

## What is Majlis-e-Shura or Majlis-e-Mushawarat?

*Shura* is an Arabic word which means consultation. Majlis-e-Shura or Majlis-e-Mushawarat is a consultative body.

It is stated in the Holy Quran:

وَشَاوِرْهُمْ فِي الْأَمْرِ فَإِذَا عَزَمْتَ فَتَوَكَّلْ عَلَى اللَّهِ إِنَّ اللَّهَ يُحِبُّ  
الْمُتَوَكِّلِينَ ٥

*“And consult them in the matter of importance; and when thou art determined, then put trust in Allah, Surely Allah loves those who put their trust in Him.” (3:160)*

Majlis-e-Shura (Consultative body) was set up by Hazrat Khalifatul Masih II in 1922. Its purpose was to advise Khalifatul Masih in various important matters. It is held at the International level presided by Khalifatul Masih, at the National level presided by Amir of the country as well as auxillary level presided by their respective National sadrs (i.e. Ansar, Khuddam and Lajna).

According to the constitution of Lajna Imaillah, a meeting of Majlis-e-Shura should be held at least once a year but National Sadr can call a meeting of Majlis-e-Shura at any time during the year.

## Where can I find detailed information about Majlis-e-Shura?

The purpose of this document is to provide you with general information and jist of Majlis-e-Shura as it pertains to Lajna Imaillah-USA, its rules and regulations, who can attend it, how delegates are elected, where the results are submitted and how to register for it, etc.

However, there are many resources that will help you understand the goals and objectives of Majlis-e-Shura and responsibilities of representatives of Majlis-e-Shura. These resources include but are not limited to books as well as the sermons and messages of Khulafa at various Majaalis-e-Mushawarat. Many of those resources are available online and have been used to create this Guide/FAQ.

- ◇ [Ahmadiyyat the True Islam](#), pages 319-324
- ◇ [Constitution of Lajna Imaillah-USA](#), Rule #s 7, 8, 12, 21, 169, 180, 182, 194, 203, and 204
- ◇ [FAQ of Shura & Local Elections](#), Lajna USA Website (www.lajnausa.net)
- ◇ [Requisites & Etiquette of Majlis-e-Shura, English Audio](#) | [Urdu Audio](#), Friday Sermon 03/24/06
- ◇ Shura & Advice, English | [Urdu Audio](#) , Friday Sermon 02/23/2001 (available in Urdu only)

## Who are the representatives of Majlis-e-Shura?

Majlis-e-Shura represents the country and consists of the following members:

- ◇ National Officers
- ◇ Regional Sadrs and Local Sadrs
- ◇ Representatives of local Majaalis (Shura delegates)
- ◇ Such Lajna members whom National Sadr may specially invite for consultation

## How many representatives can a local Majlis elect?

| Number of chanda-paying lajna members in a Majlis | Number of delegates allowed |   |
|---|-----------------------------|---|
| 3 to 25   | 1                           | <ul style="list-style-type: none"> <li>◇ Local lajna sadr is ex-officio member of Majlis-e-Shura</li> <li>◇ The appointment of delegates of Majlis-e-Shura is made by election.</li> <li>◇ Every local majlis will have one representative (in additions to the Local Sadr) for every 25 chanda paying members or a fraction thereof. (see table)</li> <li>◇ A member who does not fulfill the conditions laid down in Rule #8 of the Constitution of Lajna Imaillah, is not eligible to become a member of Majlis-e-Shura</li> </ul> |
| 26 to 50  | 2                           |   |
| 51 to 75  | 3                           |   |
| 76 to 100   | 4                           |   |
| 101 to 125  | 5                           |   |
| 126 to 150  | 6                           |   |
| 151 to 175  | 7                           |   |
| 176 to 200  | 8                           |   |
| 201 to 225  | 9                           |   |
| 226 to 250  | 10                          |   |

### A Shura Representative

- ◆ Must be regular in 5 daily prayers, truthful, and honest and have regard for the institution of Khilafat
- ◆ Should be able to recite the Holy Quran
- ◆ Should know the meanings of Holy Quran, if not the whole, then at least part of it
- ◆ Should be regular in paying chanda and be observant of purdah...(*Constitution of Lajna*)

