

# First Meeting of the Shareholders

for

\_\_\_\_\_

The first meeting of the shareholders of the above named corporation was held on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at the time of \_\_\_\_\_, and at the location:

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

Present was:

_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address

\_\_\_\_\_ was requested to be the temporary Chairman of the meeting.

\_\_\_\_\_ was requested to be the temporary Secretary of the meeting.

1. The Meeting was called to order. It was determined that a quorum was present either in person or by proxy, and the meeting could conduct business.

The following shareholders were present in person:

Shareholders	Shares Held
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

The following shareholders were present by proxy:

Shareholders	Shares Held
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. The Secretary determined and reported that notice of the Meeting had been properly given or waived by the shareholders pursuant to the Bylaws of the Corporation.
3. A motion was made and carried that the Secretary was ordered to attach the documentation (if any) or the appropriate affidavit of mailing of notice or waiver of notice to the meeting minutes. If no notice is attached, all shareholders agreed that proper notice of the meeting had been given.
4. There was presented to the meeting:
  - a) A copy of the Articles of Incorporation;
  - b) A copy of the adopted Bylaws of the Corporation;
  - c) Resolutions of the incorporator;
  - d) Minutes of the first meeting of directors;
  - e) Bill of sale of issued shares of stock;
  - f) Stock certificates (if elected to produce); and
  - g) The corporate record book.
5. The shareholders ratified and approved all documents presented.
6. Upon motion duly made, seconded, and unanimously carried, it was resolved that the persons listed on the Articles of Incorporation as directors would act as the initial directors of the Corporation until another meeting was held. If no directors were listed on the Articles of Incorporation or Certificate of Incorporation, then the following persons were appointed as directors:

\_\_\_\_\_

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

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

7. Upon motion duly made, seconded, and unanimously carried, it was resolved that the persons listed on the Articles of Incorporation as officers would act as the initial officers of the Corporation until another meeting was held. If no officers were listed on the Articles of Incorporation or Certificate of Incorporation, then the following persons were appointed as officers:

\_\_\_\_\_ President  
\_\_\_\_\_ Vice-President  
\_\_\_\_\_ Treasurer  
\_\_\_\_\_ Secretary

8. The following other business was transacted:

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

9. All shareholders agreed to the bill of sale of issued shares, the values paid for shares, and the contributions and amounts of values determined for each share.

There was no further business, and upon motion made, seconded, and unanimously carried, it was **RESOLVED**, that all the items and documents have been examined by all shareholders, and are approved and adopted, and that all the actions taken thus far have been ratified and approved by the shareholders of the Corporation.

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Secretary Signature

\_\_\_\_\_  
Printed Name

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name