appointed by the Secretary General. They are invited to Executive Committee meetings (as per Constitution article 4.3.1) but without voting rights.

“Empowering Muslim communities
towards achieving a just, cohesive
and successful British society.”



The Muslim Council of Britain

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