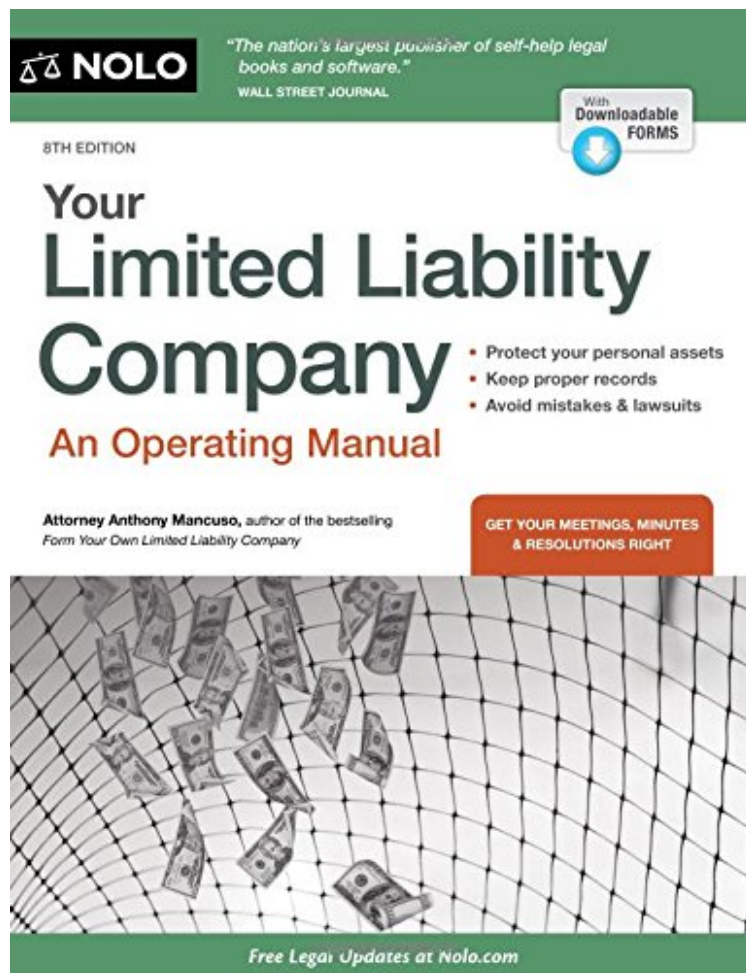


Your Limited Liability Company: An Operating Manual

Anthony Mancuso Attorney

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Running your LLC, step by step A limited liability company can give your small business both tax benefits and protection from personal liability for business debts. But without careful record keeping, regular meetings, and formal minutes, you could lose these advantages. Your Limited Liability Company provides all the instructions and forms you need to maintain the legal validity of your LLC. Forms include: Call of Meeting Notice of Meeting Certification of Mailing of Notice Membership Voting Proxy Minutes of LLC Meeting Waiver of Notice of Meeting Approval of LLC Minutes Written Consents for Single-Member LLCs You'll also find more than 50 of the most commonly used legal resolutions to insert in your minutes or written consents. Use them to: declare distributions of LLC profits to members hire employees and contract with outside firms approve LLC contracts approve salary increases and bonuses authorize bank loans elect corporate tax treatment for your LLC, and amend the articles and operating agreement.

"I have a special place in my heart for Nolo... [Its goal] has always been to give the public enough information so that they can make informed decisions". New Orleans Times-Picayune "Berkeley-based Nolo has been publishing easy-to-read, self-help books on personal finance and law since the early '70s." Forbes "Nolo is a pioneer in both consumer and business self-help books and software." Los Angeles Times "Mancuso presents this eighth edition which explains step-by-step how to document important Limited Liability Company (LLC) decisions, votes, and transactions, explains how to hold meetings and create the minutes, written consent forms, and resolutions necessary to record LLC business. Everything is included on Nolos website on the companion page for this book. It is not necessary to read the book from cover to cover; he suggests reading chapters 1 and 2, which explain some basics about LLCs and the options you have for making decisions, then, armed with this information, the reader can decide whether to document the particular decision to be faced by (1) holding an actual meeting of your members and/or managers, (2) preparing minutes for a meeting that doesn't actually occur (paper meeting), or (3) obtaining the written consent of your members and/or managers to the action or decision at hand. The members and managers of smaller LLCs that are privately owned and have a manageable number of members (up to about 35) with employees (up to about 50) can work together without a great deal of controversy." Eithne O'Leyne, Editor, ProtoView About the Author Anthony Mancuso is a corporations and limited liability company expert. He graduated from Hastings College of Law in San Francisco, is a member of the California State Bar, and studied advanced business taxation at Golden Gate University in San Francisco. He has also been a consultant for Silicon Valley EDA (Electronic Design Automation) companies. He is the author of several Nolo books on forming and operating corporations (both profit and nonprofit) and limited liability companies. His titles include Incorporate Your Business, How to Form a Nonprofit Corporation (national and California editions), Form Your Own Limited Liability Company, The Corporate Records Handbook, and LLC or Corporation? His books have shown over a quarter of a million businesses and organizations how to form a corporation or LLC.