

# Minutes of Annual Members Meeting of

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The annual meeting of the members of this limited liability company was held on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_ . m., at the offices of the company located at \_\_\_\_\_.

Present at the meeting were the following people:

all of whom are members of this limited liability company.

The following other persons were also present:

1. \_\_\_\_\_ was elected as the temporary chairperson of the meeting.

\_\_\_\_\_ was elected as the temporary secretary of the meeting.

2. The chairperson announced that the meeting had been duly called by the organizer(s) of the limited liability company, called the meeting to order, and determined that a quorum was present.

3. The secretary distributed copies of the minutes of the previous meeting of the members that had been held on \_\_\_\_\_, 20\_\_\_\_.

Upon motion made and carried, these minutes were approved.

4. An Annual Financial Report was presented that stated that as of \_\_\_\_\_, 20\_\_\_\_, the limited liability company had a net profit of \$ \_\_\_\_\_.

Upon motion made and carried, the Annual Financial Report was approved and the secretary was directed to attach a copy of the Annual Financial Report to these minutes.

5. Upon motion made and carried, the following persons were elected as managers of this limited liability company for a term of one year:

*Name*

*Address*

6. Upon motion made and carried, the salaries of the managers were fixed for the term of one year at the following rates:

*Name*

*Rate*

7. The following other business was conducted:

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

Dated \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Secretary of Company

\_\_\_\_\_  
Printed Name of Secretary of Company