SHIFRIN LEGAL
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Annual Membership Meeting Agenda

Illinois condominium associations

An agenda for owner reports, elections, and properly noticed membership business.

How to use this resource

Replace all bracketed prompts, confirm dates and authority, and delete this instruction page before distributing the completed document. Leave any necessary explanatory terms in the final form.

- The membership conducts membership business; it does not replace the board for routine management decisions.
- Confirm election procedures before the meeting, including floor nominations if applicable, proxies, electronic or absentee ballots, weighted voting and cumulative voting.
- If quorum is absent, do not conduct substantive business except where a specific statutory rule permits it. Confirm any rescheduling and new notice requirements.

Important use notes

Educational sample only. Customize for your association and have counsel review applicable law and governing documents. Use does not create an attorney client relationship with Shifrin Legal, Inc.

Legal reference

Illinois Condominium Property Act, 765 ILCS 605, especially Sections 9, 18, 18.8 and 19. Noncondominium communities should separately review 765 ILCS 160 and their governing documents. Apply the version effective on the date of use; future-effective amendments are not treated as current requirements in these samples.

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Annual Membership Meeting Agenda

[ASSOCIATION NAME]

Annual Membership Meeting Agenda

[DATE / TIME / LOCATION]

1. Call to order
2. Proof of timely notice
3. Certification of quorum and voting interests represented
4. Approval of prior membership meeting minutes
5. President report and annual financial presentation
6. Explanation of director seats, terms and election procedures
7. Nominations and candidate introductions under applicable procedures
8. Voting and ballot collection
9. Tabulation by [AUTHORIZED ELECTION OFFICIALS]
10. Announcement of certified results and retention of election materials
11. Other properly noticed membership business: [ITEMS]
12. Owner questions under meeting procedures
13. Adjournment

Separate organizational board meeting, if properly noticed: [DETAILS OR DELETE].