

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



2018 MCC ELECTION
FOR VICE PRESIDENT, TREASURER, AND THREE AT-LARGE DIRECTOR BOARD
POSITIONS

ELECTION TIMELINE

Monday, Nov. 5	Nominations Forms Available from MCC Elections Commission at mcc eastbay.org/elections
Monday, Nov. 19	Nominations due by 5 p.m. and also the last day to become a voting MCC member
Monday, Nov. 19	Eligible voters list generated
Wednesday, Nov. 21	Nominations approved
Monday, Nov. 26	Ballots mailed to voting members
Friday, Dec. 7	Community meet & greet at 6:45p.m. with candidates
Saturday, Dec. 15	Ballots Due at masjid in-person or via postal mail by 5 p.m. (mail ballot by Dec. 12)
Sunday, Dec. 16	Election 2018 results announced
Tuesday, Jan. 1	Newly-elected members assume responsibility

The MCC Election Commission invites MCC members to nominate motivated candidates for five Board of Directors (BOD) positions: Vice President, Treasurer, and three at-large Board positions.

According to the MCC bylaws, each of the three service area that the MCC serves – 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.

According to the MCC bylaws, a full MCC Board must have one person from each service area. Therefore, in most cases the person with the highest votes will win. However, in some cases, the MCC Election Commission may name the person with the second highest votes as the winner, if the geographic mandate in the bylaws is not met.

A. CANDIDACY

This is a volunteer opportunity for a candidate to learn and to serve the community while helping take MCC to its next level. Please nominate someone who is responsible, hands-on, detail-oriented, has community mindset, is self-motivated, takes initiative and can get 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 the following criteria:

1. Be a dues-paying MCC member as of October 1 and has paid at least \$150.00 in membership fees during the preceding 12 months ending November 19, 2018
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 by November 19, 2018
5. Cannot be a Board of Trustee member, spouse of a Board of Trustee member, or an employee/contractor of the MCC or of another masjid. If an employee or contractor chooses to run, he or she forfeits the right to compensation from MCC once he or she becomes a Board member.

B. **RESPONSIBILITIES**

VICE PRESIDENT — The Vice 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 in the absence of the President
- Along with the President, present reports about the center's work at the general body meeting
- Co-sign with the Treasurer and President all the checks and drafts of over \$5,000
- Institute various statutory and non-statutory committees of the center

TREASURER — Shall be the official custodian of all operational finances and accounts at the center, including:

- Preparation of the annual budget and the center's annual financial report including the Sunday School and other budgets, except those described herein.
- Receipt and custody of all monies and securities belonging to the center.
- Collection of membership dues and maintenance of updated financial records.
- Maintaining the center's operating bank accounts. Co-signing with the President all the operations checks and drafts of the center, as appropriate.
- Preparation of quarterly written financial statements for the center and their release to the community members. These shall be audited by a Certified Public Accountant.
- Maintain accounts related to construction, endowment, zakat, Sadaqa, and funeral.
- Asset Management for the Board of Trustees.
- The Treasurer shall designate an assistant Treasurer who will have full access to all operational finances and accounts.

AT-LARGE BOARD MEMBER (THREE 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 are not allowed. Please have another MCC member nominate you and a second member ratify that nomination.

Nominations are due by **5 p.m. on November 19, 2018**. You may mail a copy to MCC and mark the envelope confidential or drop off the nomination in the ballot box in the MCC foyer or scan and email to the nomination committee (email below).

D. **VOTING MEMBERS**

According to the MCC Bylaws, to be eligible to vote in an election, a person must meet the following criteria:

1. Be a resident in one of these three regional areas in the Tri-Valley:
 - a. Pleasanton/Castro Valley
 - b. Livermore/Dublin
 - c. San Ramon/Danville/Alamo
2. Complete a MCC membership form.
3. Be Muslim and a U.S. citizen or a permanent resident
4. Be a dues-paying MCC member and paid dues at minimum of \$150.00 between October 16, 2017 and November 19, 2018. The \$150.0 includes all donations and dues to MCC, excluding Zakat and payment for classes, workshops, talks or dinners at MCC.

Respectfully,

Maqbool Qadir, Kalam Momin and Omar Siddiqui
MCC East Bay – 2018 Elections Commission Members
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