

WORLD MEMON ORGANISATION

CHARITABLE FOUNDATION

STANDING ORDERS



*In The Name of Allah, the Most Gracious, the Most Merciful*

# WORLD MEMON ORGANISATION CHARITABLE FOUNDATION

## STANDING ORDERS

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**Adoption**

In accordance with *Articles 7.24, 9.4, 12.3 and 30.3* of the *Constitution* of the World Memon Organisation Charitable Foundation (“the WMO”) adopted on the ..... of ..... 201..., these Standing Orders of the WMO, as approved by the WMO Management Committee (“the MC”) at their 5th meeting held at the Jumeirah Creekside Hotel, Dehra, Dubai on the 29 October 2016 are hereby adopted by the Board of Trustees of the WMO (“the BOT”) on the ..... of ..... 201... on behalf of:

- (a) the duly elected Office Bearers of the WMO; and of
- (b) the duly elected and appointed Members of the Management Committee of the WMO; and of
- (c) all the Members of the WMO;

**SIGNED** by the Trustees of the WMO in the presence of the below named witnesses:

**Mr Nowsad Abdul Gani** .....  
TRUSTEE

**Mr Bashir Sattar** .....  
TRUSTEE

**Mr Haroon Karim** .....  
TRUSTEE

Witnessed by :

**Sir Iqbal Sacranie** .....  
of : 2A Crown Road,  
New Malden, Surrey KT3 3UW

**Mr Abba Ali Yousuf** .....  
of : 144 East Acton Lane,  
East Acton, London W3 7EN

**Dated this : ..... day of ..... 201...**

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# WORLD MEMON ORGANISATION

## CHARITABLE FOUNDATION

### STANDING ORDERS

#### Definition of a Memon :

A MEMON is a Muslim person born within a Memon family which traces its ancestry back to the descendants of the community originating from Sindh whose members first embraced Islam, including Halai Memons, Okhai Memons, Sindhi Memons, Katchi Memons, Kathri, Tharati, Nasarpuria and others.

#### SO 1. Rules for Accreditation and Affiliation :

SO 1.1 Any organisation, institution or corporate body controlled by Memons wishing to become a member of the World Memon Organisation Charitable Foundation (“the WMO”) will be required to present its most recent annual accounts and annual report – or alternatively, in the case of a corporate body, a description of its activities – as evidence that it has been in existence for at least one year in order to qualify for membership of the WMO.

#### SO 2. Composition of the General Assembly of the WMO :

##### SO 2.1 Preparatory Arrangements :

SO 2.1.1 As regards the Inaugural General Assembly Meeting of the WMO held on the 31st March 2002 in Dubai, the Steering Committee was responsible for determining which bodies satisfied the criteria for Apex, Institution, Corporate Body and Associate membership respectively.

SO 2.1.2 As regards all subsequent General Assembly Meetings of the WMO these criteria shall be determined by the Management Committee of the WMO (“the MC”).

SO 2.1.3 Corporate Body membership ceased to be a distinct category of membership when the current *WMO Constitution* was adopted on the 8th of November 2014.

SO 2.2     Criteria for Defining an Apex Body :

SO 2.2.1 Any Memon national umbrella organisation anywhere in the world may be defined as an Apex Body if :

- (a) it is entirely controlled by Memons;
- (b) it has a constitution or trust deed or similar governing instrument;
- (c) its headquarters are located in its country of origin;
- (d) its area of activity and membership are national;
- (e) it has an established and recognised presence within the Memon community both in its country of origin and abroad; and
- (f) it produces its annual report and statement of accounts (or an acceptable explanation if these are not available).

SO 2.3     Criteria for Defining an Institution Body :

SO 2.3.1 Any regional or local Memon organisation anywhere in the world may be defined as an Institution Body if :

- (a) it is controlled by Memons;
- (b) it has a constitution or trust deed or similar governing instrument;
- (c) its headquarters are located in its city or town of origin;
- (d) its area of activity and membership are regional or local;
- (e) it has been operating for at least 1 year; and
- (f) it produces its annual report and statement of accounts (or an acceptable explanation if these are not available).

