

This is a sample of what a LLC's Organizational Minutes of Meeting may look like

FIRST ORGANIZATIONAL MEETING OF SHAREHOLDERS AND STOCKHOLDERS OF

Generic Business Inc

The first meeting of shareholders of the above named corporation was held
on: 07/15/2017 at 123 4th St, Miami Fl

Present was:

<u>Juan B Generic</u>	<u>123 4th St, Miami Fl</u>
Name	Address
_____	_____
Name	Address
_____	_____
Name	Address
_____	_____
Name	Address
_____	_____
Name	Address
_____	_____
Name	Address
_____	_____

Juan B Generic was requested to be the temporary Chairman of the meeting.

Juan B Generic 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:

Names of shareholders:	Number of shares:
<u>Juan B Generic</u>	<u>1000</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following shareholders by proxy	Number of shares:
<u>N/A</u>	<u>N/A</u>
_____	_____
_____	_____
_____	_____

2. The Secretary determined and reported that notice of the meeting had been properly given or waived by shareholders in accordance with the bylaws.

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 by-laws of the corporation adopted by the incorporator
- 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 decided to produce)
- 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, the following persons were appointed as directors:

Juan B Generic

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 directors meeting was held. If no officers were listed on the articles of incorporation or certificate of incorporation, the following persons were appointed as officers:

<u>Juan B Generic</u>	President
<u>Juan B Generic</u>	Vice President
<u>Juan B Generic</u>	Chief Executive Officer
<u>Juan B Generic</u>	Chief Financial Officer
<u>Juan B Generic</u>	Treasurer
<u>Juan B Generic</u>	Secretary

8. The following other business was transacted:

N/A

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 actions taken thus far have been ratified and approved by the shareholders of the Corporation.

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

Dated: 07/15/2017

Secretary _____
Signature

Juan B Generic
Printed Name

Witness:

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name