



AHMADIYYA  
MUSLIM JAMA'AT  
*Canada*

# Guidelines for Writing a Proposal for National Majlis Shura

National Majlis Shura, Ahmadiyya Muslim Jama'at  
Canada

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Secretary Majlis Shura



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## Change Log

Date	Version	Changes
Jan 14, 2011	1.0	Initial Version
Jan 11, 2014	2.0	1. Formatting changes 2. Transliteration updates



## Preface

### Before you begin

Before writing any proposal, please refer to Annexure I and II named *Rules and Regulations for Majlis Mushawarat* and *Rules and Regulations for National Majlis Shura*, which have been extracted from *Rules and Regulations of Tahrik Jadid Anjuman Ahmadiyya Revised Edition 2008*.

### Objectives of these guidelines

The following guidelines aim at assisting the member of Jama'at in writing a proposal for Majlis Shura that clearly mentions its objectives, the reasoning behind it and provides a framework for achieving these objectives. Care must be taken in formatting a proposal, choice of words and overall subject matter, so that the reader is able to clearly understand the intent of the proposal comprehensively. These guidelines will also help in avoiding technical shortcomings in an otherwise well intended and well thought-out proposal, due to which it may not be considered for inclusion in the Agenda of Majlis Shura.



## Guidelines

### Who can submit a proposal

1. Normally any individual member of the Jama'at may propose a Shura proposal through the President of Jama'at/Halqa.
2. According to Rule # 476 from Rules and Regulations of Tahrik Jadid Anjuman Ahmadiyya:

*“The National Majlis ‘Amila and its members also have the right to submit proposals for consideration by the Shura.”*

### Who a proposal should be submitted to

3. According to Rule # 412 from Rules and Regulations of Tahrik Jadid Anjuman Ahmadiyya:

*“Members shall present their proposals to the local President / Amir. The local President/Amir shall present the proposals before a general meeting of the Jama'at. If a proposal is approved by a majority of the members then it will be sent to the National Amir for inclusion in the Agenda of the Majlis Shura.”*

Therefore, as per the above rule, a proposal from a member of Jama'at is approved only through a majority vote in the general body meeting of his Local Jama'at before it can be forwarded to National Markaz.

### Deadlines

4. According to Rule # 474 from Rules and Regulations of Tahrik Jadid Anjuman Ahmadiyya:

*“Proposals for the agenda shall be invited from the local Jama'ats. The Amir shall fix a last date for the receipt of such proposals.”*

The person who intends to submit a proposal should immediately check with the President of Jama'at to find out what the deadline for submitting a proposal for the upcoming Shura is. The President should ensure that all the required procedures



for submitting a proposal to National Markaz are completed by the deadline given by National Markaz.

## Scope of a proposal

5. A proposal must address a matter of national interest only. A matter of local or international interest may not be presented as a proposal in the National Majlis Shura.
6. A proposal may not consist of an organizational matter for which the approval of Shura is not necessary.

However, a proposal may be submitted for inviting suggestions and ideas from Majlis Shura regarding implementation of an objective.

7. According to Rule # 29 from Rules and Regulations of Tahrik Jadid Anjuman Ahmadiyya:

*“It shall not be permissible to present before Majlis Shura a proposal concerning an issue related to Shari‘ah unless it is routed through Mufti of Ahmadiyya Community at the Markaz.”*

8. According to Rule # 416 from Rules and Regulations of Tahrik Jadid Anjuman Ahmadiyya:

*“The following shall not be placed on the Agenda of the Shura:*

- a) *Matters on which already a decision of a Hazrat Khalifatul-Masih or the Markaz is available.*
- b) *Matters concerning Shari‘ah or Ifta’.*

*Note: Such matters should be referred to the Mufti of the Community at the Markaz.*

- c) *A matter concerning which Majlis Shura gave a decision during the past three years, except with the prior permission of Hazrat Khalīfatul-Masīh.”*



## Subject matter of a proposal

9. Following are the categories that a proposal usually falls into:
- a) Policy Matters
  - b) Planning
  - c) Implementation of Plans
  - d) Holding a Program or Event
  - e) Amendment in the Constitution
  - f) Motivational or Inspirational
  - g) Budgetary Matter

## Parts of a proposal document

10. A proposal document should usually consist of two broad sections as follows:

### i) The text of the proposal

This is the essential part of the proposal document. It summarizes the intent of the proposal. This part may also be called as an “*Executive Summary*” and should be phrased in a summarized but comprehensive way. It should normally be no more than one or two paragraphs and should be complete in all respects by itself.

