

BY-LAWS AND REGULATIONS (Ref: 1/2018)
MALAYSIA CRIME PREVENTION FOUNDATION
THE RULES AND PROCEDURES ON ELECTION OF
EXECUTIVE COUNCILLORS AT THE GENERAL MEETING MADE IN
PURSUANT TO ARTICLE 20 OF THE CONSTITUTION

(A) NOMINATION

1. Every election year, the Foundation shall call for the nominations for the election of the new Executive Councillors (EXCO) **not later than three (3) weeks** before the proposed date of Annual General Meeting. The Secretariat shall send by post a circular together with nomination form, to members of the Foundation, inviting nomination for the election of EXCO. The circular shall state the number of vacancies to be filled i.e. seventeen (17).
2. The circular may also be notified to members of the Foundation by posting it on the Foundation's official website and by sending it by electronic mail (email) to members of the Foundation.
3. Nomination shall be made in accordance to the prescribed form (a sample of the nomination form is attached in Appendix A). The prescribed form shall require members of the Foundation who intend to nominate any member of the Foundation for election of the EXCO to state all information and details thereof clearly together with their membership registration numbers. Any subsequent complaint in respect of any mistake or manner in which the name appeared shall not be entertained by the Foundation.
4. Each nomination must be proposed and seconded by Foundation's members who hold valid membership status and have duly paid up all membership fee and subscription fee. Each member is allowed to propose one candidate and/or second another candidate only. **Members shall notify and seek consent from the candidates before submission of any nomination.**
5. **Hard copy** of the completed nomination form shall be sent to or deposited at the Secretariat office of the Foundation on or before the date of closing of nomination which shall be not later than **two (2) weeks** before the proposed AGM. **To ensure safe delivery, nominations should be submitted preferably by registered mail, courier service or hand delivery.**
6. The Foundation shall designate the Executive Secretary of the Foundation to serve as Secretariat Election Officer (SEO).

(B) PREPARATION OF CANDIDATES LIST

1. Upon receipt of the nomination forms, the SEO shall ascertain the followings of the nominated candidates:
 - a. Ensure propriety of the details and information of the nomination forms;
 - b. Perform police vetting on the candidates; and
 - c. Any other necessary vetting deemed appropriate by the SEO.

If the SEO becomes aware of any of the matters provided under the Article 9(b)(iii) or/and Article 15(f) of the Constitution with respect to that nominated candidate, the SEO shall inform the candidate. It is nevertheless the responsibility of the candidates to check and ensure that they meet the eligibility criteria.

2. Upon completion of the vetting procedure, the SEO shall compile the final candidates list as follows:-
 - a. A complete list containing the names of the candidates nominated for the election together with the names of the proposers and seconders;
 - b. The complete list above shall be posted on the Foundation's official website.

(C) ELECTION AT THE GENERAL MEETING

1. The Election shall be managed and conducted by a Returning Officer (RO) from Royal Malaysia Police appointed by the Inspector General of Police (IGP).
2. Each voting form will be serialized which shall not be necessary same with the membership registration number.
3. Only Ordinary Members, Honorary Life members, Ordinary Life Members and representatives of the Corporate Members and Associate Members with valid membership status and have duly paid up all membership fee and subscription fee in accordance to Article 15 of the Constitution are entitled to attend and vote at the Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). **Representatives of Corporate Members and Associate Members are eligible to single vote only.**
4. Members attending the AGM or EGM shall present their membership cards or Malaysian Identity Cards.
5. Nomination of the candidates shall be by way of adoption the final complete candidates listing prepared by the SEO in accordance to Section B above. **The candidate must present himself/herself personally in the General Meeting together with the respective proposer and seconder. The absence of the candidate shall be deemed that he/she be withdrawn from the election.**
6. Each nominated candidate will be formally introduced by the RO prior to the election. After the introduction, the members will be given 15 minutes to complete the voting forms. Upon completion of the voting process, all voting forms must be returned to the RO and his team. RO will count and verify all voting forms prior to announcement of the election results.
7. RO will project the election results on screen and if there is no challenge to the results announced, the 17 elected EXCO members name list shall be deemed confirmed and final.
8. Any accidental failure to comply with any of these rules and procedures shall not invalidate the election.

APPENDIX A

NOMINATION FOR EXECUTIVE COUNCILLOR (EXCO) OF MALAYSIA CRIME PREVENTION FOUNDATION (MCPF) 2018-2020

(Please print or type all information legibly)

(I) Proposer

I, the undersigned, hereby nominate
[(details shown in Part(III) below] as a candidate for the EXCO election 2018-2020
("Nominated Candidate")

Name of Proposer: Signature:

MCPF Membership No.: Mobile No.:

(II) Secunder

I, the undersigned, hereby second
(details shown in Part(III) below] as a candidate for the EXCO election 2018-2020
("Nominated Candidate")

Name of Secunder : Signature:

MCPF Membership No.: Mobile No.:

(III) Particulars of the Nominated Candidate

Full Name:

NRIC No.: MCPF Membership No.:

Mobile No.: Email Address:

Postal Address:

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Date:

IMPORTANT: Please take note that the Proposer, Secunder and Nominated Candidate must state their details completely and clearly to avoid disqualification. This form with complete details and information in **original** copy must be return to the address below on or before

The Secretariat
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