ANNUAL MEETING OF OWNERS CHECKLIST & 
ORGANIZATIONAL BOARD MEETING
AFTERWARDS
(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) – Can do before!!! ... [ ]
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 & Board Liaisons to the committee. [ ]
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 ...................................................... [ ]