



SAMPLE ELECTION MEETING MINUTES FORM

Student Organization Name _____

Minutes of meeting held on: _____

Present:

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

Motion to open nominations for President made 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 made 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 made 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 made 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 _____ Abstentions _____

Meeting adjourned at _____ am/pm by _____

Minutes submitted by,

X _____

Print name of Recording Secretary

X _____

Sign name of Recording Secretary