

Adoption of SOP

The Revised SOP

Standard Operating Procedures for Electing the President of The World Federation of KSIMC

(To be adopted by the Extraordinary Conference on 11th June 2023 as a standard operating procedure for the Presidential elections of the World Federation of KSIMC)

Vision Statement:

‘The World Federation exists to achieve the pleasure of Allah SWT by developing spiritual and vibrant communities serving humanity.’

Mission Statement:

‘The World Federation enables its member institutions to promote the values and practices of the Islamic Shia Ithna Asheri Faith for the spiritual and material well being of humanity at large. **‘We Exist to Serve’**

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1. Introduction

- 1.1** The objective of this document is to provide a standard operating procedure for electing the President of the World Federation of KSIMC within the framework of the World Federation Constitution.
- 1.2** This document will take effect as a standard operating procedure only after formal adoption by the Conference. All definitions under the Constitution shall also apply to this document.
- 1.3** The World Federation constitution has explicitly provided for the involvement of the Electoral Commission in the electoral process (clause 27) and further provides the following guidelines:
 - Clause 20.1.1 the invitation to the candidates;
 - Clause 20.2 the process to be adopted once candidates have been nominated;
 - Clause 20.3 the counting of the votes and the declaration of the results and
 - Clause 20.4.3 the process if no eligible nominations have been received by the due date.

2. The Electoral Process

- 2.1** At least 100 days before the end of term of the President, the Electoral Commission will invite nominations for the post of the President.
- 2.2** The Electoral Commission will call the election on the date which will be applicable to all Regional members.
- 2.3** The Electoral Commission shall in consultation with the Regional Federations and the Executive Council select the most suitable day to conduct the Presidential elections.
- 2.4** The Electoral Commission must receive eligible nominations within 30 days from the notice inviting written nominations for candidates. Such nominations must be accompanied with a signed consent letter from the nominated candidate.
- 2.5** A Candidate for presidential elections must be Khoja Shia Ithna-Asheri Muslim and a registered member of a Constituent Member and must be nominated by any member Federation
- 2.6** If no nominations are received then the process set out in clause 20.4.3 of the World Federation constitution will take effect.
- 2.7** If only one eligible nomination is received then the Electoral Commission will declare the candidate duly elected unopposed.
- 2.8** If more than one eligible nomination is received then the Electoral Commission will activate the electoral process within 7 days after the closing date for the nominations.
- 2.9** The Members will organise elections in their respective areas on the day set and agreed by the Electoral Commission and submit the votes submitted in their areas to the Electoral Commission. As a recommended practice the election results from each member Federation should be submitted within 48 hours of the election taking place.
- 2.10** The Electoral Commission will announce the result of the election for the post of President at least 5 days before the date set for the ensuing Ordinary Conference.
- 2.11** The candidate for the post of President will give a written confirmation that he or she will resign his/her conflicting position if elected.

3. The Duties of The Electoral Commission

The duties are as set out by the constitution of the World Federation of KSIMC:

- 3.1** Clause 20.1.1 At least one hundred (100) days before the end of the term of office of the President, the Electoral Commission shall issue a notice to all members inviting written nominations within thirty (30) days of such notice for a candidate for the office of the next term of three years.
- 3.2** Clause 20.2 The Electoral Commission shall within a period of seven (7) days after the closing date for the submission of the nominations, send to members all such nominations received by them in response to the notice and ask all members to vote on the nominations. Each member Federation shall submit its votes to the Electoral Commission by approved courier at least 30 days before the end of the term of office of the President. As a recommended

practice the number of votes from all Members should be submitted within 48 hours of the elections taking place.

- 3.3** 3.3 In accordance with Clause 20.3 of the Constitution, the Executive Council of the Federation shall appoint two Executive Councillors to witness the counting of the votes. In the event that none of the appointed Executive Councillors are present to witness the counting of the votes, an extraordinary Executive Council meeting shall be convened specifically to discuss the agenda of vote counting.

The Electoral Commission will declare the candidate receiving the largest number of aggregate Electoral College points as the President-Elect of the World Federation.

- 3.4** The nominations are to be received by the Electoral Commission and for the purpose of the elections, the address of the Electoral Commission shall be that of the World Federation Secretariat.

4. The Formation and Workings of the Electoral Commission

- 4.1** The Electoral Commission will have the objective of ensuring the smooth and fair running of the electoral process, its duties set out in the Constitution, and it shall be accountable to the Executive Council with respect to the application of the electoral process set out in this document.
- 4.2** The Conference shall elect 3 [three] Commissioners who will form the Electoral Commission. The Conference shall elect 3 arbitrators who will form the Arbitrators' Committee.
- 4.3** The Electoral Commission shall prepare a set of rules for the presidential elections which shall include but not be limited to the procedures, guidelines, and requirements for conducting the elections in a fair and transparent manner and the resolution of any disputes relating to the presidential elections. The Electoral Commission shall present all such rules to the Executive Council for deliberation and approval prior to the elections.
- 4.4** The Electoral Commission will also monitor and conduct all The World Federation non-presidential elections. The Electoral Commission's duties shall end on the election of a new Electoral Commission.
- 4.5** Whilst utilising the facilities provided by The World Federation Secretariat, the Commission will at all times maintain its independence and autonomy.
- 4.6** Serving Officers including but not limited to Office Bearers, Councillors and their team members, members of staff and volunteers may be candidates and shall not be required to relinquish their posts, as the electoral process is completely independent of the Secretariat.
- 4.7** If the Electoral Commission is informed of any Election irregularities; it will then within 24 hours inform the Secretariat which in turn will inform the Executive Council within 48 hours of it being notified

- 4.8** complaints from Candidates or members regarding the electoral process will be subject to arbitration. The Arbitration will be conducted by the three elected arbitrators.

5. Elections

- 5.1** The Electoral Commission will set the date of the Election in consultation with the Regional Federations and the Executive Council. The Elections will take place in all member Federations on the date set and agreed without exception. In the event of force majeure such as a major natural disaster taking place on the selected polling day in a Constituent Member rendering it impossible to conduct the election, the Commission may allow the election date within the member Federation affected to be postponed to another day, not later than 32 days from the final day of the term of office of the President. Such confirmation must be sought from the Commission in writing.

RESOLUTION

The Extraordinary Conference of The World Federation of KSIMC held from 9th June 2023 to 11th June 2023, hereby:

- **notes** that it is necessary to revise the Standard Operating Procedures for Electing the President of The World Federation of Khoja Shia Ithna-Asheri Muslim Communities (SOP), to reflect the comments of Conference,
- **notes** that the revised version of the draft SOP (**revised SOP**) presented to it by the Constitutional Review Committee (**CRC**),
- **approves** the revised SOP subject to:
 - (a) such changes as may be required to correct manifest errors or comply with legal requirements on the advice of The World Federation's legal advisors,
 - (b) any amendments to the Constitution that are legally necessary to bring it into line with the revised SOP.

It is hereby resolved that the Conference hereby approves the SOP.

Proposed by Ali Akbar Shroff and seconded by Arif Jacksi, Muhammad Ali Merchant, Zaheerabbas Khimji, Kazim Mahdi, Mohammad Bandali, Aunali Khalfan, Mohamed Jaffer, Salim Rehmatullah, Amine Nassor and many more.

When put to vote, there was one objection and no abstentions.

The Chair gave an undertaking that if there are any legal issues with the SOP identified by The WF legal advisors, it will bring back to the Exco and potentially even to conference if required.