



MUSLIM COMMUNITY ASSOCIATION

The Muslim Community Association of San Francisco Bay Area

3003 Scott Blvd, Santa Clara, CA 95054

www.mcabayarea.org

August 23, 2018

Absentee Ballot Voting For Hijri Year 1440 (2018-2019)

Background:

The absentee ballot is discussed in the MCA Constitution, Article XII, Section 11. Absentee ballots for unavoidable circumstances are available to registered MCA members eligible to vote and are unable to go to the MCA (polling place) on the Election Days:

- **Friday, September 28, 7:30 -10:30 PM.**
- **Saturday September 29, 11:00 AM - 2:30 PM.**
- **Sunday September 30, 10:00 AM - 1:30 PM.**

Procedure for requesting an absentee ballot:

1. The absentee ballots can only be requested in writing and addressed to Election Committee only if an MCA member eligible to vote is:
 - a. Traveling outside the area OR
 - b. Sick and unable to vote in person OR
 - c. Working as part of your regular working hours during all the available voting days/times listed above.
2. Each absentee ballot must be individually requested in written format and state your reason to the election committee. The absentee ballot written request must include the following:
 - a. Include a copy of a standard form of photo identification, such as State of California issued Driver's License, California ID, US Green Card and/or Passport.
 - b. Make sure that your request is signed and dated.
 - c. Include your Postal address, email address and/or Phone number.
 - d. Indicate if you would prefer to receive an absentee ballot by postal mail or email.
3. An Absentee ballot request can be tendered via following methods. In all cases it must be received before **9:00 PM on September 11, 2018:**
 - a. Hand-carry to one of the Election Committee members. To use this method, please email election@mcabayarea.org to arrange a drop-off at least 2 days prior to deadline.
 - b. Send it by postal mail to **1073 Rock Ave, San Jose, CA 95131.**
 - c. Send it by email to election@mcabayarea.org
4. The election committee will respond within 3 days of receiving the request, either with an acceptance of the request or a notice of denial explaining the reason if a voter is not eligible.



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5. Failing to follow the procedures are grounds for denial of absentee ballot from the Election committee.
6. Absentee ballots will be sent (by email or post as per your preference) within 3 days after the nomination deadline.

Procedure for preparing an absentee ballot:

7. To prepare you absentee ballot:
 - a. Fill it out and place it in a sealed envelope with no marks or writing.
 - b. Provide a copy of a standard form of photo identification, such as State of California issued Driver's License, California ID, US Green Card and/or Passport.
 - c. Place the sealed ballot and a copy of your photo ID in another envelope addressed to the election committee.
8. The prepared absentee ballot can be delivered to the election committee in 2 ways:
 - a. Hand-carry to one of the Election Committee members. Deadline for this is until **September 26, 2018 before 9:00 PM**. To use this method, please email election@mcabayarea.org to arrange a drop-off at least 2 days prior to deadline.
 - b. Send it by postal mail to **1073 Rock Ave, San Jose, CA 95131**. The request must be received before **9:00 PM on September 27, 2018**.
9. The absentee ballots will be counted after the in-person votes have been completed. For each absentee ballot, the member's provided ID will be checked against the voter rolls and will be discounted if the member has voted in person.
10. A member who submits an absentee ballot must maintain the MCA membership until the elections are completed.

MCA Election Committee Email election@mcabayarea.org