SO 2.4     Criteria for Defining an Associate Body :

SO 2.4.1 Any non-Memon organisation anywhere in the world may be defined as an Associate Body if :

- (a) it is **not** controlled by Memons;
- (b) it has a constitution or trust deed or similar governing instrument;
- (c) its headquarters are located in its country of origin;
- (d) it has been operating for at least 1 year;

- (e) it produces an annual report, or a statement of accounts, or a description of its activities (or an acceptable explanation if none of these are available); and
- (f) its application to become an Associate Member has been accepted by the MC.

SO 2.5 Attendance of Delegates at General Assembly Meetings of the WMO :

SO 2.5.1 If any Apex, Institution or Associate Member fails to notify both the Secretary General and their Regional Assistant Secretary of its representative(s) and alternate(s) within the stipulated period in accordance with *Article 24.4.3* of the *WMO Constitution*, then in the absence of a satisfactory explanation both the Election Commissioner and the Regional Election Commissioner are empowered to reject late nominations.

SO 2.6 Suspension and Expulsion of Members of the WMO :

SO 2.6.1 Subject to *Article 13.2.10* of the *WMO Constitution*, the Management Committee (“the MC”) has the discretion to suspend or expel a member of the WMO in accordance with *Article 20* of the *WMO Constitution*, using the following procedure:

- (a) Suspension or expulsion may be carried out by the MC at one of its meetings. The decision will require the affirmative vote of at least **two thirds** of those present and voting.
- (b) No decision shall be made unless the member concerned has been given at least **30** days notice in advance of the meeting in writing, setting out the reasons why it is proposed to initiate action to suspend or expel.
- (c) Before making any decision, the MC shall give the member concerned – or in the case of any Apex, Institution or Associate Member, its representative – the opportunity to make oral and/or written representations to the MC.
- (d) The decision to suspend or expel shall become final when the MC approves it by at least a **two thirds** majority vote of those present and voting.
- (e) Where the decision is one of suspension, the decision shall state the duration of the period of suspension.

SO 2.7     Criteria for Limiting the Size of the General Assembly :

SO 2.7.1    The rules of representation shall be reviewed if the number of delegates attending the General Assembly exceeds 1,000 and if it is considered that any number larger than 1,000 will prevent the efficient discharge of the responsibilities of the General Assembly.

SO 2.7.2    Observers may attend the General Assembly at the discretion of the Secretary General, but will not have speaking or voting rights.

SO 2.8     Appointment and Responsibilities of Chairman :

SO 2.8.1    With reference to *Article 31.2.2* of the *WMO Constitution*, the chairmanship of the meeting of the General Assembly is an honorary position for the duration of the meeting. The Chairman shall be responsible for the fair and proper conduct of meetings.

SO 2.8.2    Subject to *Article 31.2.2* of the *WMO Constitution*, the President or in his absence, the Deputy President, or in their absence, any one of the Vice Presidents, shall be the Chairman.

SO 3.       Composition of the Management Committee of the WMO :

SO 3.1     In accordance with *Article 26* of the *WMO Constitution*, the Management Committee (“the MC”) is composed of members selected on principally regional but also other criteria, as defined below:

SO 3.2     Members Elected in accordance with Regional Criteria :

SO 3.2.1    As regards the members to be elected in accordance with regional criteria, the regions and numbers of members to be selected from each region may be redefined by the General Assembly by way of special resolution, should time and circumstances dictate this, in order to ensure equitable representation.

SO 3.2.2    Members selected in accordance with regional criteria, may be male or female.

SO 3.2.3    Only one candidate per Member Body may be elected. In the event of any regional quota not being fulfilled on this basis, runners up with the most votes may be selected even though a fellow candidate from the same Member Body has already been elected.



SO 3.3     Members Elected in accordance with Gender Criteria :

SO 3.3.1    As regards the members to be elected because they are ladies, this is to ensure that there are always at least 10 lady MC members.

SO 3.3.2    Members selected because they are ladies may be chosen without any condition as to their nationality or place of residence.

SO 3.4     Trustees Appointed as Members :

SO 3.4.1    Subject to *Articles 13.2, 29 and 33* of the *WMO Constitution* and to *SO 6.4 below*, all Trustees of the WMO shall automatically be appointed as members of the MC.

SO 3.5     Patrons Appointed and Elected as Members :

SO 3.5.1    Subject to *Articles 13.3, 29 and 33* of the *WMO Constitution* and to *SO 6.5 below*, all Patrons of the WMO shall automatically be appointed as members of the MC.

