

Is Your Co-op Ready for Your Annual Meeting?

Use this checklist to prepare for an effective annual meeting.

Review Bylaws

- Are remote meetings allowed?
- Required meeting notice (# of days): _____
- Quorum requirement (# of households): _____
- Membership meeting packet deadline (# of days before meeting): _____
- Is ballot required? _____

Meeting Planning

- Reserve meeting space
- Confirm meeting date
- Invite guest speaker (optional)
- Update Capital Improvement Plan (CIP)
- Prepare annual budgets (Operating and CIP)
- Prepare meeting packets (see reverse side for a complete list of items that should be in your packet)

Elections & Voting

- Establish nomination process for:
 - Board of Directors positions
 - Internal Audit Committee (if needed)
- Establish voting process for:
 - Election ballot counting
 - Membership votes on agenda items
 - Absentee ballots



Tips:

Invite members face-to-face to maximize attendance.

Have food, games, entertainment, raffles, etc... to make meeting fun.

Recognize members that have volunteered, supported their neighbors.

Members
packet
checklist



A WELL-PLANNED MEETING HELPS BUILD A STRONGER CO-OP.

Annual Meeting Packet Checklist

Cover letter with date, time, and location.

Agenda

Report of prior year's finances for membership approval

Proposed budgets for membership approval
(operating and CIP budget)

Annual report to NH Secretary of State

Minutes from last membership meeting for approval

Updated CIP

Ballots (if used)

Committee reports (if applicable)

Any proposed rules or bylaws changes