The proposal should include the name of concerned department(s).

### ii) Supplementary details

All necessary relevant detail may be attached separately with the text of the proposal. This detail assists in understanding the proposal but is not part of the text of the proposal. This is an optional component, however, it may be used to make the recommendations complete and comprehensive.

This part may include background and historical information about the matter under discussion; references; details of the plan; comparative preliminary feasibility studies; suggested implementation plan; and suggestions to provide the required resources for the implementation, e.g., financial resources.



In this section, the originator of a proposal should also try to address any budgetary constraints that the proposal may impose and possible ways to incorporate them in the budget.

## Formatting a proposal

11. A proposal must show its intent in a clear, concise and to-the-point manner. If the proposal is not phrased adequately to carry its original intent, then the proposal may fail to make in the Agenda of National Majlis Shura, even if its original spirit merits approval. Due to its ambiguity or vagueness, the proposal will not be understood and thus may not be fully appreciated by many.
12. A proposal must be submitted in English only.
13. If a proposal contains any references, then such reference material should be attached separately with the proposal.

For example, if the proposal is as follows:

**“The Holy Qur’an says: ‘*There should be no compulsion in religion.*’ Therefore, the Jama‘at should plan to dispel the notion prevalent in the Canadian society that Islam is a barbaric religion.”**

In the above proposal, the verse mentioned from the Holy Qur’an should be accompanied by reference information as follows:

**[2:257] Translation by Hazrat Maulvi Sher Ali Sahib (*May Allah be pleased with him!*).**

In addition, photocopies of all the references from the original books, publications etc. should also be attached. Such reference material and other relevant details help the reader understand the intent of the proposal. It also guides the members of Majlis Shura in making a well informed decision in a short period of time.

14. The proposal for Majlis Shura is usually worded in one of the following two ways:
  - i) Recommendation
  - ii) Invitation for ideas





## i) Recommendation

Recommendations are usually suggestions to do certain things; start certain projects; create new rules, policies, procedures or activities; or modify any existing ones thereof.

This type of proposal should be clear, concise and preferably in a point-wise format. Specifically it should mention the following:

- What should be done?
- Why it should be done?
- Who should do it?
- How it should be done?

It is preferable that a possible timeline or general guidelines for the implementation of these recommendations should also be provided.

Following is an incomplete example of this type of proposal:

**“There should be a private school for Waqifeen Nau children.”**

The above proposal can be better worded in the following way:

**“To educate and train Waqifeen Nau children according to the instructions of Hazrat Khalifatul- Masih<sup>aa</sup>, Jama‘at Ahmadiyya Canada should start a private school. This special school will provide both Primary and Secondary level of education. It is recommended that a suitable property may be acquired in the Greater Toronto Area for this purpose. Jama‘at may also explore opportunities available for establishment of private schools and available funding for these schools in the form of grants and tax breaks. This school should start the first semester by September 2003.”**

Further details may also be provided as annexure giving a clear picture of the ultimate objective of the proposal. For example, if the person or persons submitting the above proposal have more comprehensive understanding of the project, then they should include such details, e.g., in this case, it may help to address the following questions among possible many others:

- Who will manage the school?
- What semester system will be adopted in the school?
- What syllabi will be taught in the school?



- Who will be able to attend the school?
- How will the school be funded?

## ii) Invitation for ideas

If the intent of the proposal is to invite ideas or recommendations from Majlis Shura about a matter, then it should include clearly defined questions on which recommendations are invited from members of Majlis Shura.

For example, following is a very general or broadly worded proposal of this type.