SO 3.5.2    Subject to *Articles 13.3, 29 and 33* of the *WMO Constitution*, the membership of any Patron elected as an MC member shall be subject to *Article 28.3* of the *WMO Constitution*.

SO 3.6     Apex Representatives Appointed and Elected as Members :

SO 3.6.1    In addition to any candidates elected in accordance with *SO 3.2 and SO 3.3 above*, each Apex Member of the WMO is entitled to have 1 of its representatives automatically appointed as a member of the MC.

SO 3.6.2    With reference to *Article 24.4.3* of the *WMO Constitution*, it is the responsibility of each Apex Member of the WMO to decide which of its representatives has been selected for automatic appointment to membership of the MC in accordance with *SO 3.6.1 above*. Its remaining representatives may only stand as candidates for election to membership of the MC in accordance with *SO 3.2 and SO 3.3 above* in their capacity as Individual Members of the WMO and not in their capacity as representatives of an Apex Member of the WMO.

SO 3.6.3    An Apex Body is entitled to replace its representatives who have been selected for automatic membership of the MC at any time, but if any such representative was

an Office Bearer, then with reference to *Article 32.2* of the *WMO Constitution* the MC shall decide who shall fill the vacant office, by a simple majority vote.

SO 3.7 Co-opted Members Appointed as Members :

SO 3.7.1 With reference to *Article 26.2.2* of the *WMO Constitution*, as regards co-opted members, these are to be appointed by the MC on the basis that they have specialist skills which will assist in furthering the aims and objectives of the WMO.

SO 3.7.2 Co-opted members of the MC may be either male or female.

SO 3.7.3 The MC is entitled to replace a co-opted member at any time, and if any such co-opted member was an Office Bearer, then with reference to *Article 32.2* of the *WMO Constitution* the MC shall decide who shall fill the vacant office, by a simple majority vote.

SO 3.8 Associate Members Appointed as Members :

SO 3.8.1 The MC may appoint any non-Memon organisation or non-Memon individual, by at least a **two thirds** majority vote, as an Associate Member of the WMO.

SO 3.8.2 Associate Member organisations shall be entitled to have 1 representative who may be heard at General Assembly Meetings of the WMO, but who shall not be eligible to vote or stand for election.

SO 3.8.3 Individual Associate Members shall not be entitled to be heard or to vote or to stand for election at any General Assembly Meeting of the WMO.

SO 3.8.4 With reference to *Article 13.8.5* of the *WMO Constitution*, the non-Memon spouse of a Memon is entitled to full Individual Annual or Life Membership as long as he or she remains the spouse of a Memon and as such shall, subject to *Article 16* of the *WMO Constitution*, be entitled to be heard and to vote at any General Assembly Meeting of the WMO.

**SO 4. Election Procedures :**

**SO 4.1 Election Commissioner and Regional Election Commissioners :**

SO 4.1.1 With reference to *Articles 24.3.1 and 30.12 of the WMO Constitution*, the MC shall appoint an independent Election Commissioner at least **18 weeks** before the date of the Annual General Assembly Meeting.

SO 4.1.2 The Election Commissioner may not be a member of the MC, unless he or she is a co-opted member, and shall be asked to confirm, before appointment, that he or she does not intend to stand for election as a member of the MC at the forthcoming Annual General Assembly Meeting.

SO 4.1.3 With reference to *Article 24.3.2 of the WMO Constitution*, the Election Commissioner shall appoint Regional Election Commissioners, with appropriate powers, for conducting the regional elections to be held by each Regional Chapter in its respective region.

SO 4.1.4 With reference to *Article 24.3.3 of the WMO Constitution*, the Election Commissioner and Regional Election Commissioners shall be responsible for making all arrangements, both primary and incidental, for their respective election procedures and for this purpose shall have access to all the office facilities and records of the WMO, whether situated at the WMO Secretariat or at WMO Regional Chapter branch offices.

SO 4.1.5 The election procedure for appointing the Regional Management Committees (“the RMCs”) of Regional Chapters is set out in the current *WMO Regulations for Regional Chapters* – but for the sake of clarity and with reference to RRC 4 of the current *WMO Regulations for Regional Chapters*, this is a summary of the different stages in the regional election process which are to be taken prior to the date of the WMO Annual General Assembly Meeting:

- (a) **18 weeks** before WMO AGM: Election Commissioner appointed by MC.
- (b) **16 weeks** before WMO AGM: Regional Election Commissioners appointed by Election Commissioner.
- (c) **14 weeks** before WMO AGM: Notice of the date of the regional elections (coinciding with the date of the regional annual general meetings) to be sent to all members of each Regional Chapter.

