

# Staying Compliant with Unanimous Written Consent

Board meetings are the most likely place for directors to discuss and vote on the important decisions that affect corporations. However, there are times when a decision must be made between meetings. For those times, asking directors to make a decision and sign a unanimous written consent in lieu of a meeting is a viable alternative.

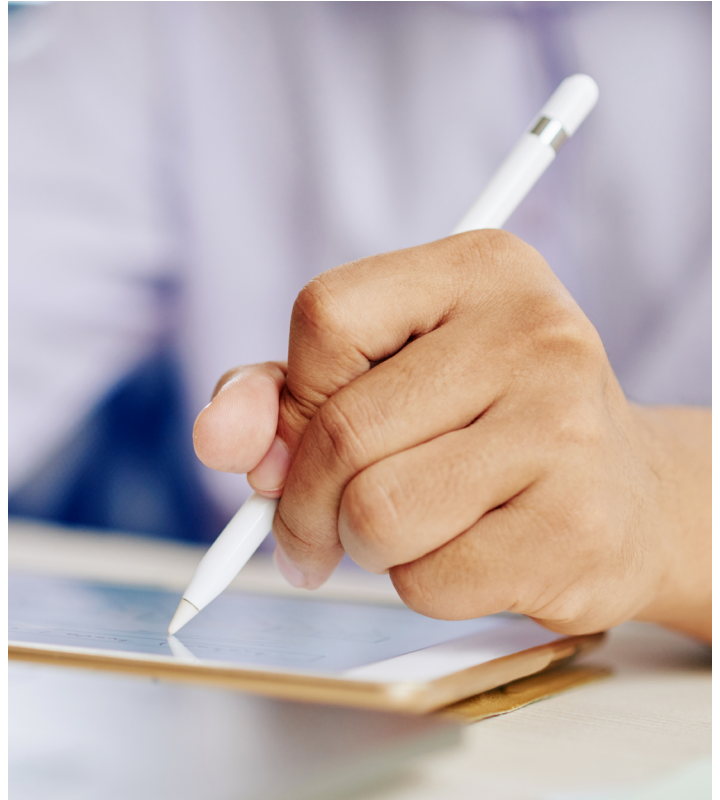
This whitepaper provides insight and guidelines for obtaining unanimous written consent, including when to use unanimous written consent, who must sign a unanimous written consent form, the key elements of unanimous written consent, and legal authorization.

## When to Use Unanimous Written Consent

When the board needs to take an action or make a decision between board meetings, when there's no time to call a special meeting, unanimous written consent is a viable and widely used option. It allows boards to make crucial decisions at any time, without having to wait until the next scheduled board meeting. Unanimous written consent only works when everyone on the board is in complete agreement.

## Who Must Sign?

As the name implies, a unanimous written content requires the signature of all directors, or in some cases shareholders. If even one person declines to sign, a regular meeting must be held to decide the issue.



## Key Elements of Unanimous Written Consent

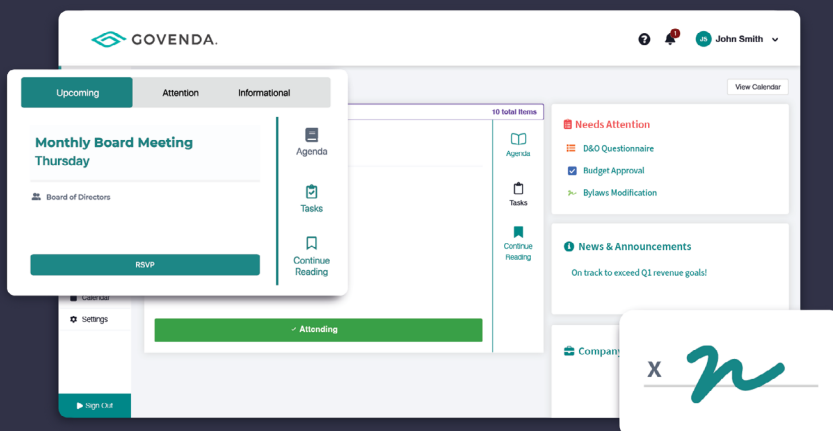
- Name and company/corporation.
- Complete address and contact numbers.
- Date when the consent is being written and signed by the directors.
- Reference to the government law and corporation bylaws that permit directors to provide written consent in lieu of a meeting.
- Names of the members of the board of directors who are signing the consent.
- Designation and responsibilities of each director (e.g., President, Treasurer, etc.).
- Details of the actions or decisions being taken by the unanimous written consent in lieu of meeting.
- Signature of each board of directors' member and the date they signed.
- Signature of the CEO or other senior executive, to authenticate the consent and implement the decisions made in the consent.

## Legal Authorization

- Most states and countries allow the use of Unanimous Written Consent.
- Requirements may vary by jurisdiction.
- When in doubt, check with competent legal counsel.

# The innovation leader in board management platforms.

See what our platform can do for you!



- ✓ Improve Decision-Making
- ✓ Accomplish More in Less Time
- ✓ Mitigate Compliance Risk

[Schedule a Demo](#)

GOVENDA.