**BOARD OF DIRECTORS ELECTION MEETING MINUTES OF**

**NAME OF NATIONAL FEDERATION**

Minutes of meeting held on: DATE

Present: Members were asked to sign in to confirm eligibility to vote – see attached Attendance Sheet. It has been confirmed a total of (NUMBER OF PRESENT MEMBERS) members signed in.

Declaration of Quorum: The Quorum has been duly completed with (NUMBER OF DELEGATES) delegates. It is understood that the required Quorum for the Board of Directors’ election is NUMBER OF DELEGATES.

Election for President:

Candidate n°1 NAME OF CANDIDATE – NUMBER OF VOTES of votes

Candidate n°2 NAME OF CANDIDATE – NUMBER OF VOTES of votes Candidate n°3 NAME OF CANDIDATE – NUMBER OF VOTES of votes

**NAME OF NEW PRESIDENT is elected President.**

The NAME OF NATIONAL FEDERATIONBoard of Directors for YEAR PERIOD was confirmed as follows:

President NAME

Vice President – Admin NAME

Vice President – Technical NAME

Secretary General NAME

Treasurer NAME

General Secretary (Executive Director) is NAME

The immediate past president is NAME OF IMMEDIATE PAST PRESIDENT.

Minutes submitted by,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of the General Secretary Official Stamp of the National Federation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of the Immediate Past President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature of the New President

Official Declaration of the National Federation:

1. **True and correct information**. This is an official statement of the National Federation. The National Federation hereby declares that above is true and correct and any false statement could result in denial of the submitted request, and disciplinary proceedings with sanction of warning, fine, suspension or expulsion.
2. **FINA mandatory requirements for elections**. The National Federation hereby declares that the elections comply with FINA rules, especially with C.8.2.8 (holding elections at least every four (4) years), C.8.2.6 (No government or third parties Interferences), BL 14 (Autonomy), 5th fundamental principle of Olympism (Democratic and Free elections) and FINA Code of Ethics (Integrity, Neutrality and No conflict of interests).
3. **Investigation**. The National Federation understands that all information on this document is subject to investigation and authorize FINA to make any inquiry of any person, firm or agency relevant to this document, and further authorize any person, firm or agency to provide information as may be requested by FINA. The National Federation hereby authorizes to release information to FINA concerning the elections.
4. **Understanding and Swearing**. The General Secretary certifies that has completed and read this document and know and understand the contents of it, and swear that the information contained in it is true and complete.

Annexes:

1. Election Meeting Attendance Sheet
2. ….

***Annex 1.***

***ELECTION MEETING ATTENDANCE SHEET***

|  |  |
| --- | --- |
|  | **Members (i.e. Clubs: name of club and representative name)****(with voting rights)** |
| **A.**  | **Eligible clubs** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |
| **12** |  |
| **13** |  |
| **14** |  |
| **15** |  |
| **16** |  |
| **17** |  |
| **18** |  |
| **19** |  |
| **20** |  |
| **25** |  |
| **26** |  |
| **27** |  |
| **28** |  |
| **29** |  |
| **30** |  |
| **B.**  | **Not eligible clubs** |
| **31** |  |
| **32** |  |
| **33** |  |
| **34** |  |
| **35** |  |
| **C.**  | **Absent clubs** |
| **36** |  |
| **37** |  |
| **38** |  |
| **39** |  |
| **40** |  |

|  |  |
| --- | --- |
|  | **OBSERVERS** **(without voting rights)** |
| **A.**  | **Government**  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **B.**  | **National Olympic Committee** |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **C.**  | **Press/Media** |
| **11** |  |
| **12** |  |
| **13** |  |
| **14** |  |
| **15** |  |
| **D.**  | **Other** |
| **16** |  |
| **17** |  |
| **18** |  |
| **19** |  |
| **20** |  |