

CCOC Election Package Form #5

The board is advised to review its own governing documents (usually the Bylaws) for information on its own Annual Meeting agendas. If possible, use one that already exists even if you decide to modify it by adding other items.

## **AGENDA**

**(year) ANNUAL MEETING OF THE  
(name of Association)**

**(day of week, date, time)  
(location)**

- 1. Call to Order**
- 2. Call for Proxies to be submitted**
- 3. Determination of Quorum**
- 4. Proof of notice**
- 5. Adoption of Minutes of last Annual Meeting**
- 6. Candidates Forum**
- 7. Voting for Election of Board Members**
- 8. Reports**
- 9. Old Business**
- 10. New Business**
- 11. Member Time**
- 12. Announcement of Election Results**