- (d) **12 weeks** before WMO AGM: Candidates to have notified Regional Election Commissioners of their intention to stand for election and provide biodata.
- (e) **10 weeks** before WMO AGM: Regional elections for RMCs held (coinciding with the date of each Regional Chapter's regional annual general meeting).
- (f) **at least 8 weeks** before WMO AGM: Office Bearers of RMCs elected (coinciding with the submission of all regional audited accounts to the WMO Treasurer).
- (g) **at least 2 weeks** before WMO AGM: Regional Election Commissioners to communicate details of all RMC Office Bearers and Members who are eligible to be either *elected* or *appointed* as Members of the MC to the current MC.
- (h) **At the WMO AGM:** All *elected* and *appointed* members of the MC are ratified and confirmed by the General Assembly – and the MC then elects its Office Bearers in accordance with *Article 26.6* of the *WMO Constitution*.

SO 4.2 Oath of Newly Elected MC Members :

SO 4.2.1 At the first meeting of the new MC held immediately before the General Assembly Meeting, the Chairman will ask all members of the MC to take the following oath:

“May Allah bear witness that in the discharge of my duties as a Member of the Management Committee of the World Memon Organisation Charitable Foundation, I shall at all times seek to serve the Memon community in particular and Muslims in general and to work for the common good in accordance with the Holy Qur'an and the Sunnah of the Prophet Muhammad, may Allah bless him and grant him peace.”

SO 4.2.2 Any member of the MC absent from this meeting, and any person subsequently appointed or elected as an MC member to fill any vacancy, will be required to take this oath at the next MC meeting at which he or she is present. In such cases the oath will be administered by the Secretary General, or in his or her absence by the Deputy Secretary General, or in his or her absence by a Regional Assistant Secretary.

**SO 5. Election of MC Office Bearers :**

SO 5.1 In accordance with *Articles 26.6 and 28.2* of the *WMO Constitution* and *Standing Order SO 9* of these *WMO Standing Orders*, the duly elected and appointed members of the MC shall, every **3** years, from amongst themselves elect the Office Bearers of the WMO at the first MC Meeting, to be held immediately after the Annual General Assembly Meeting, by means of a secret ballot and by a **simple majority** vote.

SO 5.2 *Article 28* of the *WMO Constitution* sets out their terms of office.

**SO 6. Subscriptions :**

**SO 6.1 Definition and Consequences of being “in arrears” :**

SO 6.1.1 Initial subscription payments become payable when any application for WMO membership is made. As regards *annual* subscriptions, the next annual payment becomes payable on the anniversary of the previous payment. As regards *life* subscriptions which may be paid in instalments, the subsequent instalment become payable on the anniversary of the first instalment payment. If payment of any *annual* subscription payment or *life* subscription instalment payment is delayed for any reason then the subscription shall be regarded as being in arrears.

SO 6.1.2 With reference to Article 16.4 of the *WMO Constitution*, and subject to *Articles 16.5 and 16.6* of the *WMO Constitution*, any WMO Member whose subscription remains unpaid or in arrears shall not be entitled to vote at any General Assembly Meeting or any Regional Chapter Meeting of the WMO and shall not be eligible to be appointed or elected as a Member of any RMC or one of its Office Bearers, or as a Member of the MC or one of its Office Bearers, or as a member of any committee of the WMO.

**SO 6.2 Annual Subscriptions :**

SO 6.2.1 All Members of the WMO will be required to have paid their annual subscriptions at least **10** weeks before the Annual General Assembly Meeting.

SO 6.2.2 Annual Subscriptions are payable on the following basis :

- (a) Apex Member US\$ 500 per annum
- (b) Institution Member US\$ 250 per annum
- (c) Individual Member US\$ 100 per annum
- (d) Associate Member US\$ 50 per annum

SO 6.2.3 Annual Subscriptions for Individual Lady Members and Individual Lady Associate Members are payable at half the normal rate.

