

MINUTES OF FIRST MEETING – LLC
ORGANIZATIONAL MEETING OF FIRST LLC MEMBERS
OF: _____ LLC

The first organizational meeting of this limited liability company was held on _____ at _____ (time) at the location of _____

The following members were present at this first meeting:

The following other people were present at this first meeting:

- 1 _____ was elected as the chairperson of the meeting.
- 2 _____ was elected as the secretary of the meeting, and was the person memorializing these minutes.
- 3 The chairperson announced that the initial organizational meeting was called by the members of the limited liability company and determined that a quorum was present.
- 4 The chairperson announced that articles of organization were filed with _____ State on _____. Upon motion made and carried, a copy of the articles of organization of the limited liability company was ordered to be attached to the minutes of the first meeting. All members that were present read the articles of organization.
- 5 The following people and/or entities were named as the managers of the LLC (If managers were elected)

6 Upon motion made and carried by the members, the joint and individual acts of the organizer(s) of this limited liability company, the initial resolutions of the organizer, and the operating agreement were approved, ratified, and adopted as acts of the limited liability company.

7 Upon motion made and carried by the members, the manager's salaries were fixed at the following rates until another meeting:

Manager name:	Rate:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8 Upon motion made and carried, the organizer(s) of the LLC were reimbursed from company funds for expenses in forming the LLC.

9 Upon motion made and carried, a copy of the proposed operating agreement was presented and each member read it. The initial capital contributions of the operating agreement were agreed upon again, membership interests tallied, and the company was funded according to the operating agreement details. Membership interests were officially memorialized regardless of whether or not physical LLC membership interests were made. The complete LLC operating agreement was ratified and agreed upon by all members.

10 Upon motion made and carried, the members agreed to start business operations and establish a bank account.

11 Upon motion made and carried, the members agreed that the LLC shall report its income and expenses on a _____ basis with the department of revenue.

12 Upon motion made and carried, the members decided that the next annual meeting shall be held on: _____ or the members decided not to hold annual meetings _____ Yes _____ No.

13 The following other items of business were conducted:

There being no further business to discuss, upon motion by _____ and carried, the meeting was adjourned.

Dated _____

Member name:

Member signature:

Signature of Secretary of this meeting that documented this form:

_____ Date