**“Every Ahmadi should read the books of Hazrat Masih Mau’ud<sup>as</sup>. Majlis Shura is requested to suggest ways and means to accomplish this task.”**

The above example can be made better or more comprehensive by modifying the recommendation in the following way:

**“Jama‘at Ahmadiyya Canada should endeavour to ensure that every Ahmadi has read the books of Hazrat Masih Mau’ud<sup>as</sup>. Members of Majlis Shura are requested to advise as to how we can achieve this objective. Specifically suggestions are requested addressing the following questions:**

- a) **How can a Local Jama‘at supervise this activity?**
- b) **How can the National Markaz monitor this activity?**
- c) **What should be checks and balances to find out whether the plan is successful?**
- d) **How can individuals be tested to find out the quantity and quality of their reading and understanding these books?**
- e) **What should be the follow-up mechanism to monitor individuals and efforts of Local Jama‘at?**
- f) **How can the National Markaz meet the requirement for books?**
- g) **How can the language / translation barrier be overcome?**
- h) **How can an individual manage his time and allocate an adequate amount of time regularly to read the books of the Promised Messiah<sup>as</sup> ?**
- i) **How can technology be used to complement this effort?”**

In general, for any proposal of this type, Majlis Shura should be requested to address the following questions.

- How can a Local Jama‘at achieve the object of the proposal? (if applicable)
- How can individuals achieve the object of the proposal? (if applicable)



- How can the National Markaz achieve the object of the proposal? (if applicable)
- How can the relevant Department achieve the object of the proposal?

The above questions should be worded according to the particular proposal. In addition, other questions pertaining specifically to the proposal can be asked as illustrated in the above example.



## Miscellaneous Information

### During the Shura session

The delegates of Majlis Shura from the Local Jama'at that sends a proposal will get further opportunity to explain the intent of the proposal during the proceedings of Majlis Shura. They can also present additional documents to the members of Majlis Shura containing further details or the plan or supporting evidence for its approval.

According to Rule # 21b from Rules and Regulations of Tahrik Jadid Anjuman Ahmadiyya:

*“If a Jama'at sends a proposal for Central Shura, the representative of that Jama'at must be present in the Shura when the Item is being discussed. His absence can be condoned if exceptional factors so require. But the decision lies with Hadrat Khalifatul Masih and the routine will not be altered due to such decision.”*

### Please remember

According to Rule # 27 from Rules and Regulations of Tahrik Jadid Anjuman Ahmadiyya:

*“If a proposal is sent for inclusion in the agenda of the Majlis Shura, which concerns a matter about which the Majlis Shura gave a decision during the past three years then this fact shall be specifically mentioned along with the proposal.”*

According to Rule # 482b from Rules and Regulations of Tahrik Jadid Anjuman Ahmadiyya:

*“If a member of the Majlis Shura thinks that a resolution of the Shura is against the broader interests of the Jama'at then he may submit a written note of dissent to the President of Majlis Shura. If the President is not convinced to submit his note along with recommendations of the Majlis Shura he should report to Hadrat Khalifatul Masih for the rejection of the dissenting note.”*



## Disclaimer

It must be noted that the preceding are only general guidelines to write quality proposals as put together by the department of National General Secretary. These guidelines are neither final nor complete. In case of any discrepancy between these guidelines and Instructions of Hazrat Khalifatul-Masih or Rules and Regulations of Tahrik Jadid Anjuman Ahmadiyya or established traditions of Jama'at, the latter will prevail and the discrepancy in this document will be null and void.



## Annexure

### Annexure I: Rules and Regulations for Majlis Mushawarat

23. The Central Majlis Mushāwarat/ Majlis Shūrā may be called by Hazrat Khalīfatul-Masīh at his discretion to consult the Jamā'at on important issues.
24. (a) Only such agenda is admissible for discussion in any Majlis Shūrā as has been approved by Hazrat Khalīfatul-Masīh.  
(b) If a Jamā'at sends a proposal for Central Shūrā, the representative of that Jamā'at must be present in the Majlis Shūrā. His absence can be condoned if exceptional factors so require. But the decision lies with Hazrat Khalīfatul-Masīh and the routine will not be altered due to such decision.
25. The Majlis Shūrā shall comprise representatives of Central Anjumans and Jamā'ats of various countries and other persons as are invited by Hazrat Khalīfatul-Masīh for consultation.
26. The recommendations of the Majlis Shūrā shall become binding on the Central Anjumans and on all Jamā'ats after approval by Hazrat Khalīfatul-Masīh.
27. Proposals shall be invited from Central Anjumans and National Jamā'ats for inclusion in the agenda of the Central Majlis Shūrā. All proposals sent by the Central Anjumans and National Jamā'ats shall be submitted to Hazrat Khalīfatul-Masīh for his approval for inclusion in the agenda of the Central Majlis Shūrā. Proposals, which are not recommended to be included in the agenda, shall be pointed out giving reasons. Also, if a proposal concerns a matter on which the Central Majlis Shūrā gave a decision during the past three years, then this fact shall be mentioned in the report submitted to Hazrat Khalīfatul-Masīh. Such a proposal shall ordinarily not be included in the agenda unless specific permission of Hazrat Khalīfatul-Masīh is obtained.