SO 6.3 Life Subscriptions :

SO 6.3.1 Trustees, Patrons, Individual Members and Associate Members of the WMO are entitled to pay a life subscription instead of an annual subscription.

SO 6.3.2 Any WMO Member paying a Life Subscription will be required to have paid their subscriptions in full – or if their subscription is being paid in 5 equal instalments, then their current instalment – at least 10 weeks before the Annual General Assembly Meeting.

SO 6.3.3 Life Subscriptions are payable on the following basis :

- (a) Trustee US\$ 100,000 for life
- (b) Patron US\$ 25,000 for life
- (c) Individual Member US\$ 1,000 for life
- (d) Associate Member US\$ 1,250 for life

SO 6.3.4 Life Subscriptions for Lady Trustees, Lady Patrons, Individual Lady Members and Individual Lady Associate Members are payable at half the normal rate.

SO 6.4 Trustees Subscriptions :

SO 6.4.1 Any Memon who pays a Trustee's Life Subscription to the WMO shall be eligible to be appointed as a Member of the BOT, the MC and the RMC of the region in which he or she resides *provided that* :

- (a) he or she shall be at least 25 years of age;
- (b) he or she shall not be an undischarged bankrupt, or a person convicted of a serious criminal offence, or of unsound mind.

(c) Had he or she already been a Member of the MC, he or she would **not** have been disqualified from acting by virtue of *sections 178–180* of the *Charities Act 2011*.

SO 6.4.2 Any individual member of the WMO who pays a Trustee's Life Subscription to the WMO will, together with his spouse (except Associate Members), be regarded as Life Members of the WMO and entitled to be appointed or elected as a member of the MC, as the case may be.

SO 6.4.3 A Trustee's Life Subscription for a Lady Trustee will be payable at half the normal rate, but in this case her spouse will not be regarded as a Life Member of the WMO.

SO 6.4.4 Trustees shall be entitled to pay their Life Subscription in 5 equal annual instalments, the first of which shall be payable on application to be a Trustee.

SO 6.4.5 Upon submission of his or her application to become a Trustee, the applicant shall be considered a full Member of the BOT, the MC and the RMC of the region in which he or she resides. If, however, his or her Trustee's Life Subscription has not been paid in full within 5 years of the date on which the application was made, his or her membership of the MC shall cease until such time as his or her subscription shall have been paid in full.

SO 6.4.6 Subject to *SO 6.4.1* to *SO 6.4.5* above inclusive, and to *Articles 28* and *33* of the *WMO Constitution*, once a person has been appointed as a Trustee and his or her subscription has been paid in full, he or she shall remain a Trustee for life.

SO 6.4.7 Subject to *Articles 28* and *33* of the *WMO Constitution*, any Trustee who has paid a Trustee's Life Subscription shall be entitled to nominate a representative from his or her family during his or her life time, who shall automatically become a Trustee in his or her place after his or her death, for one generation only.

SO 6.4.8 If a Trustee dies before his or her Trustee's Life Subscription has been paid in full, there shall be no refund of any amount paid, but the balance of the subscription due shall be waived and the membership as a Trustee shall come to an end *unless* his or her nominated heir wishes to continue the membership as a Trustee in his or her own name by paying the balance of the subscription due.

SO 6.5     Patrons Subscriptions :

SO 6.5.1    Any Individual Member of the WMO who pays a Patron's Life Subscription to the WMO will, together with his spouse (except Associate Members), be regarded as Life Members of the WMO and entitled to be appointed or elected as a member of the MC, as the case may be.

SO 6.5.2    Since a Patron's Life Subscription for a Lady Patron is payable at half the normal rate, in this case her spouse will not be regarded as a Life Member of the WMO.

SO 6.5.3    Patrons shall be entitled to pay their Life Subscription in 5 equal annual instalments, the first of which shall be payable on application to be a Patron.

SO 6.5.4    If a Patron dies before his or her Patron's Life Subscription has been paid in full, there shall be no refund of any amount paid, but the balance of the subscription due shall be waived and the membership as a Patron shall come to an end.

SO 6.6     Individual Member and Associate Member Life Subscriptions :

SO 6.6.1    Individual Members and Associate Members shall be entitled to pay their Life Subscriptions in 5 equal annual instalments, the first of which shall be payable on application to be an Individual Member or an Associate Member, as the case may be.

