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Meeting minutes form the primary paper trail of a corporation's legal life—and The Corporate Records Handbook provides all the instructions and forms you need to prepare them. Minutes forms include: Notice of Meeting; Shareholder Proxy; Minutes of Annual Shareholders' Meeting; Minutes of Annual Directors' Meeting

Do LLCs Have to Record Annual Meeting Minutes?

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The responsibility to record annual meeting minutes is dictated by the underlying entity type's obligations, regardless of its tax election. Even if an LLC opts to be taxed as a corporation or S Corporation, its other business compliance responsibilities remain that of its registered business entity, i.e., a limited liability company.

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