

ELECTION MEETING MINUTES FORM

(Name of Organization)

MINUTES OF MEETING HELD ON _____

Present: _____

Meeting called to order at _____ am/pm by _____
(Name of President)

Motion to open nominations for **President** by _____

Seconded by _____ Vote: For _____ Against _____

Nominations for President: _____

Motion to close nominations made by _____, seconded by _____

Election for President

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

_____ is elected **President**.

Motion to open nominations for **Vice President** by _____

Seconded by _____ Vote: For _____ Against _____

Nominations for Vice President: _____

Motion to close nominations made by _____, seconded by _____

Election for Vice President

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

_____ is elected **Vice President**

Motion to open nominations for **Treasurer** by _____
Seconded by _____ Vote: For _____ Against _____

Nominations for Treasurer: _____

Motion to close nominations made by _____, seconded by _____

Election for Treasurer

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

_____ is elected **Treasurer**.

Motion to open nominations for **Secretary** by _____

Seconded by _____ Vote: For _____ Against _____

Nominations for Secretary: _____

Motion to close nominations made by _____, seconded by _____

Election for Secretary

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

Candidate _____ - _____ # of votes

_____ is elected **Secretary**.

Motion to adjourn by _____, seconded by _____

All in favor _____ Opposed _____

Meeting adjourned at _____ am/pm by _____

Minutes submitted by,

X _____
(Signature of Recording Secretary)

(Print Name of Recording Secretary)