SO 6.7     Variation of Subscriptions :

SO 6.7.1    With reference to *Article 15.1* of the *WMO Constitution*, the amounts payable for annual and life subscriptions may be varied from time to time as the MC may recommend, subject to the approval of the General Assembly, by a **simple majority** vote – in which case the *WMO Standing Orders* shall be amended accordingly.

SO 7.      Financial Limits :

SO 7.1     Board of Trustees Investment Limits

SO 7.1.1    With reference to *Articles 10.1* and *11.1* of the *WMO Constitution*, the BOT shall always be guided by the current Investment Policy and Procedures document as approved from time to time by the MC.

SO 7.1.2    Any investment greater than US\$ 2,000,000 must be approved by the General Assembly before it can be made.



SO 7.1.3 the BOT **only** may invest (with any consents as by law required) in any business enterprise of any Member of the WMO **PROVIDED ALWAYS** that:

- (a) the amount of any proposed investment must be reasonable and proper;
- (b) the Member of the WMO concerned must not be present during any meeting of the BOT while such a proposed investment is being discussed;
- (c) the BOT decides by at least a **two thirds** majority decision that the proposed investment is in the best interests of the WMO;
- (d) the proposed investment is a commercially sound investment which will benefit the WMO – and any benefit which may accrue to the Member of the WMO concerned as a result of the investment being made is incidental;
- (e) in accordance with *Articles 12.4 and 12.5 of the WMO Constitution*, any investment involving any actual or perceived conflict of interest must be clearly identified and considered – and if a decision is made to proceed with any such investment, a written record must be made as to how and why the unconflicted Members of the BOT considered and authorised any such conflict of interest.
- (f) once finalised, the terms of any such investment agreement are recorded in writing and signed by both parties; and
- (g) any other requirements and safeguards as defined in the *WMO Constitution* and *Standing Orders* for the time being have been satisfied.

SO 7.2     Management Committee Debt Limit

SO 7.2.1 With reference to *Article 30.7 of the WMO Constitution*, the MC may incur debt up to a maximum limit of US\$ 100,000.

SO 7.3     President of the Management Committee Expenditure Limit

SO 7.3.1 With reference to *Article 31.2.5 of the WMO Constitution*, the President of the MC may, in consultation with the other Office Bearers, incur expenditure up to a maximum limit of US\$ 25,000.

**SO 8.      Budgets :**

SO 8.1      The following are responsible for preparing their respective annual budgets:

- (a)      Board of Trustees: the Board, to be presented to the Executive Committee for its approval;
- (b)      Executive Committee: the Executive Committee, to be presented to the Management Committee for its approval;
- (c)      Management Committee: the Management Committee;
- (d)      Regional Branches: Regional Vice-Presidents, to be ratified by the Regional Management Committee of each Regional Chapter before being presented to the Management Committee for its approval;
- (e)      WMO Budget: the Executive Committee, with the assistance of the Management Committee, to be presented to the Management Committee for its final approval before it is presented to the General Assembly for its final approval.

SO 8.2      The format in which each budget is prepared and the elements which each budget contains will be left up to whoever is responsible for preparing each respective budget, *subject to* the guidance of the Management Committee and *provided that* each budget is sufficiently comprehensive and detailed for its particular purpose.

SO 8.3      The WMO Budget shall include itemisation of all of the annual budgets to which *SO 8.1 above* refers.

**SO 9.      Secret Ballots :**

SO 9.1      With reference to *Articles 13.2.14, 25.3.3, 26.6 and 28.2* of the *WMO Constitution*, the election of the office bearers of the WMO Board of Trustees, of the WMO Management Committee and of the WMO Regional Management Committees shall be conducted every **three** years by means of secret ballot, in accordance with the following procedure:

SO 9.2      Each secret ballot shall be conducted by a Scrutineer, to be appointed as follows:

- (a)      Board of Trustees: the Election Commissioner, or any independent person appointed by the Election Commissioner;

- (b) Management Committee: the Election Commissioner, or any independent person appointed by the Election Commissioner;
- (c) Regional Management Committees: each Regional Election Commissioner, or any independent person appointed by each Regional Election Commissioner.

