

# **PENNSYLVANIA LIMITED LIABILITY COMPANIES**

## **SAMPLE ANNUAL MEETING AGENDAS**

### **A. SAMPLE AGENDA FOR ANNUAL MEETING OF THE MEMBERS:**

1. Certificate or waiver of notice of this meeting by all Members of record.
2. Notation of changes in Members.
3. Review and approval of Minutes of the prior Annual Meeting, and of Special Meetings of the Members.
4. Election of Manager(s) (if the LLC has Manager(s)).
5. Review and approval of financial statements for the prior fiscal year.
6. Ratification of actions taken by Members and/or Manager(s).

### **B. SAMPLE AGENDA FOR ANNUAL MEETING OF THE MANAGERS**

1. Approval of Minutes of prior meeting(s) of the Managers.
2. Appointment of officers of the LLC (if applicable).
3. Determination of compensation of Managers, officers and/or employees.
4. Increase of indebtedness/authorization to borrow.
5. Transfer (sale/purchase) of property.
6. Ratification/approval of leases.
7. Ratification/approval of other LLC action or actions taken or to be taken by the officers of the LLC.
8. Appointment of the LLC's accountants.
9. Appointment of the LLC's legal counsel.