## Conditions from Rule #8 of the Constitution of Lajna Imaillah-USA

A member not fulfilling the following condition shall not be eligible to become a member of Majlis-e-Shura:

- ◆ A member not observing purdah.
- ◆ A member who is in arrears of Obligatory Chandas (viz. Chanda 'Am, Chanda Jalsa alana, Chanda Hissa 'Amad) for six months or more.
- ◆ A member who bypasses the local Jama'at system and insists to send her Chandas directly to the Markaz.
- ◆ A member against whom Jama'at took disciplinary action and a period of two years has not yet been completed after her pardon.
- ◆ A member whose Wasiyyat has been canceled by Sadr Anjuman Ahmadiyya by way of disciplinary action or due to non-payment of Chanda Wasiyyat.
- ◆ A person who ever brought Jama'at funds or Auxiliary Organization funds into personal use.

## Pre-election checklist:

- ◆ All elections must be held with permission of or at the directive of the National Sadr
- ◆ General Secretary or Local Sadr can inform members about the election for Majlis-e-Shura delegates
- ◆ Give ample notice to membership (at least one month prior to the scheduled election date)
- ◆ Give frequent reminders to membership regarding their pending dues prior to the election (and throughout the year, in general). Chanda must not be paid or accepted on the day of the election
- ◆ Propaganda or canvassing of any kind is not allowed – implicit or explicit

## General guidelines for election of shura delegates:

- ◆ An election must be held for Shura delegates. Without elections, no representatives will be allowed to represent the majlis in the Shura proceedings
- ◆ National Officers, Regional Sadrs and Local Sadrs are ex-officio shura delegates, therefore, should not be nominated for elections
- ◆ Any National Officer, Regional Sadr or Local Sadr can conduct the shura elections
- ◆ If none of the aforementioned officers are available to conduct the elections then a lajna member from your majlis who will not be able to attend the Shura (for health, family, illness, etc) even if she were elected may conduct the elections
- ◆ A concerted effort should be made to ensure Quorum requirements will be met

## Delegates' Election Procedure:

- ◆ Start the meeting with recitation of the Holy Quran and begin and end the election proceedings with silent prayers
- ◆ From the constitution of Lajna Imaillah-USA read Rule # 12, as revised, page 6; Rule # 8 pages 4-5; Rule # 190, page 22; Rule # 201, page 23
- ◆ Names should be nominated and seconded. If a name is not seconded, it gets dropped automatically
- ◆ Number of Majlis-e-Shura delegates from a majlis are elected based on their chanda paying tajnid—see previous page
- ◆ It is recommended that the number of nominations exceed the number of required delegates to ensure there are standbys available in case the elected members cannot attend the shura proceedings
- ◆ Elections shall be open by show of hands
- ◆ Everyone can vote as many times as the number of delegates for the election of Majlis-e-Shura delegates. Example: A majlis is allowed 4 delegates and 7 names are nominated and seconded, all lajna members can vote for any 4 of those 7 names
- ◆ In this example, 4 members with highest votes will be the delegates and 3 remaining names can be submitted as standbys in the order of most # of votes.
- ◆ In large majaalis, tickets or stickers can be used **in addition** to a show of hands to help with counting of votes
- ◆ It is not allowed by the constitution to nominate, second or vote for ones own self
- ◆ Any member who nominates or seconds a person, must vote for the same person

### What are quorum requirements for Majlis-e-Shura elections?

- ◆ **First meeting:** Half (50%) of chanda paying members
- ◆ **Second meeting:** If the quorum is not realized in the first meeting, only 1/3 (33%) of chanda paying members is required.
- ◆ **Third meeting:** If the quorum is not realized in the second meeting either, there are no quorum requirements.

### Tip: Use Tickets or Stickers to keep track of delegates:

- ◆ Tickets, stickers or something similar can be used to help with the vote count. For example, if a majlis is allowed 4 delegates, every chanda paying member can be given 4 stickers. Each time they vote for a person, they should keep their hands up till one sticker has been collected from them by the counter
- ◆ Counter must count the total number of hands up which should be same as the number of stickers collected for that person



## When and Where should Delegate election results be submitted?

- ◆ Use the Delegates' Election Results Form, provided on page 6 of this manual. See screen shots below for online portal instructions
- ◆ Local sadr or the presiding officer should submit the results online via the [Shura Delegates Election Results Submission Portal](#) using the official lajna email account as login ID and associated password (same login ID and password that is used to access the Tajnid Portal)
- ◆ National officers and regional sadrs can also submit the delegates election results using their official lajna email account as login ID and the associated password
- ◆ Enter names of delegates in the portal in the order of most # of votes to least. Portal will automatically provide the # of rows/records based on your chanda paying Tajnid.

