**Minutes Of Assistant 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 Assistant Branch Secretary for the term ending \_\_\_\_\_\_\_\_\_.

 **2)** The vacancy has been caused due to completion of term / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 3**)** Notice of the meeting had been given to all members by making announcement/circulation in Branch Satsang on \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_. Notice was given in writing/personally or by Post Card on \_\_\_\_\_\_\_\_\_.

 4**)** Attendance: Membership of the Branch :\_\_­­­­­­­­­\_\_\_\_\_\_\_\_ Present:\_\_\_\_\_\_\_\_\_.

 Names of members who attended are appended to this report.

 **5)** 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 Assistant 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.

 **6)** **Quorum:** Out of \_\_\_\_\_\_\_ members, \_\_\_\_\_\_ (\_\_\_\_%) attended the meeting / OR the quorum not being complete, the meeting was adjourned to \_\_\_\_\_\_\_\_\_\_. The following are proceedings of adjourned meeting.

 **7)** If there are more than one 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.

**Page 1 of 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Name & UID | Proposed by-with UID | Seconded by -with UID | Candidates who have withdrawn | Votes scored |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 \_\_\_\_\_.

 **8)** We, the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch Satsang whose names and signatures are appended to this report, do hereby elect the following persons in the panel of elected candidates for next three 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.

**Page 2 of 3**

###  9) Particulars of Candidates elected

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |  |  |
| viii. | Language in which he/she can correspond:1. Hindi
2. English
3. Others
 |  |  |  |
| ix. | Full correspondence Address  |  |  |  |
| Mobile No.  |  |  |  |
| Email id  |  |  |  |
| x. | Signature of candidate |  |  |  |

**10)** The elections were held according to the Guidelines.

 Signature Of Chairperson

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 UID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11) Recommendation of Regional President**

I recommend, the name of PB./ PBn.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the post of Assistant Branch Secretary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch.

 Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Regional President/ R. S. Asson.

**Page 3 of 3**

**Attendance Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name** | **Signature** | **S.No.** | **Name** | **Signature** |
|  |  |  | 22 |  |  |
|  |  |  | 23 |  |  |
|  |  |  | 24 |  |  |
|  |  |  | 25 |  |  |
|  |  |  | 26 |  |  |
|  |  |  | 27 |  |  |
|  |  |  | 28 |  |  |
|  |  |  | 29 |  |  |
|  |  |  | 30 |  |  |
|  |  |  | 31 |  |  |
|  |  |  | 32 |  |  |
|  |  |  | 33 |  |  |
|  |  |  | 34 |  |  |
|  |  |  | 35 |  |  |
|  |  |  | 36 |  |  |
|  |  |  | 37 |  |  |
|  |  |  | 38 |  |  |
|  |  |  | 39 |  |  |
|  |  |  | 40 |  |  |
|  |  |  | 41 |  |  |
|  |  |  | 42 |  |  |

 (Use additional sheet, if required)

 Signature of Chairperson

 (with Name and UID)