ANNUAL MEETING OF OWNERS CHECKLIST

(A checklist for discussion prior to scheduling and planning the Owners annual meeting – This list is not all inclusive, but for conversation purposes only.)

BEFORE ANNUAL MEETING – WHERE ELECTION WILL BE HELD & BUDGET RATIFICATION WILL BE CONDUCTED

- Directors – Determine Open Positions
- Directors – Determine if candidate = spots open if ballots will proceed
- Nomination Notices out 30 Days before Ballots Prepared
- After Nominations forms received, determine if candidates = spots open
- Follow Nevada law for preparation and distribution of secret ballots
- Prepare Ballots for Election on Budget
- Arrange for Meeting Location
- Consider Incentives to get Owners to Attend, i.e. Raffles
- Arrange Refreshments
- Determine Which Committees Want to Present Information
- Notice Meeting - 15 – 60 Days Prior Notice (Do or Include)
  - Set and Mail Agenda (Notice Organization Meeting right after, but remember the difference in members’ meeting and board meeting)
  - Official Notice
  - Determine Owner of Record Date
  - Secret Ballots for Directors (Separate Issue, however)
  - Proxies (For other issues – Not Directors)
  - IRS Roll-Over Election of Excess Funds (Talk with CPA)
  - Consider Amendments to Documents or Rules
  - Policy of how Meetings will be Conducted – Roberts Rules
  - Copy of Last Year’s Minutes
- Prepare Talley Sheet
- Prepare Sign-In Sheet
- Prepare Committee Sign-Up Sheets

AT THE MEETING

- Owners Sign-In (Verify Ownership)
- Appoint Election Inspector(s) (Should be 1 or 3)
- Verify Notices sent in accordance with NRS 116
- Verify Quorum (If no action will be taken other than voting, no quorum needed)
- Introductions and Appreciation
- Corporate Business on Agenda (See agenda – No action taken unless on the agenda)
Remind Owners to Sign Up for Committee’s ........................................ [ ]
Announce Results of Voting ............................................................... [ ]
Announce Organization Board Meeting after Meeting....................... [ ]

AFTER THE MEMBERS MEETING AT
SEPARATE BOARD MEETING

Board Elects Officers ........................................................................... [ ]
Board Appoints Committee Chairs .................................................... [ ]
Authorized Signors on Bank Accounts (Check Documents for Shall) ... [ ]
Prepare Action List and Distribute to Board and/or Staff ...................... [ ]
Prepare Draft Member’s Meeting Minutes for Board Pre-Approval...... [ ]
Set planning meeting for Board Training, Set Top 10 Goals for the Year and planning for the Year ................................................................. [ ]