

Form 18

Meeting Notice and Agenda

Use seven days for ordinary Circle meetings, fourteen for extraordinary meetings, or the longer controlling amendment period.

Calling authority and body

Date time location or simultaneous remote method

Ordinary extraordinary or necessary emergency meeting

Notice recipients delivery dates and waivers

Agenda and proposed text attachments

Eligible voter roster reference

Required approval and founder concurrence

Contact and caller signature

Record reference _____ Attachments _____