

**Election Report Example
FY20 Example**

To: NAME, SWE President
 Cc: NAME, Society Nominating Committee Chair
 NAME, SWE Headquarters (Archives)
 From: NAME, Teller
 Subject: Report of FYXX Society Election Results
 Date: DATE

The Teller was assisted this year by the vendor, COMPANY NAME, NAME, President. COMPANY NAME electronically created, mailed, received, and tallied the ballots. They reported the totals of the ballots as shown in Table 1 for the FYXX Society election results to the SWE Teller. The returned ballots were processed in accordance with existing Teller procedures approved DATE.

Of the NUMBER ballots sent to the membership, NUMBER valid ballots were returned, representing NUMBER%. No ballots were returned that were deemed invalid. The election results and voting summary are provided in Tables 1 and 2, respectively.

If you have any questions, you may call me at PHONE or reach me by email at teller@swe.org. Thank you for allowing me to serve the Society of Women Engineers.

Table 1 – FYXX Election Results

Office	Candidate	Votes
President-Elect	NAME	NUMBER
	NAME	NUMBER
	[REPEAT AS NECESSARY]	
Treasurer (or Secretary)	NAME	NUMBER
	NAME	NUMBER
Director (3)	NAME	NUMBER
	NAME	NUMBER
Deputy Speaker of the Senate	NAME	NUMBER
	NAME	NUMBER
Senate Secretary	NAME	NUMBER
	NAME	NUMBER

Office	Candidate	Votes
Trustee (3)	NAME	NUMBER
	NAME	NUMBER
Bylaws Committee Chair Elect	NAME	NUMBER
	NAME	NUMBER
Audit Committee Chair Elect	NAME	NUMBER
	NAME	NUMBER
Ethics Committee Chair Elect	NAME	NUMBER
	NAME	NUMBER
Finance Committee Chair Elect	NAME	NUMBER
	NAME	NUMBER
Nominating Committee Chair Elect	NAME	NUMBER
	NAME	NUMBER
Senator (7)	NAME	NUMBER
	NAME	NUMBER

Table 2 – FYXX Voting Summary

NUMBER Eligible members (NUMBER with missing email addresses were sent instructions by mail)

- NUMBER Total valid ballots received (NUMBER%)
 - NUMBER Electronic ballots
 - NUMBER Paper ballots
 - NUMBER Invalid ballots not counted
 - NUMBER Postmarked after DATE
 - NUMBER Mailings returned to sender as undeliverable

Summary of estimated expenses incurred by the Teller:
 \$NUMBER Vendor Contract
 NUMBER hours HQ Staff Time

Signatures:

Teller

Headquarters