



السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

Asalamu Alaykum Wa Rahmatullahi Wa Barakatuhu

The time has come again for the Islamic Society of Baltimore's Council Election. This is an important opportunity for our community to come together and select individuals who will guide us graciously with integrity, dedication and service. As we engage in this process, we are reminded of the great responsibility that comes with leadership

The Prophet Muhammad (ﷺ) said, **"Every one of you is a shepherd and is responsible for his flock."** (*Sahih Bukhari 7138*). Serving our community and taking on leadership roles is an amanah (trust) from Allah, and it is a privilege to contribute to the growth and well-being of our beloved masjid. The council plays a crucial role in shaping the direction and growth of ISB and by being involved in the process you are ensuring a brighter future for ISB.

As part of ISB's council election process, there are two key figures: **the nominator and the nominee**. The nominator is responsible for selecting and nominating a potential candidate for a council position, ensuring the nominee is eligible. Once nominated, the individual has the right to withdraw or politely decline the nomination. If they accept, they move forward in the election process. The procedure ensures that all candidates are willing to serve and that the election runs smoothly, with fair participation from the community.

As a **nominator**, you have recommended someone you believe is capable of contributing to our community in a positive light. However, please note that you are responsible for ensuring that the individual you recommend is aware of the election process and the expectations that may come with the council position which is outlined in the ISB Constitution (isb.org/constitution)

As a **nominee**, you are being considered for a leadership position that will require your commitment to the values and mission of ISB and demonstrate a commitment to the organization's mission.

We look forward to seeing the great work you will do for the ISB. Together, inshaAllah we will continue to strengthen our masjid and support one another in fostering a supportive, united community

Sincerely,
The ISB Election Committee



Election Timeline of Events

January 31, 2025	Record date for establishing eligibility for voting
February 9, 2025	Posting of final list of members with voting privileges
February 5- 25, 2025	Proposed nominations must be submitted no earlier than February 5th at 9:00AM and no later than February 25th at 9:00PM.
March 1, 2025	Tentative list of nominees will be prepared, announced and posted by the Election Committee at 9:00PM.
March 5th, 2025	Prospective nominees may withdraw their names on or before March 5th at 9:00PM.
March 15, 2025	Final list of nominees will be posted by the Election Committee
April 13, 2025	<i>Meet The Candidates</i> - Candidate introductions (Timing TBD)
April 20th, 2025	ISB General Body Meeting and ISB Elections
June 1, 2025	New Council will assume office.



QUALIFICATIONS OF THE COUNCIL MEMBER

Please read the following requirements carefully and initial	Initial
I am an adult who is at least eighteen (18) years of age.	
I am a U.S. citizen, or permanent resident, and a resident of the Baltimore Washington Metropolitan area	
I am a regular voting member of the ISB for at least two accumulated years.	
I shall be able to work for the ISB voluntarily for a minimum of 7–14 hours a week.	
I conduct my personal life in an Islamic manner and I take Islam as a way of life	
I do attend or shall make a positive effort to attend congregational prayers at ISB.	
I shall not create Fitnah (trouble) and confusion in the society.	
I have not been suspended, terminated, and/or forcibly removed from an ISB Board or Council within the last (5) five years.	
I am not and shall not be serving any other political organization in a leadership capacity.	
I do not and shall not have any financial or business conflicts of interest and shall agree and abide by the ISB Confidentiality & Non-Disclosure agreement.	
I have not been charged or convicted of a non-traffic criminal felony & misdemeanor within the last 10 years.	
<i>If nominated for Finance/Treasurer: Must have a minimum of five years of working experience in finance, accounting, or bookkeeping (more info at isb.org/constitution)</i>	
<i>If nominated for Secretary of Education: Must have a minimum of a bachelor’s degree from the U.S. (preferably in Education or related field) or a minimum of three years of work experience in secular or Islamic education (more info at isb.org/constitution)</i>	

I have read and initialed the above qualifications and submit this form with the attached nomination form and written statement as a candidate for the ISB Council Election:

Name of the Nominee: _____

Signature of the Nominee: _____



NOMINATION FORM FOR ISB COUNCIL

ELECTION YEAR: 2025 CE / 1446 AH

NOMINATION DEADLINE: FEBRUARY 25, 2025 - 9:00PM

WITHDRAWAL DEADLINE: MARCH 10, 2025 - 9:00PM

Section to be filled by first nominator:

Name of Nominee:

I, am a Regular voting member of ISB.

I nominate as a candidate for elections for the ISB COUNCIL

Signature: Phone/Email Date:

Section to be filled by second nominator:

I, am a Regular voting member **AND**
I second the above nomination for the ISB COUNCIL.

Signature: Phone/Email Date:

Section to be filled by nominee

I, am a US Citizen/ Permanent Resident and a Regular voting member of the Islamic Society of Baltimore. I accept the above nomination to be a candidate for elections for the ISB COUNCIL. If elected, I shall serve on the ISB COUNCIL with the best of my abilities and shall abide by the ISB Constitution and its By-Laws.

Signature: Phone/Email Date:

Election Committee ONLY

Nomination Received by: Date: Time: AM/ PM

APPROVED

REJECTED

WITHDRAWN

Notes/Reason for Rejection:

Signature: Date:

Chair of the ISB Election Committee



CONFIDENTIALITY & NON-DISCLOSURE POLICY

Confidentiality is the preservation of privileged information. By necessity, personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the organization; and other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individuals through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with those individuals and make it difficult to help the organization.

