SHIFRIN LEGAL
A LEADER
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Special Membership Meeting Notice

Illinois condominium associations

A starting form for a properly called special owner meeting.

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 only when the meeting has been properly called under the statute and bylaws. Give 10 to 30 days notice specifying time, place and purpose.
- Limit action at a special meeting to properly noticed purposes. Removal, amendments, deconversion and assessment rejection require tailored procedures; this form alone is insufficient.
- If called by petition, verify signatures, voting interests, requested purpose and statutory deadlines with counsel before scheduling.

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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Special Membership Meeting Notice

[ASSOCIATION NAME]

Notice of Special Meeting of Unit Owners

Notice date: [DATE]

A special membership meeting has been called by [AUTHORIZED PARTY AND AUTHORITY] for [DATE], [TIME], at [ADDRESS / ROOM]. Authorized remote access, if applicable: [DETAILS].

Specific purpose: [DESCRIBE PROPOSED MEMBERSHIP ACTION].

Proposed resolution: [FULL TEXT OR IDENTIFY ATTACHED TEXT].

Agenda: call to order; proof of notice and calling authority; quorum; explanation of the noticed matter; discussion; vote under [APPLICABLE REQUIREMENT]; announcement of result; adjournment.

Quorum: [REQUIREMENT]. Approval threshold: [REQUIREMENT AND VOTING BASIS].

Voting procedures and attachments: [DETAILS].

Business will be limited to the purposes stated in this notice.

[AUTHORIZED SIGNER / TITLE / CONTACT]