SO 9.3 The office bearers to be appointed by secret ballot are as follows:

- (a) Board of Trustees: with reference to *Article 13.2.14* of the *WMO Constitution*: Chairman, Vice-Chairman, Secretary, and Assistant Secretary;
- (b) Management Committee: with reference to *Article 27.1* of the *WMO Constitution*: President, Deputy President, Secretary General, Deputy Secretary General, Treasurer, Deputy Treasurer, Regional Vice-Presidents and Regional Assistant Secretaries;
- (c) Regional Management Committees: with reference to *Article 25.3.1* of the *WMO Constitution* and *Rule RRC 4.3.2* of the *WMO Regulations for Regional Chapters*: Regional Vice-President, Regional Assistant Secretary, Regional Assistant Treasurer and such additional office bearers as the members of each RMC consider appropriate.

SO 9.4 With reference to *Articles 27.2–5* of the *WMO Constitution*, the Regional Vice-Presidents and Regional Assistant Secretaries will already have been elected by secret ballot by each of their Regional Management Committees **before** the election by secret ballot of the other Management Committee office bearers by the Management Committee takes place immediately after the Annual General Assembly Meeting.

SO 9.5 The **three** yearly elections of office bearers shall take place at the following times:

- (a) Board of Trustees: with reference to *Article 13.2.14* of the *WMO Constitution*, at the first BOT meeting held immediately after the WMO Annual General Assembly Meeting has taken place;
- (b) Management Committee: with reference to *Articles 26.6* and *28.2* of the *WMO Constitution* and to *Standing Order SO 5.1* of these *WMO Standing Orders*, at the first MC meeting held immediately after the WMO Annual General Assembly Meeting has taken place;

- (c) Regional Management Committees: with reference to *Article 25.3* of the *WMO Constitution* and to *Standing Orders SO 4.1.5(e)-(f)* of these *WMO Standing Orders* and to *Rule RRC 4.3* of the *WMO Regulations for Regional Chapters*, at the first RMC meeting held immediately after the RMC annual general meeting – and in any event not later than **8** weeks before the WMO Annual General Assembly Meeting is due to take place.

SO 9.6 Whenever a secret ballot is due to be held, the duly appointed Scrutineer shall:

- (a) ascertain and prepare a Voting List of the names of the persons eligible to vote in the secret ballot;
- (b) ascertain the names of the persons eligible to be elected to any of the offices which are to be filled;
- (c) inform the persons eligible to vote of the place where it has been agreed that the secret ballot shall take place;
- (d) prepare a spread sheet Voting Slip – with the names of the offices to be filled along the top columns in order of seniority – and the names of the persons eligible to be elected down the left hand side rows in alphabetical order by surname;
- (e) where a person is not eligible to be elected to a particular office, black out the box identified by joining the co-ordinates of that person's name and that particular office, so as to ensure that a tick cannot be placed in that box;
- (f) prepare a spread sheet Voting Score Card – with the names of the offices to be filled along the top columns in order of seniority – and the names of the persons eligible to be elected down the left hand side rows in alphabetical order by surname;
- (g) ensure that the columns and rows on the Voting Slip and Voting Score Card are delineated by means of vertical and horizontal key-lines;
- (h) at the bottom of the Voting Slip and Voting Score Card print a clearly legible instruction which states that if the person voting so wishes, he or she can choose the same person for more than one office, but that only one tick can be marked under each office – and that if any Voting Slip does have more than one tick marked under any office, then that slip will

be regarded as spoiled and will not be taken into consideration when the votes are being counted;

- (i) print out the same number of Voting Slips as the number of the persons recorded on the Voting List, with each Voting Slip being stamped with the WMO official stamp;
- (j) print out two Voting Score Cards.

SO 9.7 When the appointed day and time comes for a secret ballot to be held, the following procedure shall be followed:

- (a) all of the persons eligible to vote shall attend the place where it has been agreed that the secret ballot shall be held;
- (b) as each voter arrives, the Scrutineer shall provide him or her with one Voting Slip – and record this by placing a tick next to his or her name on the Voting List which records the names of the persons eligible to vote;
- (c) a temporary booth or booths shall be provided in which a person voting may fill in his or her Voting Slip in private;
- (d) each person voting shall fill in his or her Voting Slip by marking a tick in the box identified by joining the co-ordinates of a candidate's name and an office – and in so doing follow the instruction printed on the Voting Slip by making sure that only one tick is marked under each office;
- (e) if the person voting so wishes, he or she can choose the same person for more than one office, but must remember that only one tick can be marked under each office;
- (f) once a voting person has completed his or her Voting Slip, it must be folded in half and posted into the sealed Vote Collecting Box which has been placed next to the Scrutineer.

