**[CORPORATION NAME]**

**Minutes of Shareholder Meeting**

The annual meeting of the shareholders of [CORPORATION NAME], an Illinois corporation (Corporation), was held at [ADDRESS WHERE MEETING WAS HELD], on [DATE MEETING WAS HELD]. The meeting was called in the manner prescribed by law and the bylaws of the Corporation, and notice was mailed to each shareholder entitled to notice, or such notice was waived.

The meeting was called to order by the President of the Corporation, who served as Chair of the meeting. The Secretary of the Corporation recorded the minutes of the meeting.

Attendance

The Secretary’s report of attendance was as follows:

|  |  |  |
| --- | --- | --- |
|  |  | Shares Represented |
| Class | Shares Issued | at the Meeting (in |
| of Stock | and Outstanding | person or by proxy) |
|  |  |  |
|  |  |  |

The Secretary announced that shares constituting \_\_\_% percent of the Corporation’s issued and outstanding stock were represented at the meeting. The Chair announced that therefore a quorum was present.

Upon motion duly made and carried, it was resolved to dispense with the reading of the Minutes of the previous Shareholder Meeting, Notice of the Meeting, the Affidavit of Mailing of the Notice, and any waivers thereto, and these were ordered filed with the minutes of the meeting.

Director Election

The Chair announced the first item of formal business was the re-election of \_\_ members of the Board of Directors. The Shareholders waive their right to request an inspector of election.

The following names were up for reelection:

After discussion of the nominees, voting was conducted.

The vote was declared official, and the following persons were reelected as Directors:

Further Resolutions

The following resolutions were then presented to the meeting, and the shareholders took the following actions:

Adjournment

There being no further business, on motion duly made and carried, the Chair declared the meeting adjourned.

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NAME OF SHAREHOLDER NAME OF SHAREHOLDER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date