

Minutes Of Branch Secretary Election Meeting.

1) A meeting of the initiated members of _____ Branch attached to _____ District Satsang Association under the _____ Radhasoami Satsang Association was held on _____ at _____ a.m./p.m. at _____ to elect the Branch Secretary for the term ending _____.

2) The vacancy has been caused due to completion of term / _____.

3) P.B./PBn. _____ appointed by the President _____ Radhasoami Satsang Association as Observer was present.

4) Notice of the meeting had been given to all members by announcement in Branch Satsang on _____ and _____. Notice was given in writing/personally or by Post Card on _____. The Centre Incharge had informed members attached to Centre and announcements were duly made at the Centre on _____ and _____.

5) Attendance :

- (i). Membership of the Branch :_____ Present:_____
- (ii). Membership of the Satsang Centre:_____ Present:_____
- (iii). Total Membership :_____ Present:_____

Names of members who attended are appended to this report.

6) First the **Election of Chairperson** was held for which the proceedings were conducted by the then Branch Secretary (or other person as designated by the Sabha).

S.No.	Name & UID	Proposed by & UID	Seconded by &UID	Votes received
(i)				
(ii)				
(iii)				

NOTE: Chairperson will not be a candidate for the post of Branch Secretary.

(iv) _____ withdrew his/her/their name/(s) There being only one candidate in the field _____ was elected as Chairperson unanimously.

OR The votes were taken by show of hands and _____ having received maximum votes; was declared elected as Chairperson. Thereafter, the further proceedings were conducted by the Chairperson.

7) **Quorum:** Out of _____ members, _____ (____%) attended the meeting / OR the quorum not being complete, the meeting was adjourned in consultation with the Observer to _____. The following are proceedings of adjourned meeting.

8) Irrespective of the number of candidates proposed, voting shall take place and names of all candidates will be recorded by the Chairperson in descending order of votes received in the table below.

S. No	Name & UID	Proposed by -with UID	Seconded by -with UID	Candidates who have withdrawn	Votes scored
1.					
2.					
3.					
4.					
5.					

* Please mention – number of invalid votes _____.

9) We, the members of _____ Branch Satsang including Satsang Centre/s (where applicable) whose names and signatures are appended to this report, do hereby elect the following persons in the panel of elected candidates for next five years/remaining term ending _____. Their names are arranged in descending order of preference.

1. P.B./P.Bn. _____ Votes - _____
2. P.B./P.Bn. _____ Votes - _____
3. P.B./P.Bn. _____ Votes - _____

We certify that they are in good health and live reasonably close to the Branch headquarters.

S. no	Particulars	1.	2.	3.
i.	Name: UID : DOI :			
ii.	Educational Qualification			
iii.	Occupation			
iv.	Father's name			
v.	Spouse name: UID: DOI:			
vi.	Age as on 01.10.2020			
vii.	Previous terms of Secretary-ship, if any.(Specify period)			
viii.	Language in which he/she can correspond: a) Hindi b) English c) Others			
ix.	Full correspondence Address			
	Mobile No.			
	Email id			
x.	Signature of candidate			

The elections were held according to the Guidelines.

Signature of Observer
Name : _____
UID: _____

Signature Of Chairperson
Name _____
UID: _____

Recommendation of Regional President

I recommend, the name of PB./ PBn. _____ for the post of Branch Secretary of _____ Branch.

Signature: _____

Regional President/ R. S. Asson.

Attendance Sheet

S. No.	Name	Signature	S.N o.	Name	Signature
1.			22		
2.			23		
3.			24		
4.			25		
5.			26		
6.			27		
7.			28		
8.			29		
9.			30		
10.			31		
11.			32		
12.			33		
13.			34		
14.			35		
15.			36		
16.			37		
17.			38		
18.			39		
19.			40		
20.			41		
21.			42		

(Use additional sheet, if required)

Signature of Observer
(with name and UID)

Signature of Chairperson
(with name and UID)