

HOA Meeting Checklist -- Illinois

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Illinois. This reflects Common Interest Community Association Act, 765 ILCS 160, particularly Section 1-40. where it applies -- always verify against your governing documents, which may set a stricter rule. This is a governance aid, not legal advice.

PHASE 1 - BEFORE THE MEETING

DETERMINE MEETING TYPE

- | | |
|--|--|
| ☐ Annual / membership meeting | ☐ Regular board meeting |
| ☐ Special membership meeting | ☐ Special board meeting |

REVIEW GOVERNING DOCUMENTS

- | | |
|---|--|
| ☐ Declaration / CC&Rs | ☐ Confirm notice deadline & method
<i>Notice: 10-30 days before the meeting; notice must state time, place, and purpose.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 20% of membership, unless the community instruments specify a lesser amount.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Notice must state the purpose of the meeting; a broader statutory agenda-content list (co...</i> |

PREPARE & SEND NOTICE

- | | |
|---|--|
| ☐ Notice sent by required method
<i>Mail / hand delivery / electronic as bylaws permit</i> | ☐ Notice includes: election information (if applicable) |
| ☐ Notice sent within required window | ☐ Notice includes: proxy instructions (if applicable) |
| ☐ Notice includes: date, time, location | ☐ Affidavit / proof of notice prepared |
| ☐ Notice includes: agenda items
<i>Notice must state the purpose of the meeting; a broader statutory agenda-content list (co...</i> | |

Watch out: Do not copy last year's notice without checking whether the meeting involves an election, amendment, budget change, or director removal - those may require different notice language or a longer window.

BUILD THE QUORUM WORKSHEET

TOTAL VOTING INTERESTS

VOTES NEEDED FOR QUORUM

NOTICE SENT DATE

MINUTES RECORDER

QUORUM REQUIREMENT

20% of membership, unless the community...

MEETING DATE / TIME

NOTICE METHOD

ELECTION REQUIRED?

Yes / No

VERIFY PROXIES (MEMBERSHIP MEETINGS)

- | | |
|--|--|
| ☐ Each proxy is signed | ☐ No conflicting / duplicate proxies |
| ☐ Each proxy is dated | ☐ Proxies logged in a proxy register |
| ☐ Each proxy identifies the meeting | ☐ Proxy validity / expiration checked |

A member may vote by a written proxy executed by the member or authorized attorney-in-

- ☐ Proxy is from an eligible voting interest

ELECTION PREPARATION (IF APPLICABLE)

- | | |
|--|---|
| ☐ Candidate eligibility confirmed | ☐ Who counts ballots - identified in advance |
| ☐ Nomination procedure followed | ☐ Tie procedure established |
| ☐ Voting method determined (secret / open ballot) | ☐ Ballot / proxy forms prepared |

PHASE 2 - AT THE MEETING

OPENING

- | | |
|--|---|
| ☐ Call meeting to order - record exact time | ☐ Identify presiding officer |
| ☐ Confirm proof of notice | ☐ Identify minutes recorder |

ESTABLISH QUORUM -- BEFORE ANY VOTE

OWNERS PRESENT	_____
VALID PROXIES	_____
TOTAL REPRESENTED	_____
REQUIRED FOR QUORUM	20% of membership, unless the community...
QUORUM ACHIEVED?	Yes / No

If quorum is not met: do NOT conduct member business. Call the meeting to order, announce the quorum calculation, and follow the applicable adjournment procedure. In Illinois: The CIC Act establishes a 20% membership quorum for membership meetings, unless the community instruments specify a lesser amount, but it does not prescribe a general reduced-quorum or adjournment procedure when that quorum is absent. The statute leaves the no-quorum procedure to the applicable community instruments.

CONDUCT THE MEETING

- | | |
|---|--|
| ☐ Follow the prepared agenda | ☐ Do not vote on matters outside the agenda
<i>Especially amendments, assessments, director removal</i> |
| ☐ State each motion clearly before voting | ☐ Do not conduct member business at a board meeting |
| ☐ Record who made and seconded each motion | ☐ Member speaking rights observed
<i>Open meetings: Board meetings are subject to statutory notice/open-meeting provisions</i> |
| ☐ Record the exact vote count and result | |

EXECUTIVE / CLOSED SESSION (BOARD MEETINGS)

- ☐ Valid statutory basis identified before closing
- ☐ Entry time recorded in minutes
- ☐ Exit time recorded in minutes
- ☐ Formal vote (if any) taken in open session after reconvening
- ☐ Post-session summary entered in minutes where required

Executive session is not a general privacy button. "We'd rather discuss this privately" is not a statutory basis. In Illinois, permitted categories: Illinois permits the board to close a portion of a noticed meeting or meet separately to discuss: pending or probable/imminent litigation; third-party contracts or information concerning appointment, employment, engagement, or dismissal of employees, independent contractors, agents, or service providers; interviews of potential employees, contractors, agents, or service providers; association rule violations; a member's or unit owner's unpaid common expenses; and consultation with association legal counsel. Any vote on those matters must occur in a portion of the meeting open to members.

