**INSTRUCTIONS TO USE WITH FORM #3**

**“Sample Minutes of Annual Meeting”**

**Special Note**:It is usually helpful to print these instructions first so that you can refer back to them. Also, in the **Word Format** only - you can move from one fill in space to the next by **pressing the F11** key on your computer key board. You can also move through the document by placing your cursor on the shaded fill in space and click once.

1. #1 - Type in the name of the LLC.

2. #2 - Type in the name of the LLC again.

3. #3 - Type in the date of the meeting.

If you want all of the members (owners) to be the managers of your LLC, then they should already be listed in Exhibit A to the Operating Agreement and do not need to be renamed here. If the managers are different people than the members, then you should insert their names here.

4. #4 - Type in the name of each member who was present at the meeting.

5. #5 - Type in the name of the person appointed secretary to take minutes of the

meeting. This can be a temporary appointment or permanent for future meetings.

6. #6 - Type in the name of the individuals who will be managers of the LLC. Note: An LLC can also have an entity such as another LLC or corporation named as the manager. If that is the case, type in the name of the entity. If an entity is named as manager, It is usually helpful to also state the name of the authorized representative of the entity who will be acting for the entity as manager.

7. #7 - Type in a description of business or topic discussed.

8. #8 - Type in a description of what was agreed to by the members.

**Special Note:** If all members are agreeable, they can waive or forgo sending out an official written notice of the meeting. This saves time and effort. However, the waiver needs to be in writing. A sample form for “Waiver of Notice of Organizational Meeting” can be found after the organizational meeting form below.

(Continue to Form)

**SAMPLE MINUTES OF THE ANNUAL MEMBERS**

**MEETING** **OF [ #1 - NAME OF LLC - ], LLC**

The Annual Meeting of the Members of [ #2 - NAME OF LLC - ], LLC, was held on [ #3 - DATE -  ], pursuant to a written waiver of notice signed by all members. The following members were present at the meeting: [ #4 - NAME OF MEMBERS AT MEETING - ]

[ #5 - NAME -  ] was appointed Secretary for recording minutes of the meeting.

The Secretary presented an overview of significant business events for the past year.

The Manager (Member) in charge of finances provided a summary of the financial status of the LLC for the last full year of business prior to the meeting.

The next order of business was a discussion of management of the LLC. It was determined that the LLC would continue with the same managers as the previous year which include: [ #6 - NAME OF MANAGERS - ]The above named persons were approved as managers of the LLC by unanimous vote of all the members.

The next order of business was  [ #7 - DESCRIBE NATURE OF BUSINESS - ] Upon motion duly made, seconded and unanimously passed, it was voted that  [ #8 - DESCRIBE NATURE OF BUSINESS AGREED TO RESOLUTION ADOPTED - ] .

There being no further business, upon motion duly made and seconded, the meeting was adjourned.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary

**WAIVER OF NOTICE OF ORGANIZATIONAL**

**MEETING OF** **[ - NAME OF LLC - ], LLC**

The undersigned, being all of the initial members of [ - NAME OF LLC -  ], LLC, formed under the laws of the State of [ - NAME OF STATE - ], do hereby waive notice of the time, place, and purpose of the Annual Meeting of members and consent and agree that such meeting shall be held on the [ - DATE OF MEETING - ] .

SIGNATURE OF ALL MEMBERS

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_