



# The Corporate Records Handbook: Meetings, Minutes & Resolutions

By Anthony Mancuso

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## The Corporate Records Handbook: Meetings, Minutes & Resolutions By Anthony Mancuso

Keep your corporation valid in the eyes of the IRS and courts

If you've taken the time to turn your business into a corporation, chances are you'd like to see it stay that way. Your business card may say "incorporated," but if the courts and the IRS think differently, it's closing time. Meeting minutes are the primary paper trail of your corporation's legal life, so it's essential to know when and how to prepare these minutes.

*The Corporate Records Handbook* provides all the forms and instructions you need to stay legal, including:

- . Call of Meeting
- . Meeting Participant List
- . Notice of Meeting
- . Certification of Mailing
- . Acknowledgment of Receipt of Notice of Meeting
- . Shareholder Proxy
- . Meeting Summary Sheet
- . Minutes of Annual Shareholders' Meeting
- . Minutes of Special Shareholders' Meeting
- . Minutes of Annual Directors' Meeting
- . Minutes of Special Directors' Meeting
- . Waiver of Notice of Meeting
- . Approval of Corporate Minutes By Directors of Shareholders
- . Cover Letter for Approval of Minutes of Paper Meeting
- . Written Consent to Action Without Meeting

*The Corporate Records Handbook* gives you the forms you need to keep required records, plus more than 75 additional resolutions to insert into your minutes. This edition has been updated to reflect the latest changes in the law. Forms are available to download at [nolo.com](http://nolo.com).

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#### **Review**

"This practical guide gives step-by-step instructions plus the legal forms to be filled out and filed to keep corporate status." *Orange County Register*

"Should be a part of any serious business library -- and any corporate library." *Bookwatch*

#### **About the Author**

Anthony Mancuso is a corporations and limited liability company expert. He graduated from Hastings College of Law in San Francisco, is a member of the California State Bar, writes books and software in the fields of corporate and LLC law, and studies advanced business taxation at Golden Gate University in San Francisco. He has also been a consultant for Silicon Valley EDA (Electronic Design Automation) companies. He is the author of several Nolo books on forming and operating corporations (both profit and nonprofit) and limited liability companies. His titles include "Incorporate Your Business," "How to Form a Nonprofit Corporation" (national and California editions), "Form Your Own Limited Liability Company," "The Corporate Records Handbook," and "LLC or Corporation?" His books have shown over a quarter of a million businesses and organizations how to form a corporation or LLC.

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