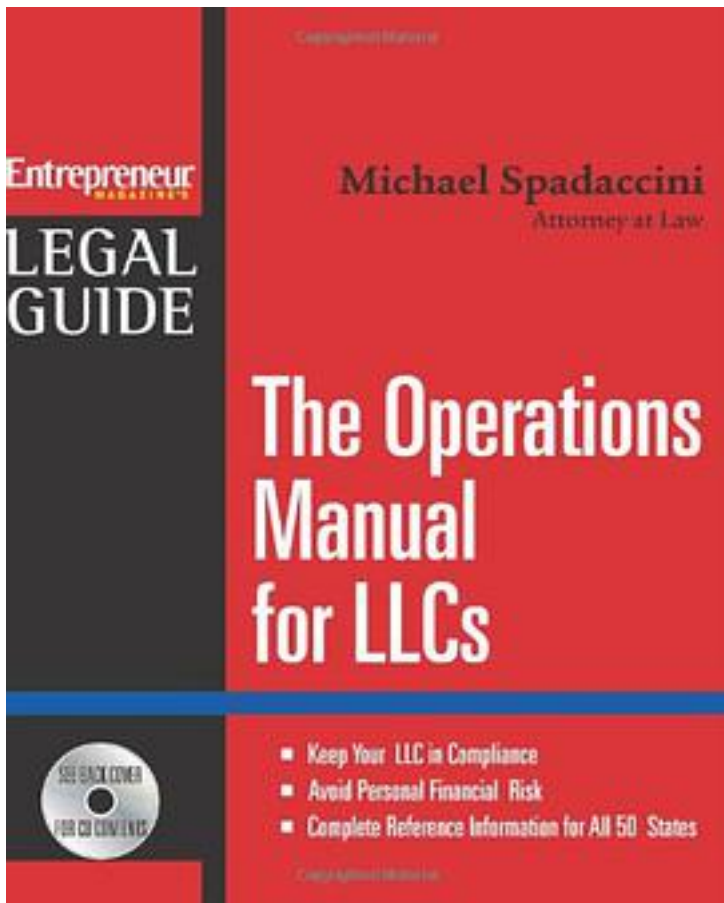


# The Operations Manual for LLCs



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Keep Your LLC in Compliance After you've formed your LLC, this book is a must-have resource. Mindful of the complications and numerous requirements that surround LLCs, experienced attorney Michael Spadaccini walks you through the details of what you need to know about your state's LLC act as well as the procedures for dealing with

the extensive rules and regulations. In this quick-reference format, you'll learn about LLC legal formalities, internal governance, record-keeping, vital LLC mechanics and more—all critical information that will allow you to spend less time researching procedures and more time running a successful business Spadaccini covers:

Explanations and definitions of LLC company acts, articles of organization and operating agreements and how they impact your decisions LLC roles and the division of responsibility among participants to reduce your potential personal liability Handling ownership and ownership units Legally mandated formalities: business records, conducting and recording meetings, taking corporate actions, issuing stock and more Framework for maximizing LLC personal liability protection Save thousands of dollars in attorney's fees and ensure the success of your LLC with this professional guidance For 30 years, Entrepreneur has provided the most trusted business advice available to business owners. Our legal guides continue that tradition by offering current and cost-effective legal advice so you can resolve the business and legal issues you face on a daily basis. We also help you identify when it's in your best interest to seek the personalized advice and services of a practicing lawyer. All the forms your LLC needs Sample documents include: Long-Form Operating Agreement for Member-Managed LLC Long-Form Operating Agreement for Manager-Managed LLC Alternative Provision for Use in Long-Form Operating Agreements: Book Value Method of Valuation Capitalization of Earnings Method of Valuation Appraisal Method of Valuation Notice to Remaining Members by a Member Desiring to Withdraw from LLC Notice to Withdrawing Member Written Consent of Members to Expel Member from LLC Notice to Member of Expulsion from LLC Resolution Authorizing Manager to Transfer Property Resolution Authorizing a One-Time Mandatory Capital Contribution from LLC Members Notice of Year-End Distribution Resolution of Members Converting Member-Managed LLC into Manager-Managed LLC Supplemental LLC Forms State Reference Information

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