Proposals not included in the agenda shall only be read out before the Shūrā along with the reasons but shall not be discussed in the Majlis Shūrā.

28. A proposal or an amendment to a proposal can be presented during a session of Majlis Shūrā only in written format. Verbal amendments shall not be admissible.
29. It shall not be permissible to present before Majlis Shūrā a proposal concerning an issue related to Sharī'a unless it is routed through Muftī of Ahmadiyya Community at the Markaz.
30. All the conditions (as per Rules 221, 222, 232(a), 252 & 253) which apply to all office bearers shall also apply to members of Majlis Shūrā.

Note: If desired by Hazrat Khalīfatul-Masīh, a Central Majlis Shūrā may be held annually after the Central Jalsa Sālāna. According to current traditions the representatives of various countries of Majlis Shūrā, are nominated by National Amīr / National President out of those delegates who participate in the Jalsa. The final selection of representatives is done by Hazrat Khalīfatul-Masīh.



## Annexure II: Rules and Regulations for National Majlis Shura

### National Majlis Shura

**465** Majlis Shūrā shall be held in every country with prior approval of Hazrat Khalīfatul-Masīh.

**466** National Majlis Shūrā shall consist of the following members:

- a) The National Amīr /President
- b) The Central Missionaries
- c) The National Nā'ib Amīr(s)/Vice President(s) and all the National Office bearers of the Jamā'at
- d) The Local Amīrs/Presidents
- e) Representatives from the local Jamā'ats, other than the local Amīrs /Presidents who will be elected as follows:
  - (i) Every local Jamā'at that has 50 or less Chanda paying members shall elect one representative.
  - (ii) Local Jamā'ats that have 51 to 100 Chanda paying members shall elect two representatives each.
  - (iii) Any local Jamā'at that has more than 100 Chanda paying members shall elect one additional representative for every 50 Chanda paying members or part thereof.
- f) The National Amīr/President may at his discretion invite a member of the Jamā'at to specifically participate in the Majlis Shūrā. The number of such invitees shall not be more than 5% of the total number of members of the Shūrā.
- g)
  - (i) Two representatives of Majlis Khuddāmul Ahmadiyya, consisting of Sadr Majlis and one representative nominated by him.
  - (ii) Two representatives of Majlis Anṣārullāh, consisting of Sadr Majlis and one representative nominated by him.





(iii) Representatives of Lajna Imāillāh, consisting of Sadr Lajna and others nominated by her. As far as their number is concerned, the National Amīr/President will get approval from Hazrat Khalīfatul-Masīh.

h) It shall be necessary that the age of 25% of the representatives who are elected by a Jamā'at for Shūrā be less than 30 years.

*Note:* All conditions (as per Rules 221,222, 232(a), 252 and 253) which apply to all office bearers shall also apply to Shūrā members.

- 467** Representatives shall be elected by majority vote at the general meeting of the local Jamā'at.
- 468** The local Secretary Māl shall certify that the elected representatives are not in arrears.
- 469** If a person does not have a beard, he cannot be elected as a representative. In exceptional cases special permission should be obtained from Hazrat Khalīfatul-Masīh.
- 470** The National Amīr/President shall approve the membership of elected representatives to the Majlis Shūrā. In case any elected representative's membership is not approved by the National Amīr/President, he may appeal to the Markaz against the decision of the National Amīr/President.
- 471** Each member of the Majlis Shūrā shall hold office till the next annual meeting of the Majlis Shūrā.

## **Convening the Meeting and Preparation of Agenda of the Majlis Shūrā**

- 472** The National Amīr/President shall call all the meetings of the Majlis Shūrā and shall preside over them except when a representative from the Markaz is present and chooses to do so. In the absence of the National Amīr/President, the National Nā'ib Amīr/Vice President shall preside



over the meetings. A notice of one month is essential for the annual meetings.

