

“Preparing for the Annual Meeting”

Getting Started

Welcome
Course Instructions

History

Historical Background
Quiz

Important Concepts and Early Planning Elements

Sample Timeline
Fixing the Annual Meeting and Record Dates
Shareholder Base and Voting Concepts
Shareholder Proposals
Quiz

Creation of the Proxy Materials

The Proxy Package
The Proxy Statement
Notice of the Meeting
Proxy Card/Voter Instruction Form
Annual Report to Shareholders
Quiz

Distribution of Proxy Materials

Mailing a Paper Package
Electronic Delivery with Consent
Notice and Access
Selecting a Distribution Option
Other Important Proxy Material
Distribution Concepts
Quiz

Proxy Solicitation

The Solicitation Process
Knowing Your Shareholder Base
Developing a Solicitation Strategy
Quiz

Planning the Meeting

Order of Business and Rules of Conduct
Site of the Meeting
Meeting Site Logistics and Other Considerations
Attendance Rules
Security
Shareholder Lists
Quiz



Governance Elements of the Meeting

Transaction of Business at the Annual Meeting
Role of the Inspector of Election
Quiz

Post Meeting Activities

Minutes of the Meeting and Corporate Documents
Report on the Final Results of Voting
Post Meeting Review
Quiz

Annual Meeting Documents

Sample Timeline
Sample Meeting Rules
Sample Solicitation Schedule
Delivery Options Comparison
Sample Inspectors' Oath
Sample Meeting Agenda
Sample Script
Sample Script Scenarios

Conclusion

Resources

Shareholder Services Association
The Securities and Exchange Commission
The Society of Corporate Secretaries and Governance Professionals
The National Investor Relations Institute
The Depository Trust and Clearing Association

Glossary

Course Evaluation

Post Test

Certification