HOA Meeting Checklist -- Wyoming

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Wyoming. This reflects Wyoming has no comprehensive HOA/planned-community meeting act. HOAs organized as nonprofits are governed by the Wyoming Nonprofit Corporation Act, Wyo. Stat. Title 17, ch. 19. 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
- [ ] Special membership meeting
- [ ] Regular board meeting
- [ ] Special board meeting

REVIEW GOVERNING DOCUMENTS

- [ ] Declaration / CC&Rs
- [ ] Bylaws
- [ ] Adopted meeting/election rules
- [ ] Confirm notice deadline & method
  Notice: 10-60 days is a statutory "fair and reasonable" notice method. Wyo. Stat. §17-19-…
- [ ] Confirm quorum requirement
  Quorum: 10% of the votes entitled to be cast on the matter, unless the act, articles, or …
- [ ] Confirm agenda notice requirements
  Agenda: Annual/regular meeting notice must describe matters requiring member approval

PREPARE & SEND NOTICE

- [ ] Notice sent by required method
  Mail / hand delivery / electronic as bylaws permit
- [ ] Notice sent within required window
- [ ] Notice includes: date, time, location
- [ ] Notice includes: agenda items
  Annual/regular meeting notice must describe matters requiring member approval under speci…
- [ ] Notice includes: election information (if applicable)
- [ ] Notice includes: proxy instructions (if applicable)
- [ ] Affidavit / proof of notice prepared

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
10% of the votes entitled to be cast on…

MEETING DATE / TIME
_____

NOTICE METHOD
_____

ELECTION REQUIRED?
Yes / No

VERIFY PROXIES (MEMBERSHIP MEETINGS)

- [ ] Each proxy is signed
- [ ] Each proxy is dated
- [ ] No conflicting / duplicate proxies
- [ ] Proxies logged in a proxy register

- [ ] Each proxy identifies the meeting
- [ ] Proxy validity / expiration checked
  Unless articles/bylaws prohibit or limit proxy voting, a member may appoint a proxy by si…
- [ ] 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	10% of the votes entitled to be cast on…
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 Wyoming: No automatic quorum reduction/reconvening formula in §17-19-722. When less than one-third of voting power is present, an annual/regular meeting may vote only on matters described in the notice. §17-19-722(d).

CONDUCT THE MEETING

- [ ] Follow the prepared agenda
- [ ] Do not vote on matters outside the agenda
  Especially amendments, assessments, director removal
- [ ] 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
  Open meetings: No HOA-specific open-board statute located.
- [ ] 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 Wyoming, permitted categories: No HOA-specific executive-session categories located.

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

  No automatic quorum reduction/reconvening formula in §17-19-722. When less than one-t

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: Permanent — the corporation must keep as permanent records the minutes…
- [ ] 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

WYOMING QUICK REFERENCE

Governing statute	Wyoming has no comprehensive HOA/planned-community meeting act. HOAs organized as nonprofits are governed by the Wyoming Nonprofit Corporation Act, Wyo. Stat. Title 17, ch. 19.
Member meeting notice	10-60 days is a statutory "fair and reasonable" notice method. Wyo. Stat. §17-19-705(c).
Agenda in notice	Annual/regular meeting notice must describe matters requiring member approval under specified statutes; special-meeting notice must describe the matter(s) for which called. §17-19-705(c)(ii)-(iii).
Member quorum default	10% of the votes entitled to be cast on the matter, unless the act, articles, or bylaws provide a higher or lower quorum. If less than one-third of the voting power is present in person or by proxy, only matters described in the meeting notice may be voted upon at an annual/regular meeting. Wyo. Stat. §17-19-722(a), (d).
Proxy rules	Unless articles/bylaws prohibit or limit proxy voting, a member may appoint a proxy by signed appointment form, effective when received by the authorized officer/agent. Default validity is 11 months, unless a different period is expressly provided, but never more than 3 years from execution. Revocable, including by the member attending and voting in person or by submitting a revocation/subsequent appointment. Wyo. Stat. §17-19-724(b)-(f).

If quorum fails	No automatic quorum reduction/reconvening formula in §17-19-722. When less than one-third of voting power is present, an annual/regular meeting may vote only on matters described in the notice. §17-19-722(d).
Board meetings open	No HOA-specific open-board statute located.
Board meeting notice	Regular board meetings: no notice required unless articles/bylaws or §17-19-822(c) provide otherwise. Special board meetings: at least 2 days' notice to each director of the date, time, and place, but not the purpose, unless the governing documents provide otherwise. Wyo. Stat. §17-19-822(a)-(b).
Board quorum default	Majority of directors in office immediately before the meeting, unless the act/articles/bylaws provide otherwise; the quorum cannot be reduced below the greater of one-third of the directors in office or two directors. Wyo. Stat. §17-19-824(a).
Executive session	No HOA-specific executive-session categories located.
Minutes retention	Permanent — the corporation must keep as permanent records the minutes of all member and board meetings. Wyo. Stat. §17-19-1601(a). A separate "past three years" rule under §17-19-1601(e)(iv) concerns which member-meeting minutes must be kept at the principal office for inspection purposes, and does not override the permanent-record requirement.
Citation	Wyo. Stat. §§17-19-705, 17-19-722, 17-19-724, 17-19-822, 17-19-824, 17-19-1601.

These reflect statutory defaults for Wyoming 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.