As a condition of my appointment as a Board Member or Volunteer (or my appointment being continued) by Islamic Society of Baltimore, a Maryland corporation, or any of its current or future subsidiaries, affiliates, successors or assigns (collectively, the "ISB"), I agree to the following:

1. Confidential Information

(a) Exclusive Property of ISB. At all times during and after the date hereof, Volunteer shall keep in confidence and trust all information which may have been communicated to, acquired, or learned by Volunteer in the course of or as a result of his/her appointment with the ISB. Volunteer affirms that Confidential Information is the exclusive property of the ISB, and that the ISB has proprietary interest in such Confidential Information. For purposes of this Agreement, the term "Confidential Information" shall mean any and all information of any nature and in any form, including but not limited to, the ISB's existing, future and contemplated: (i) products, funds, and services; (ii) purchasing, accounting; (iii) development data, and/or methodologies; (iv) membership, customer, donor, volunteer and/or employee records, information, lists and files; (v) policies and/or business strategy including information obtained by Volunteer in his/her appointment capacity with the ISB; (vi) samples and/or materials submitted to Volunteer by the ISB; and (vii) any and all directly and indirectly related records, documents, specifications, data, and/or other information with respect thereto. Volunteer acknowledges that such Confidential Information is confidential and proprietary.

(b) Unauthorized Use or Disclosure Prohibited. Volunteer agrees: (i) to use the Confidential Information solely for the purpose of performing his/her duties on behalf of the ISB and for no other purpose whatsoever; (ii) not to, directly or indirectly, at any time during or after



his/her appointment by the ISB, disclose the Confidential Information to any other Person (except to the ISB's officers in connection with his/her duties on behalf of the ISB) or use or otherwise exploit the Confidential Information to the benefit of the Volunteer or any other Person or to the detriment of the ISB; and (iii) not to lecture on or publish articles with respect to the Confidential Information.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal and/or termination of all membership with the Islamic Society of Baltimore and its entities.

(c) Foundation's Retention of Records. Volunteer agrees to only transmit any electronic documents, files, media and/or communications strictly over the organizations provided secure electronic messaging platform during Volunteer's appointment relationship with the ISB. Upon the termination of Volunteer's appointment relationship with the ISB, Volunteer hereby agrees to return all originals and copies of Records upon demand by the ISB during the appointment relationship.

2. Conflicts of Interest

Volunteer acknowledges and agrees that he/she shall not use, copy, distribute, install or download any of the ISB's documents or computer files or use any of the ISB's equipment for personal use, gain or profit or for use, gain or profit by any other Person, without the express written consent of the ISB. Volunteer further agrees that any work, product or service that the ISB is capable of performing or providing will not be performed or provided by Volunteer, outside his/her duties and responsibilities to the ISB, without the express written consent of the ISB.

3. Solicitation of Employees, Consultants and Other Parties

Volunteer acknowledges that during the term of the Relationship, and for a period of twelve (12) months immediately following the termination of the Relationship for any reason, whether with or without cause, Volunteer shall not, directly or indirectly, solicit, induce, recruit or encourage any of the ISB's employees, consultants and Other Parties to terminate their relationship with the ISB, or attempt to solicit, induce, recruit, encourage or take away employees or consultants of the ISB, for any other person or entity. Volunteer further shall



not negatively influence any of the ISB's clients, licensors, licensees or customers from purchasing ISB products or services or solicit or influence or attempt to influence any client, licensor, licensee, customer or other person either directly or indirectly, to direct any purchase of products and/or services to any person, firm, corporation, institution or other entity in competition with the business of the ISB.

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and all of which together shall constitute one and the same agreement.

Certification

I understand Islamic Society of Baltimore's policy on confidentiality and have read the Statement of Confidentiality & Non-Disclosure presented above. I agree to abide by the requirements of the policy and inform the President immediately if I become aware or believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy may lead to disciplinary action, up to and including termination of my services and membership with the Islamic Society of Baltimore.

Indemnification: I agree to indemnify, hold harmless and defend, to the fullest extent permitted by law, ISB, its directors, officers, employees, volunteers, agents, administrators, insurers, successors and assigns from and against any and all demands, claims, liabilities, suits, causes of action, judgments, damages, losses, penalties, and/or expenses of any kind or nature whatsoever, including attorneys' fees, arising, directly or indirectly, from or resulting, directly or indirectly, from my performance of services hereunder, however caused.

Name: _____

Signature: _____

Date: _____



ISB Background Check Consent Form

If you pursue this leadership position and are considered for the Islamic Society of Baltimore (ISB) Council, you will be required to submit a background check (needing to be completed between March 1st and March 12th, 2025). Please be aware that any issues arising from the background check results will lead to immediate disqualification from the election process.

Note: There is a reimbursable fee of \$55 to complete the background check. Please ensure that this is completed by the date stated above.

By signing this consent form, you are acknowledging and agreeing to the terms and conditions outlined above, including the submission of the background check and the potential consequences of any disqualifying results.

Signature of Nominee: _____

Date: _____



Contents/Checklist:

Please ensure that all the following documents are included in your submission with the checklist below:

Incomplete submissions will not be considered.

Qualifications Form	
Nominee Form	
Nominator Written Statement	
Confidentiality & Non Disclosure Policy	
ISB Background Check Consent Form	
If nominated for Treasurer/Secretary of Education upload additional documentation validating your experience in the respective field (I.E. degree/certification, CV and/or narrative explaining your background	