

In the name of Allah, the Most Gracious, the Most Merciful



2017 MCC ELECTION PRESIDENT, SECRETARY, AND TWO AT-LARGE BOARD POSITIONS

ELECTION TIMELINE

Friday, Nov. 3	Nominations Forms Available in MCC foyer or at mcc eastbay.org/elections
Saturday, Nov. 25	Nominations Due by 5 p.m, to be received by a member of the Elections Commission.
Nov. 25 to Dec. 3	Ballots mailed to voting members
Sunday, Dec. 3	Meet & Greet at Candidate's Community Town Hall at 1:30 p.m.
Tuesday, Dec. 26	Ballots Due in ballot box at MCC or via postal mail by 10 a.m.
Tuesday, Dec. 26	Election 2017 results announced via email on the MCC Newsletter after 10 p.m.

The MCC Election Commission invites MCC members to nominate motivated candidates for four Board of Directors (BOD) positions: President, General Secretary, and two at-large Board positions.

According to the MCC bylaws (mccceb.org/bylaws), each service area we serve – San Ramon/Danville/Alamo, Dublin/Livermore, and Pleasanton/Castro Valley – shall be represented on the Board by at least one member. In case the MCC Elections Commission does not receive enough nominations from a particular service area, the Commission will take appropriate steps to ensure proper service area representation.

A. CANDIDACY

This is a volunteer opportunity for a candidate to learn and to demonstrate leadership skills while helping take MCC to its next level and continue MCC's growth trajectory as a premier organization for religious, youth, and social programming in the Bay Area. Please nominate someone who is a hands-on, detail-oriented, has a community mindset, who is driven, who has initiative and who has a record of getting things done.

The Board of Directors makes important decisions and nominees must be team players. The candidate may not always agree with Board decisions, but once a decision is made, the candidate is expected to be an advocate for those decisions.

Candidates can expect to contribute an average of four hours per week. During Ramadan, Eid, and other major events at MCC, more time may be required.

To be eligible for a seat on the Board of Directors, a person must meet these criteria:

1. Be a dues-paying MCC member as of October 1, 2017 and have paid at least \$150.00 in membership fees during preceding 12 months ending October 15, 2017.
2. Be a resident in the following service areas for at least the past two years: Alamo, Castro Valley, Danville, Dublin, Livermore, Pleasanton, or San Ramon

3. Be Muslim and a U.S. citizen or a permanent resident
4. Be at least 21 years old

B. **RESPONSIBILITIES**

PRESIDENT — The President shall be responsible for day-to-day activities in the center as defined below. She/he shall:

- Preside over the meetings of the Board of Directors
- Present reports about the center's work at the general body meeting
- Co-sign with the Treasurer all the checks and drafts of over \$5K
- Institute various statutory and non-statutory committees of the center

SECRETARY — The Secretary shall be the official custodian of all operational records of the center. Specifically, he/she shall:

- Record and maintain the minutes of the meetings of the Board of Directors.
- Ensure that all operational books, reports and certificates, as required by the law, are properly kept and filed.
- Be responsible for mailing all notices of the meetings and other activities in the center.
- Be responsible for co-signing with the President all operational documents for the center.
- Maintain updated records of all members, their current mailing and email addresses and their telephone numbers.

AT-LARGE BOARD MEMBER (TWO VACANCIES) — Shall take a keen interest in at least one of these areas:

- Youth activities
- Social events
- Senior programming
- Education (religious or career)
- Women's programming
- Operations (facilities management, finance, administration, IT/website, or media infrastructure)

C. **NOMINATIONS**

Self-nominations not allowed. Please have another MCC member nominate you and a second member ratifies that nomination.

Nominations are due by **5 p.m., November 25, 2017**. You may mail a copy to MCC at 5724 W. Las Positas Blvd., #300, Pleasanton, CA 94588. Please mark the envelope confidential.

Nomination forms can be downloaded at mceastbay.org/elections. You may submit your nomination form in the ballot box in the MCC foyer or via email at elections@mceastbay.org.

Respectfully,

Sameer Hakim, Waseem Sufi and Asif Kidwai
MCC East Bay – 2017 Elections Commission Members
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