The screenshot shows a login form titled "Login to Submit Delegates' Election Results". It contains a "Please login" section with fields for "Login Name" (with the email address "jgeneralsecretar@tajna") and "Password" (masked with dots). A "Login" button is located at the bottom right of the form.

**Delegates Election Results, Majlis-e-Shura 2010, Lajna Imaillah-USA,**  
**October 29th - October 31st, 2010 at Baet-ul-Jaamay Mosque**  
**2S510 Rt 53 Glen Ellyn, IL 60137**  
**Phone: 630-790-4100**

**Due Date: August 31, 2010**

**A. Majlis' Information (All fields are required)**  
Tajnid: [130] # of Chanda Paying Lajnat: [95] # of Elected Delegates: [4] Election Conducted by: First Name Last Name [LocalMajlis: OH-Toledo]

**B. Delegates' Information (Note: All fields are required. Upon approval from Respected Sadr Sahiba, delegates will receive a notification and link to registration)**

|           |                 |                   |                  |            |            |
|-----------|-----------------|-------------------|------------------|------------|------------|
| Name: [ ] | # of Votes: [ ] | Local Office: [ ] | Member Code: [ ] | Phone: [ ] | Email: [ ] |
| Name: [ ] | # of Votes: [ ] | Local Office: [ ] | Member Code: [ ] | Phone: [ ] | Email: [ ] |
| Name: [ ] | # of Votes: [ ] | Local Office: [ ] | Member Code: [ ] | Phone: [ ] | Email: [ ] |
| Name: [ ] | # of Votes: [ ] | Local Office: [ ] | Member Code: [ ] | Phone: [ ] | Email: [ ] |

**C. Stand By Information (Note: All fields are required. Upon approval from Respected Sadr Sahiba, delegates will receive a notification and link to registration)**

|           |                 |                   |                  |            |            |
|-----------|-----------------|-------------------|------------------|------------|------------|
| Name: [ ] | # of Votes: [ ] | Local Office: [ ] | Member Code: [ ] | Phone: [ ] | Email: [ ] |
| Name: [ ] | # of Votes: [ ] | Local Office: [ ] | Member Code: [ ] | Phone: [ ] | Email: [ ] |

## Approval of Delegates & Observers:

- ◆ An elected delegate is not automatically a Shura delegate. She has to be approved by National Sadr to attend Majlis-e-Shura proceedings
- ◆ A Lajna member who has not attended any National meetings in the past 3 years may be approved to attend the Majlis-e-Shura proceedings as an observer. Local Sadr should submit a request to National Sadr for approval of the observer providing a valid reason for her selection. All observers' requests must be submitted by local lajna sadr online through [Observers Submission Portal](#). All observer requests may not be honored
- ◆ Approved delegates/observers will receive notification from National Sadr along with registration information via email. Respective local sadrs will be copied on those emails and will be responsible for ensuring that approved delegates/observers have received their notification and registration instructions
- ◆ All approved delegates/observers should attend Majlis-e-Shura for its entire duration. Prior approval must be obtained from National Sadr for exceptional circumstances
- ◆ If an approved delegate is unable to attend the Shura, the approved standby with most number of votes can attend. Local Sadr should inform National Sadr of any such changes and ensure that the standby has received the instructions and submitted her registration

## Financial assistance:

- ◆ National will reimburse 50% of travel costs for approved delegates who travel greater than 200 miles from the meeting location. Local funds will be used to reimburse the remaining 50% of travel costs (as needed)
- ◆ It is the responsibility of each delegate to research travel costs and purchase air fare at reasonable costs. If costs are exceedingly higher than the average price, delegates may be asked to cover the excess cost through local or personal funds.
- ◆ Observers are required to pay for their own travels expenses

