



Board of Trustees Election — Sunday 17th May 2026 KMWA Election Procedures and Rules of Election

1. Purpose

This document outlines the KMWA Election Procedures, Clarifications and Rules of Elections for the KMWA Board of Trustees (BOT) election to be held on Sunday 17th May 2026 to ensure they are according to the KMWA Constitution 2000 (On Webpage or see Charity Commission) in letter and spirit as well as being fully transparent.

2. Eligibility to Vote

All members eligible to vote must be on the online digital system without exception and must have completed up to date annual payments.

On the day of elections, no membership payments or renewals will be taken.

The three categories of members currently are **General Members-1** who registered via the online digital system (new members and old members), **General Members-2** who are members via historical paper applications and not yet online, and **Life Members-3**. They are all eligible to vote.

General Members-1 who were already registered online and payment is complete but have not submitted the two documents for verifications but are previous members as shown on the previous **Electoral Register List 2025 (Members Excel Sheet)** will be waived through by Chair and General Secretary to expedite the process. **The rule of two documents verification will be strictly enforced for new members.**

Members who registered through the KMWA online digital system are eligible to vote if all of the following are satisfied:

- **Application and payment completed on or before Monday 17th November 2025.** The start date for the six-month rule is the date payment was completed on the digital system. Application and payment timestamps are captured automatically in the system audit trail.
- **Application approved by the Trustees.** The online system requires a minimum of two Trustee approvals before a member is formally admitted. Where approval is delayed for administrative reasons, the start date remains the date of completed payment, provided the application is ultimately approved and not rejected.
- **Annual subscription active on the cutoff date.** The online system processes subscriptions on an automated annual basis. If an automated payment fails or is cancelled and the membership is not active on Monday 17th November 2025, the member is not eligible to vote.

General members-2 who have paper verified membership record will be upgraded to the online digital system once they been verified by Chair and General secretary and they have paid all the membership dues outstanding to bring them up to date for this year's election. They will then be online and issued with an online digital membership number and eligible to vote. **As they were already members and on the Electoral Register List 2025 (Members Excel Sheet) the rule of two documents to be shown will be waived.**



- **An Election Surgery** will be held in KMWA to help members become registered on-line. Members will be verified and helped in this by the **Chair, General Secretary** and the other two approving trustees **Majid Arshad and Rizwan Chohan** on the day but are also available before that also to help over crowding make an appointment with them.
 - Both categories of below members **must bring ID** (driving licence, passport, bill with address etc) and membership receipts (if available) to prove who they are.
 - **General Members-1** who are new members and have not uploaded their documents yet will be approved when they bring their documents to the **Election Surgery**.
 - **General Members-2** who are old paper members can pay their dues to bring their full membership up to date and they will then be registered for on-line voting. They will be checked against the **Electoral Register List 2025 (Members Excel Sheet)**. The online form still needs to be completed
 - **The on-line form [KMWA General Membership – KMWA \(www.kmwa.org.uk/register/general\)](http://www.kmwa.org.uk/register/general) has to be completed in all cases for audit trail** so please bring your payment card (cash will be accepted only in exceptional cases) and paper membership receipt for validation and cross-check.
 - **Only Card payments will be accepted on the day**. In exceptional circumstances cash maybe taken and a receipt issued.
- **The Election Surgery** will be held in KMWA on **Friday 08th May from Asr pray to Maghrib pray and Saturday 09th May after Zhor pray until Maghrib pray**. This will be the last chance to convert to the electronic on-line system for this year's elections.
- From this the **Final Electoral Register List 2026 of eligible members for voting will be published on Monday 11th May after Asr prays**.

Life members-3 will be cross checked against the **Electoral Register List 2025 (Members Excel Spreadsheet)** and automatically upgraded to the online digital system.

The **Electoral Register List 2025 (Members Excel Sheet)** maintained during the previous years will be used as the basis to verify and cross check **Life Members-3** and **General Members-2** (those members not yet online) before transferring to the online digital system. **Life Members-3** are not required to renew annually. **General Members-1** and **General Members-2** will be required to renew annually which will be done automatically once the online registration is done and a valid payment card is used for payment.

Thereafter in the future all member categories (**General Members-1 and General Members-2 and Life Time Members-3**) will be online with a full audit trail and total transparency to ease the conducting of future elections Insha'Allah. **General Members-1 and General Members-2 will then all become General Members** in subsequent years.

