



## ANNUAL MEETING REQUIREMENTS

- ↪ Board must set date for Annual Meeting.
- ↪ Notice of Annual Meeting (which must include a statement that it is for the election of directors and such other business as will be transacted) needs to be sent to the entire membership (by e-mail, posting on the website and/or first class mail) needs to be given not less than 10 days nor more than 50 days prior to the meeting date.
- ↪ At the meeting, a quorum shall consist of those present and action may be taken by a majority of those present (including the election of directors).
- ↪ The order of business at the Annual Meeting shall be:
  - \* Certification of those present and establishment of a quorum
  - \* Reading and approval of the minutes of the prior Annual Meeting
  - \* Presentation of the Annual Report
  - \* Proposed By-Law Amendment
  - \* Election of Directors
  - \* Any other Old or New Business
  - \* Adjournment