**World Aquatics Member:** [NAME OF WORLD AQUATICS MEMBER]

**Name of the Body that took the decisions:** [NAME OF THE BODY]

**Date and Place of the General Assembly:** [DATE], [PLACE]

**Present:** Members were *asked to sign in to confirm* eligibility to vote – see the attached Attendance Sheet (Annex 1). 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].

**Term of mandate for the Board of Directors:** [XXX]

**Election for President:**

* Candidate n°1 [NAME OF CANDIDATE] – [NUMBER OF VOTES] votes
* Candidate n°2 [NAME OF CANDIDATE] – [NUMBER OF VOTES] votes
* Candidate n°3 [NAME OF CANDIDATE] – [NUMBER OF VOTES] votes

[NAME OF NEW PRESIDENT] is elected President.

**Board of Directors’ Composition:**

The composition of the [NAME OF WORLD AQUATICS MEMBER]Board of Directors was confirmed as follows:

* President [NAME]
* Vice President [NAME]
* Treasurer [NAME]
* Member [NAME]
* [OTHER MEMBER]

General Secretary (Executive Director) is [NAME]

The immediate past president is [NAME]

**Submitted by the following duly authorized representatives:**

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

[POSITION] Past President

[NAME] [NAME]

Date: [DATE] Date: [DATE]

**Undertakings of the World Aquatics Member:**

1. **True and correct information**. This Minutes Summary is an official statement of the World Aquatics Member. The World Aquatics Member hereby declares that above information is true and correct and any false statement could result in denial of the submitted request, and possible disciplinary proceedings according to World Aquatics Rules.
2. **Compliance with World Aquatics Rules**. The World Aquatics Member hereby warrants that that it complies with World Aquatics Rules, in particular, but not limited to, that: it manages its affairs independently and without regard to undue influence by third parties or government(s); its constitution and rules comply with World Aquatics Constitution and Rules; it holds general assemblies on a regular basis, at least every two (2) years, in accordance with their constitution as approved by World Aquatics, ensuring that the general assembly approves the accounts, the budget, a technical report, as well as an audit report and that elections are held on a regular basis, at least every four (4) years (Article 7 of World Aquatics Constitution); and that its members, in particular clubs, shall only be able to exercise their voting rights at the general meetings of the World Aquatics Member to which they are affiliated if they comply with the requirements mentioned under Article 9.2 of the World Aquatics By-Laws.
3. **Investigation**. The World Aquatics Member understands and agrees that World Aquatics can make any investigation related to the present elections. The World Aquatics understands and agrees that it shall cooperate to any inquiry initiated by World Aquatics.
4. **Swearing**. The World Aquatics Member’s representatives that have signed above the present Minutes Summary certify that they understand its content and confirm that any submitted information is true and complete.

**Annexes:**

1. Election General Meeting Attendance Sheet
2. Minutes of the General Meeting, in English [TO BE ATTACHED]
3. [ANY OTHER DOCUMENT SUBMITTED BY THE WORLD AQUATICS MEMBER]

**Annex 1.**

**ELECTION GENRAL MEETING ATTENDANCE SHEET**

|  |  |
| --- | --- |
|  | **MEMBERS - with voting rights (i.e. Clubs: name of club and representative name)** |
| **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.** | **Non 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.** | **Board of Directors Members / Employees of the National Federation / Other** |
| **16** |  |
| **17** |  |
| **18** |  |
| **19** |  |
| **20** |  |