

**CHECKLIST FOR ANNUAL MEETING DOCUMENTS FOR MEMBERS**  
**MEETING: DATE**

**Things to remember to bring to the Annual Meeting**

- NOTICE OF ANNUAL MEETING (TO BE PRINTED ON LETTERHEAD)
- ATTACHMENT 1-AGENDA
- ATTACHMENT 2-STANDING RULES
- ATTACHMENT 3-NOTICE OF NOMINATIONS (includes resumes)
- ATTACHMENT 4-PROXY (We recommend you use paper that will be a different color from the ballots passed out at the meeting itself.)
- Prior year ANNUAL MEETING MINUTES FOR APPROVAL