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