- 473** A representative of Hazrat Khalīfatul-Masīh or a higher official of the Markaz shall have the power to call meeting of the Majlis Shūrā, in any country, in such a case he shall have the right to preside over the meeting if he chooses to do so.
- 474** Proposals for the agenda shall be invited from the local Jamā'ats. The National Amīr/President shall fix a last date for the receipt of proposals.
- 475** Members shall present their proposals to the local Amīr /President. The local Amīr/President shall present the proposals before a general meeting of the Jamā'at. If a proposal is approved by the majority of the members then it will be sent to the National Amīr/President for inclusion in the agenda of the Majlis Shūrā.
- 476** The National Majlis 'Āmila and its members have also the right to submit proposals for consideration by Majlis Shūrā.
- 477** The National Majlis 'Āmila shall consider all such proposals and chalk out the final agenda. The final agenda along with those proposals which have not been included in the final agenda shall all be sent to Hazrat Khalīfatul-Masīh for approval. Those proposals which are not included in the agenda of the Majlis Shūrā shall be read out before the Majlis Shūrā along with reasons for not including these proposals in the agenda. The proposal shall not be discussed in the Majlis Shūrā.
- 478** Following business shall be conducted at the annual meeting of the Majlis Shūrā:
- (a) Appointment of sub committees for deliberation on the agenda.
  - (b) Presentation of the implementation report of the decisions of the previous Majlis Shūrā by the concerned office bearers.
  - (c) Those proposals which are not included in the agenda of Majlis Shūrā shall be read out before the Majlis Shūrā along with reasons for not including these proposals in the agenda.



- (d) Consideration of the agenda finally approved by Hazrat Khalīfatul-Masīh.
- (e) Approval of the proposed budget of the ensuing year.
- (f) Election of the national office bearers.

**479** Following shall not be placed on the agenda of the Majlis Shūrā:

- (a) Matters on which already a decision of Hazrat Khalīfatul-Masīh or the Markaz is available.
- (b) Matters concerning Sharī‘a and Ifṭā‘.
- (c) Note: Such matters should be referred to the Muftī of the Jamā‘at at the Markaz.
- (d) A matter concerning which the Majlis Shūrā gave a decision during the past three years, except with the prior permission of Hazrat Khalīfatul-Masīh.

## Conduct of meeting of the Majlis Shūrā

**480** The National General Secretary shall act as secretary to the Majlis Shūrā.

**481** The proceedings of the National Majlis Shūrā shall be conducted on the same pattern as those of Majlis Shūrā at the Markaz.

- (a) All advice, council and opinion by the members shall be addressed to the Chairman of the Majlis Shūrā.
- (b) If a member of the Majlis Shūrā thinks that a recommendation of the Majlis Shūrā is against the broader interests of the Jamā‘at then he may submit a written note of dissent to the Chairman of Majlis Shūrā. If the Chairman is not convinced to submit his note along with recommendations of the Majlis Shūrā he should report to Hadrat Khalīfatul Masīh about the rejection of the dissenting note.

**482** The National Amīr/President does not have the right to veto a recommendation of the Majlis Shūrā.



- 483** Subcommittees from among the members of the Majlis Shūrā may be appointed by the Majlis Shūrā to deliberate on upon assigned items on the agenda and to present their recommendations to the Majlis Shūrā.
- 484** Members of Majlis ‘Āmila shall not have the right to vote or speak against the opinion formed by the Majlis ‘Āmila concerning any proposal on the agenda of Majlis Shūrā. But in case a member’s personal opinion is against the opinion of the National Majlis ‘Āmila he may abstain from voting.
- 485** Members of the Majlis ‘Āmila shall not have the right to criticize the working of Jamā‘at during the proceedings of the Majlis Shūrā.
- 486** The regular employee of the Jamā‘at who is a member of the Majlis Shūrā, will not have the right to criticize the working of different departments of the Jamā‘at.
- 487** The Chairman shall have the power to expel any member from the meeting of Majlis Shūrā who in his opinion is guilty of improper conduct.

### **Follow up of the Majlis Shūrā**

- 488** The decisions of the National Majlis Shūrā shall come in to force after final approval by Hazrat Khalīfatul-Masīh.
- 489** The National Amīr/President shall be responsible for the overall implementation of the decisions of the Majlis Shūrā while individual members of the Majlis ‘Āmila shall be responsible for implementation of decisions concerning their departments. They shall present implementation reports at the next annual meeting of the Majlis Shūrā.