(o) Prepare a waiver of notice of the first meeting of the Board of Directors prior to the meeting and before any other business is attempted have all of the members of the Board of Directors sign the waiver. This should be regular practice prior to all meetings of the Board of Directors. When the minutes have been read and all of the business discussed and enacted, have the Secretary sign the prepared minutes and close the meeting.

THIS INFORMATION MAY BE INCOMPLETE OR UNNECESSARY IN SOME STATES. PLEASE CONSULT WITH LOCAL ATTORNEYS FOR MORE COMPLETE AND ACCURATE INFORMATION. THIS LIST IS FOR INSTRUCTIONAL PURPOSES ONLY.

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