

Sample

Minutes of Annual Shareholder Meeting

Pursuant to regular notice, dated \_\_\_\_\_, the annual meeting of shareholders of \_\_\_\_\_ was held at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_.

A quorum of shareholders attended, as shown by the attached roster. Proxies (if any) were examined and admitted as shown by the attached roster. The meeting was called to order by the meeting's chairman, \_\_\_\_\_.

The first order of business was election of officers for the next year. The following were nominated for the elected offices as indicated:

President: \_\_\_\_\_
Secretary: \_\_\_\_\_
Chairman of the Board: \_\_\_\_\_

Each candidate's nomination was seconded, and after balloting, the following individuals were elected to the offices indicated:

President: \_\_\_\_\_
Secretary: \_\_\_\_\_
Chairman of the Board: \_\_\_\_\_

Thereupon, the newly elected officers assumed their positions, and the financial statements for the previous years operations were reviewed.

A dividend of \$ \_\_\_\_\_ (& \_\_\_\_\_/100 dollars) was declared per share, and the officers of the corporation directed to pay the same to shareholders of record as of \_\_\_\_\_.

There being no further business to come before the meeting the same was adjourned.

Dated: \_\_\_\_\_

Secretary \_\_\_\_\_

Attest: President \_\_\_\_\_