

# ISLAMIC ASSOCIATION OF RALEIGH

## Shura Policy

Shura Term: 2022-2025

Policy Name:	<u>IAR Members/Guests Attendance to Shura Meetings</u>
Policy Number: Previous Policy Number (if revising)	2022-06-xxx
Pre-approval consultation required:	<input type="checkbox"/> Legal Advisory Team <input type="checkbox"/> Imam's Office <input type="checkbox"/> Other Committees: Grievance <input type="checkbox"/> Others
Committees responsible for implementation:	Chair, Vice Chair, CEO
Shura approval date:	June 5, 2022
Other comments:	

*This policy shall remain intact and enforceable unless amended or ratified by the shura and documented in shura minutes*

1. Reason for Policy: To Create a Policy on Guest Attendance of Shura Meetings
2. Who Should Read this Policy: Shura Members and individuals who regularly attend Shura meetings or are interested in attending a Shura meeting
3. Resources and References:
4. Definitions: Attendance: the act of attending a Shura meeting, either in person or via electronic means.
5. Policy Statement: To have a standard policy to consider guest attendance of Shura meetings either in-person or via electronic means.

## ISLAMIC ASSOCIATION OF RALEIGH (IAR) GUEST ATTENDANCE OF SHURA MEETINGS

### POLICY AND GENERAL PROCEDURE

1. Types of Guests
  - a. Collaborating Guests: those whose attendance is related to an agenda item being discussed by the Shura and whose participation is required in the discussion or answering of questions by the Shura.
  - b. Board Members
  - c. Member Guests: IAR members whose attendance is out of interest or awareness of Shura business.
  - d. Non-member Guests: community members whose attendance is out of interest or awareness of Shura business
  - e. Organizational Guests: Administration, Imams, and IAR committee chairs or members.

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2. Each official meeting of the Shura is open to all guests. The Shura may hold a “closed” session and exclude all guests when discussing confidential, sensitive, or personnel matters, as determined by the IAR Shura Chairperson (hereinafter “Chairperson”).
3. When a “closed” session of the meeting is next on the agenda, all guest(s) (excluding IAR Board members) in attendance will be asked to leave the meeting prior to discussion of the “closed” session item. The guests will be able to return once the “closed” session of the meeting has been completed.
4. All guests have the option to attend in-person or via electronic means. If attending via electronic means, then a guest must receive prior authorization from the Chairperson. The Chairperson will provide the guest with a meeting link to attend virtually.
5. Only the Chairperson has the authorization to grant approval and access to guests wanting to attend the Shura meeting via electronic means.
6. Any guest attending a Shura meeting via electronic means is required to identify any other guest present alongside him/her.
7. The Shura is provided with a meeting link to attend via electronic means; however, the Shura may not share or forward the meeting link to any other individual without permission of the Chairperson.
8. No individual in attendance is allowed to record any of the Shura meeting without prior notification and authorization from the Chairperson.
9. All guests must observe the Shura meeting etiquette and rules of conduct. A guest that does not abide by the rules may be asked to leave the meeting by the Chairperson.
10. IAR Shura must extend the same courtesy to guests that Shura observes with one another. The Shura must be respectful and attentive when guests are speaking.
11. Guests may not participate in any discussion or provide comments at the meeting unless getting prior approval or being called on by the Chairperson.
12. Guests may not make a motion or vote on any motion that is under consideration during the Shura meeting.
13. The meeting agenda and relevant supporting documents are provided to the Shura ahead of the meeting. Any guest may request a copy of eligible documents from the Chairperson. The Chairperson may decide to make the requested document available only after it is considered “final”. No draft documents will be provided to any guests.
14. CEO can make a request in writing with justification/rationale to the Shura Chairperson for any Administration or Committee member needing to attend Shura meeting virtually. Only upon receiving approval from the Chair for such, access to the meeting will be granted.
15. IAR Board members can attend a Shura meeting of their own accord either in-person or virtually. However, if attending virtually, they need to inform the Chairperson so that meeting access information can be provided. IAR Board Members will be provided the Shura meeting agenda at the same time as Shura members. Final minutes of Shura meetings along with all final supporting documents, if applicable, will be provided to IAR Board Members via email.