3. Elections

On the day of election **those eligible to vote must bring proof of a driving licence, passport, bank card or evidence to prove who they are with their address and the on-line Membership Number**. This will be verified by the **Election Officers/Commissioners**, and then one is free to vote.



A ballot paper will be issued with the names of the candidates. One may choose 4 or less from the list by ticking next to the names of your choice. The ballot paper must be placed in the secure Ballot Box for votes to be counted.

Once these elections are completed the votes will be counted by the Election Officers/Commissioners and the results announced.

After these elections the **Annual General Meeting (AGM)** will be held, and all members and none-members are invited to participate, and an update will be given as per the constitution Clause 2.1.2b to those present.

The Board of Trustees (BOT) will elect the three BOT Officers from among the 12 trustees for the roles of Chair, General secretary and Treasurer within one week of the elections. Those roles and duties are in the KMWA constitution 2000 Clause 2.2.3 for clarity.

4. Governing Documents and Clarifications

- **The KMWA Constitution 2000** which is on the KMWA Website and with the Charity Commission is the overriding document to govern the elections and the roles and duties of the Board of Trustees (BOT) Clauses 2.2, 2.2.1, 2.2.2 and 2.2.3
- **KMWA Election Procedure and Rules of Elections document** (This document) is to aid further clarification of the process.
- **Election Register List 2025 (Members Excel Sheet)**

By the date of the election, a member must have completed six months of continuous active membership calculated from the date their application and payment were both completed, and their membership must have been approved by at least two Trustees.

Within a family unit registered under a single head-of-family membership, only the registered member may vote. However adult male household members above 16 years of age who wish to vote in their own right must hold their own separate approved and paid-up membership.

5. Key Dates

- **Election date:** Sunday 17 May 2026 Time: 12:00 – 17:00
- **Six-month cutoff date (181 days prior):** Monday 17 November 2025 — membership must have been active and paid on or before this date
- **Deadline for Trustees approval of eligible pending applications:** Saturday 9th May 2026
- **Election Surgery to facilitate on-line membership:** Friday 8th May Asr-Maghrib and Saturday 9th May Zhor- Maghrib
- **Nominations for those standing in election deadline:** Sunday 10th May 2026 Maghrib pray
- **Election Register List of Members list to be displayed:** Monday 11th May 2026. Normally at least 14 days before the election, per Clause 2.2.1(d) is required. But the **Final Election Register list 2026** will be delayed due to the on-going work in converting members to online as outlined above. This will be displayed and announced.
- **AGM date:** Sunday 17th May 2026. Time: 17:30 – 19:00



6. Nomination form for those standing in Election

The nomination form must be completed and those standing for election must be familiar with the KMWA constitution and in particular Clauses 2.2(f), 2.2.2

The Nomination form will be displayed and announced along with the **KMWA Election Procedure and Rules of Elections document**.

The completed nomination form should be completed and given to Chair or General Secretary or the Election Officers by hand or by email at info@kmwa.org.uk

Over and above the key responsibilities and skill set. The nominees must be prepared to give time, bring commitment and a can-do attitude.

Key Responsibilities of Nominees:

- Governance and Oversight: Guide KMWA's strategic direction, ensuring it complies with regulatory and legal obligations.
- Financial Stewardship: Oversee finances, ensuring resources are effectively managed and sustainability is prioritised.
- Community Engagement: Actively participate in events, represent KMWA to external stakeholders, and promote community cohesion.
- Policy Development: Contribute to policy creation that reflects the needs of the Muslim community and aligns with KMWA's values.
- Team Collaboration: Collaborate with the existing trustees as a team to fulfil KMWA's vision and mission. Serve as an advocate for team spirit, community unity, and collective progress.
- Existing Masjid oversight, maintenance, meet statutory requirements and operational excellence to satisfy the needs of the community
- New Masjid Oversight, Completion and accountability of works and fundraising to resume construction.

7. Election Commissioners / Officers

This year the Election Officers are **Mr Faheem Anwar** and **Mr Mohammed Shaffi**. They are independent and full fill the criteria set out in the KMWA constitution Clause 2.2(g)

8. Disputes and Complaints

Any member who wishes to challenge an entry or omission on the voter roll, or who wishes to raise a concern about the application of this policy, should contact KMWA in writing.

Complaints should be sent to both of the following,

- **Chairman:** Ajaib — ajaib@kmwa.org.uk
- **Secretary General:** Irfan — irfan@kmwa.org.uk

Complaints raised after the **Final Election Register list 2026** is displayed on **Monday 11th May 2026** should be lodged without delay to allow resolution before the election day.