

NOTICE OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

PREVIEW

Please take notice that a special meeting of directors [name], a Texas corporation, shall be held as follows:

The date of the meeting is .

The time of the meeting is .

The place of the meeting is .

The purpose of the meeting is to [state the purpose] and to transact such other business as may be properly presented at the meeting.

Dated: _____

PLEASE DO NOT COPY

Secretary

THIS DOCUMENT

THANK YOU

LegalFormsForTexas.Com

WAIVER OF NOTICE OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

PREVIEW

We, the undersigned directors hereby agree and consent that a special meeting of the directors of _____ Corporation shall be held as follows:

The date of the meeting is

The time of the meeting is .

The place of meeting is .

The purpose of the meeting is to [state the purpose] and to transact such other business as may be properly presented at the meeting.

Dated: _____.

PLEASE DO NOT COPY

Director

Director

Director

THIS DOCUMENT

THANK YOU

LegalFormsForTexas.Com

Minutes of a special meeting of board of directors

PREVIEW

1. This form illustrates a typical board of directors meeting, which could also serve as the special meeting of the board of directors for a small corporation.
2. It recites the following facts: the directors present, a waiver of notice was executed by the directors of the corporation, the nomination and elections of officers of the corporation for that year, and consideration for employment contracts, management contracts and adoption of a health and accident plan.
3. Electronic transmissions may be utilized to carry out corporate functions. This includes meetings. This is reflective of the expanded use of teleconferencing, internet conferencing/communication, and facsimiles. The use of electronic transmission for meetings will still require that the minutes of the meetings can be reduced to written form when needed or requested.

PLEASE DO NOT COPY

THIS DOCUMENT

THANK YOU

LegalFormsForTexas.Com

Form: Minutes of a special meeting of board of directors

PREVIEW
MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS

1. Following are the minutes of the special meeting of the Board of Directors of [name], a Texas Corporation, held at [address], at [time] on _____.

2. The following directors were present: [names]. Counsel for the corporation, [name], was present by invitation, along with [specify]. The [specify office] of the corporation, [name], acted as secretary of the meeting.

3. The secretary presented to the meeting the written Waiver of Notice and Consent of the holding of the meeting signed by all of the directors of the corporation. Upon motion duly made, seconded, and carried, it was ordered that the secretary file the waiver with the minutes of the meeting.

4. The chairman announced that the meeting was duly convened and that the Board was ready to transact such business as may lawfully come before it.

5. Upon motion duly made, seconded, and carried, the reading of the minutes of the last meeting of the Board of Directors was dispensed with.

6. The chairman presented [state the business discussed and resolutions that have been agreed to] the following resolution was adopted:

THIS DOCUMENT
RESOLVED, that the Board of Directors hereby approve and adopt the above described resolutions [state the business discussed and resolutions that have been agreed to] , and the secretary shall annex a copy of same to these minutes.

Adopted by the Board of Directors on _____.

Director

THANK YOU

Director

President

LegalFormsForTexas.Com

Secretary
PREVIEW
[Affix corporate seal]

PLEASE DO NOT COPY

THIS DOCUMENT

THANK YOU

LegalFormsForTexas.Com