## About Proposals submitted for Majlis-e-Shura:

- ◆ The proposals for Majlis-e-Shura can be related to a department or another matter or issue of broad implication
- ◆ Proposals that are sent on behalf of a Lajna Majlis must first be discussed openly in a general meeting and agreed upon by a majority vote
- ◆ Members of the National Amila are also encouraged to submit proposals
- ◆ Since it is not possible to discuss all proposals in one Shura, similar proposals are grouped together and 2-3 proposals (that have a wide and relevant application to many lajnaat) are selected/voted-upon by the National Majlise Amila and sent to Hazrat Khali-fatul Masih for his approval before they can be discussed by Shura committees

- ◆ All proposals must be submitted online through [Proposals submission Portal](#) (see screen shots)
- ◆ All local proposals must be submitted by the local Lajna Sadr using the official lajna email account as login ID and password (same login ID and password that is used to access the Tajnid Portal)
- ◆ National officers and regional sadrs can also submit proposals using their official lajna email account as login ID and the associated password

Forms & Reporting Login

Please login

|             |   |
|-------------|---|
| Login Name: | generalsecretary@lajna  |
| Password:   | ••••••  |
| Login Type: | -Select a User Type-<br>-Select a User Type-<br>Local Sadr<br>National Amla |

Login

Proposals for Majlis-e-Shura 2010

Proposals Due by : August 31, 2010

Note: All fields are required!

Last Name:  First Name:

Proposal Category: -Select Proposal Category-

Proposal Body:

Save and Add one more Proposal Save and Exit

Proposals for Majlis-e-Shura 2010

Proposals Due by : August 31, 2010

Note: All fields are required!

Last Name:  First Name:

Proposal Category: -Select Proposal Category-  
-Select Proposal Category-  
Amoor-e-Aama/Khidmat-e-Khalq  
Finance/Fund Raising and Audit  
Handicraft  
Ijtemas/Camps  
Jalsa Salana  
Jammat Matters  
Media Watch  
Nasirat  
National Program/Syllabus  
Nau Mubaiyaat  
Nizam-e-Jamat  
Other  
Publications  
Reporting  
Rishita Naata  
Sihat-e-Jismani  
Tabligh  
Tajnid  
Talim  
Tarbiyyat  
Tehrik-e-Jadid  
Waqf-e-Aarzi  
Waqf-e-Jadid  
Waqf-e-Nau  
Website  
Ziafat

Proposal Body:

Proposal Save and Exit



If you need assistance with your login/password or account information, please contact Sister Shehla Haider at [tajnid@lajnausa.net](mailto:tajnid@lajnausa.net)



## LAJNA IMAILLAH-USA, SHURA 2010 DELEGATE'S ELECTION FORM

Note: Please READ the Rules & Regulations of electing a delegate for Shura as stated in Lajna Imailah Constitution!

|                |                 |                                   |  |
|----------------|-----------------|-----------------------------------|--|
| <b>Majlis:</b> | <b>Tajneed:</b> | <b># of Chanda Paying Lajnat:</b> | <b># of Elected delegates: Lajnat present:</b> |
|----------------|-----------------|-----------------------------------|--|

Please fill out the requested information regarding the elected delegate(s). Please make sure that the telephone # and the email address of the elected delegate(s) is accurately filled out. Upon approval from Respected National Sadr Sahiba, they will directly receive their approval notification and registration information, Inshallah.

| #  | Name (in order of most votes) | Local Office Held | Member code | Phone # | Email Address |
|----|-------------------------------|-------------------|-------------|---------|---------------|
| 1  |                               |                   |             |         |               |
| 2  |                               |                   |             |         |               |
| 3  |                               |                   |             |         |               |
| 4  |                               |                   |             |         |               |
| 5  |                               |                   |             |         |               |
| 6  |                               |                   |             |         |               |
| 7  |                               |                   |             |         |               |
| 8  |                               |                   |             |         |               |
| 9  |                               |                   |             |         |               |
| 10 |                               |                   |             |         |               |

|                            |              |
|----------------------------|--------------|
| <b>Name of Local Sadr:</b> | <b>Date:</b> |
|----------------------------|--------------|

After completion, please submit the information from this form online at <http://lajna.oracular.com/shura/delegate.asp> | Local Sadr's are responsible for ensuring that a completed form for their majlis is submitted by August 31, 2010