IF NO QUORUM -- ADJOURNMENT

- ☐ Quorum calculation announced and recorded
- ☐ Motion to adjourn made and passed
- ☐ New date / time / place announced or noted for re-notice

- ☐ All proxies and attendance records preserved
- ☐ Adjournment procedure followed

The CIC Act establishes a 20% membership quorum for membership meetings, unless the

ADJOURNMENT

- ☐ Motion to adjourn made
- ☐ Adjournment time recorded

- ☐ Ballots / proxies retained

Do not discard - needed if results are challenged

PHASE 3 - AFTER THE MEETING

DRAFT MINUTES -- PROMPTLY

- ☐ Association name, meeting type, date, time, location
- ☐ Presiding officer and minutes recorder identified
- ☐ Proof of notice recorded
- ☐ Quorum calculation recorded
Owners present + valid proxies = total represented vs. required
- ☐ Each motion stated precisely
- ☐ Maker and seconder of each motion
- ☐ Vote count and result for each motion
- ☐ Election results recorded
- ☐ Executive session entry / exit times and any required summary
- ☐ Adjournment time recorded

Minutes are an official record, not a transcript. Record what was decided, not every word spoken. Avoid personal commentary. Good example: "Motion by Smith, seconded by Jones, to approve the landscaping contract for \$12,000. Passed 4-1." Bad example: "There was a long discussion and people seemed pretty divided."

RECORDS & FOLLOW-UP

- ☐ Minutes approved at next appropriate meeting
- ☐ Ballots and proxies retained
Minutes retention: Board meeting minutes must be maintained for not less than 7 years. Ba...
- ☐ Records available for member inspection as required
- ☐ Any required post-meeting notices sent
e.g. election results broadcast, assessment notices
- ☐ Action items assigned with owner and deadline
- ☐ Next meeting date confirmed and calendared

ILLINOIS QUICK REFERENCE

Governing statute	Common Interest Community Association Act, 765 ILCS 160, particularly Section 1-40.
Member meeting notice	10-30 days before the meeting; notice must state time, place, and purpose.
Agenda in notice	Notice must state the purpose of the meeting; a broader statutory agenda-content list (comparable to some other states) was not independently verified.
Member quorum default	20% of membership, unless the community instruments specify a lesser amount.
Proxy rules	A member may vote by a written proxy executed by the member or authorized attorney-in-fact, and the proxy must be dated. Unless the community instruments or the proxy itself provide otherwise, it expires after 11 months; however, members may not vote by proxy in board elections. Votes cast by proxy count toward quorum.

If quorum fails	The CIC Act establishes a 20% membership quorum for membership meetings, unless the community instruments specify a lesser amount, but it does not prescribe a general reduced-quorum or adjournment procedure when that quorum is absent. The statute leaves the no-quorum procedure to the applicable community instruments.
Board meetings open	Board meetings are subject to statutory notice/open-meeting provisions under 765 ILCS 160/1-40(b)(4) — this is not merely a bylaws matter.
Board meeting notice	At least 48 hours before board meetings, by the statutory delivery/posting methods, subject to statutory exceptions.
Board quorum default	The Common Interest Community Association Act does not establish a numerical board-quorum percentage. It defines a "board meeting" as a gathering of a quorum of board members, but Sec. 1-40 supplies a 20% quorum only for membership meetings — the Act does not prescribe a separate board-quorum default.
Executive session	Illinois permits the board to close a portion of a noticed meeting or meet separately to discuss: pending or probable/imminent litigation; third-party contracts or information concerning appointment, employment, engagement, or dismissal of employees, independent contractors, agents, or service providers; interviews of potential employees, contractors, agents, or service providers; association rule violations; a member's or unit owner's unpaid common expenses; and consultation with association legal counsel. Any vote on those matters must occur in a portion of the meeting open to members.
Minutes retention	Board meeting minutes must be maintained for not less than 7 years. Ballots and proxies related to board elections and other matters voted on by members must be maintained for not less than 1 year when requested with a written statement of proper purpose.
Citation	765 ILCS 160/1-40.

These reflect statutory defaults for Illinois and apply only when your governing documents do not specify otherwise -- your declaration and bylaws generally control. This checklist is a governance aid, not legal advice. For contested elections, amendments, director removal, or disputed voting rights, have the association's attorney review the procedure before the meeting.