**MINUTES OF REGULAR MEETING OF STOCKHOLDERS**

The annual meeting of the stockholders of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company was held at the office of the company, \_\_\_\_\_\_\_\_\_ Street, in \_\_\_\_\_\_\_\_\_, on [date], at \_\_\_\_\_\_\_\_\_ o’clock, —. m.

The meeting was called to order by \_\_\_\_\_\_\_\_\_, the president of the company, who presided at the meeting in accordance with the provisions of the bylaws of the company, and \_\_\_\_\_\_\_\_\_, secretary of the company, being present, acted as secretary of the meeting.

Upon motion of \_\_\_\_\_\_\_\_\_ made and seconded, and unanimously carried, the reading of the roll of the stockholders entitled to vote at the meeting was dispensed with.

The following stockholders were present in person:

|  |  |
| --- | --- |
| **Names** | **No. of Shares** |
|  |  |
|  |  |
|  |  |

The following stockholders were represented by proxy:

|  |  |  |
| --- | --- | --- |
| **Name** | **Name of Proxy** | **No. of Shares** |
|  |  |  |
|  |  |  |
|  |  |  |

being a majority in interest of all the stockholders of the company.

The proxies presented were ordered to be filed with the secretary of the meeting.

The secretary presented and read a copy of the notice of the meeting, together with proof of mailing at least \_\_\_\_\_\_\_\_\_ days prior to the meeting to each registered stockholder at their address as it appears on the books of the company.

Upon motion made and seconded, \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_ were appointed inspectors of election, and were then sworn.

Upon motion made and seconded the meeting proceeded to the election of \_\_\_\_\_\_\_\_\_ directors in accordance with the bylaws. The stockholders prepared their ballots and delivered them to the inspectors, who received them and canvassed the votes cast, and certified in writing that the following persons having received the highest number of votes cast at the election, had been elected as directors of the company for the ensuing year: \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_. The president declared those persons elected directors of the company to serve for the ensuing year and until their successors are elected and qualify.

On motion made and seconded, the minutes of the last meeting of the stockholders of the corporation, held on [date], were read, as were also the minutes of the special meeting held on [date], and the minutes of the meeting held on [date].

Upon motion made and seconded, the minutes were approved, ratified and confirmed.

The \_\_\_\_\_\_\_\_\_ annual report of the president and directors of the \_\_\_\_\_\_\_\_\_ Company was presented and read, and upon motion of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, seconded, it was:

Resolved, that the report be received filed with the secretary in the form as presented to the meeting. [Insert record of any other business transacted]. The secretary was directed to insert in the minute book a copy of each of the following papers:

1. Notice of the meeting and proof of mailing.
2. Form of proxy.
3. Report of the president and directors.
4. Inspectors’ oath and report.

Upon motion seconded, it adjourned. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary of the meeting