SO 9.8 With reference to Article 18 of *WMO Constitution*, all those who are eligible to vote in a secret ballot may **not** vote by post, but **may** vote by proxy provided that:

- (a) the proxy has been authorised in accordance with *Article 18*; and
- (b) the proxy attends in person to vote on behalf of the eligible voter whom he or she represents.

SO 9.9 In the event of any vote being made by a proxy, the Scrutineer shall:

- (a) check the identity and authorisation of the proxy; and
- (b) when giving the proxy a Voting Slip, record the name of the proxy next to the name of the eligible voter whom the proxy represents on the Voting List which records who has been issued with a Voting Slip.

SO 9.10 If the identity and authorisation of a proxy cannot be confirmed satisfactorily by the Scrutineer, that person will not be given a Voting Slip and will not be permitted to take part in the secret ballot.

SO 9.11 When the allocated time for voting (which may be less than but should not exceed 6 consecutive hours on one day) has come to an end, the Scrutineer shall in the presence of two independent witnesses appointed by him or her:

- (a) mark as invalid any of the Voting Slips which have not been used;
- (b) open and empty out the contents of the sealed Vote Collecting Box;
- (c) check that the number of completed Voting Slips corresponds to the number of people who have been recorded as having been issued with a Voting Slip on the Voting List which records who has been issued with a Voting Slip;
- (d) identify any Voting Slips which have been spoiled, mark them as invalid and separate them from the validly completed Voting Slips;
- (e) using the first Voting Score Card, make a tally of how many votes each candidate has received in respect of each office;
- (f) using the second and Final Voting Score Card, record exactly which candidate has received the most number of votes for each office; and
- (g) in particular make the final results known to, as the case may be, the WMO Board of Trustees, or the WMO Management Committee, or the WMO Regional Management Committee – and in general to all of the members of the WMO.

SO 9.12 In the event that the same person has received the majority of votes for more than one office, the Scrutineer shall record him or her as having been duly elected to the most senior of these offices, while the runner-up for the less senior of these offices will be recorded as having been elected instead of him or her to that less senior office.

SO 9.13 The Scrutineer shall store all of the used and any marked as invalid Voting Slips, together with the Voting List and the two Voting Score Cards, in a secure location for a period of one year, in case the conduct and procedure of a secret ballot or its results are subsequently disputed and need to be investigated further.

SO 9.14 With reference to *Articles 26.2.2 and 27.2–5 of the WMO Constitution*, and to *Rules RRC 4.2.4 and RRC 4.3.4 of the WMO Regulations for Regional Chapters*, where it is necessary to appoint a new office bearer for an office that has for whatever reason become vacant before the next **three** yearly election of office bearers is due to take place, the persons responsible for deciding on who the new office bearer should be may decide by a simple majority vote as to whether that person should be selected either by means of a simple majority vote or by means of a secret ballot – and proceed accordingly.

SO 9.15 For the purposes of clarity and with reference to *Article 12.1 of the WMO Constitution*, the deemed approval of the Trustees of the WMO as regards any secret ballot results may only be withdrawn if there has been an irregularity in the secret ballot procedure itself or if it transpires that a person who has been elected to a particular office was not in fact eligible to be elected to that office – in which case the Trustees shall draw any such irregularity or lack of eligibility to the attention of the Election Commissioner with the request that the irregularity or issue of lack of eligibility be resolved. Subject to this proviso and to the provisions of the *WMO Constitution*, these *WMO Standing Orders* and the *WMO Regulations for Regional Chapters*, the Trustees may **not** otherwise question or overrule any secret ballot result.

SO 9.16 The decision of the Scrutineer in all matters relating to a secret ballot shall be respected and accepted, but in the event of any serious dispute concerning either the conduct and procedure of a secret ballot or its results, the dispute shall be referred to the Election Commissioner whose decision shall be final and binding.

**SO 10. Interpretation :**

SO 10.1 As regards the interpretation of these Standing Orders, *Article 45 of the WMO Constitution* applies and any interpretation may not contradict the *WMO Constitution*.