



Majlis-e-Shura

Proposal Guidelines

Shura Proposal Guidelines

Who can submit a proposal

Any member of Majlis can submit a proposal:

1. If a Khadim of local Majlis wishes to have a proposal(s) included in the agenda, such a proposal(s) must first be approved during the General Body Meeting of respective Majlis as well as by the local Majlis-e-Amila of that Majlis.
2. The National Majlis-e-Amila and its members also have the right to submit proposals for consideration by the Shura.

How a proposal should be submitted

Instructions of Hazrat Khalifatul Masih IVth about Majlis Shura:

In light of Huzoor^{rh}'s instructions, delivered in his Friday sermon of March 27th 1998, Qadian Majalis are advised to note the following points:

- i. A general body meeting of your Majlis must be held.
- ii. The Shura representatives of your Majlis are required to attend this meeting. They would generally present the viewpoint of your Majlis in Majlis Shura. If new information comes to their knowledge, which changes their view, they may present their new opinion.
- iii. During the proceedings of Majlis Shura, the representatives should be very attentive to the discussion. They should take notes so that the important points are recorded.
- iv. They should convey their feelings that how they benefited by attending the Majlis Shura.
- v. Majlis Shura is a sacred institution established under divine command. Therefore, we should jealously guard its sanctity and avail all possible means to bring this fact to the notice of the members.

In addition to the regular representatives of the Majlis, other members, particularly the members of local Majlis-e-Amila must attend the Majlis Shura as observers.

As per the above instructions, a proposal from a member of Local Majlis is approved only through a majority vote in the General Body Meeting of his Local Majlis before it can be forwarded to National Markaz.

Scope of a proposal

1. 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.
2. 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.
3. According to Rule No. 34 B from Constitution of Majlis Khuddamul Ahmadiyya:

Once the Majlis Shura takes a decision on a proposal it cannot be presented again in the Majlis Shura for the next three years. If it becomes necessary to present the proposal once again in the Shura, then a request shall be submitted to Hazrat Khalifatul Masih^{aa} along with explanatory reasons seeking approval to do so.

Subject matter of a proposal

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

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.

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

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.