SHIFRIN LEGAL
A LEADER
IN CONDO, HOA & TOWNHOME ASSOCIATION LAW

312.470.2276
847.400.0059
MJS@shifrinlegal.com
www.ShifrinLegal.com

2335 S. Michigan Ave.
Floor Two
Chicago, IL 60616

3400 Dundee Rd., Suite 360
Northbrook, IL 60062

Membership Meeting Minutes

Illinois condominium associations

A minutes form for membership meetings and certified election results.

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.

- Use actual voting interests and the applicable quorum standard; head counts may not establish condominium quorum.
- Record election method and certified totals consistently with required ballot secrecy. Retain ballots, proxies and certifications separately.
- If quorum is absent, record that fact and the limited procedural actions taken; do not invent election results or ratification.

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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Membership Meeting Minutes

[ASSOCIATION NAME]

[DRAFT / APPROVED] Membership Meeting Minutes

Type: [ANNUAL / SPECIAL] Date and location: [DETAILS]

Presiding officer: [NAME]. Secretary: [NAME].

Notice: [DATE / METHOD / PROOF RETAINED].

Voting interests represented: [IN PERSON / VALID PROXY / OTHER AUTHORIZED METHOD]. Total represented: [PERCENTAGE]. Quorum required: [PERCENTAGE AND BASIS]. Quorum: [PRESENT / ABSENT].

Prior minutes: [ACTION]. Reports received: [IDENTIFY].

Director election: seats [NUMBER]; terms [DETAILS]; nominations [NAMES]; method [DETAILS]; inspectors [NAMES]. Certified result: [CANDIDATES / WEIGHTED TOTALS / ELECTED PERSONS]. Certification attached: [REFERENCE].

Other noticed membership action: [EXACT MOTION / MOVER / SECOND IF REQUIRED / VOTING BASIS / TOTALS / RESULT].

Attendance or representation changes affecting quorum: [DETAILS].

Adjourned at [TIME]. Prepared by [NAME].

Approved by [AUTHORIZED BODY] on [DATE]. Signature: [SECRETARY].