

**Town Mutual Annual Meetings**  
**[Guidance for holding 2021 Annual Meetings]**

**Meeting by Mail:**

1. **Notification Requirements:** Policyholders should receive the meeting notification (along with the policyholder packet – see #2) at least 30 days in advance of the regularly scheduled (or rescheduled) meeting date.
2. **Packet to Policyholders:** The policyholder packet should contain any information that would typically be covered in the annual meeting (e.g. – Letter from the President, Prior Meeting Minutes, Current Agenda, Financials, any other documents that would need to be considered or approved, instructions, bios for candidates and ballots for open positions, voting sheets for any agenda items up for a vote, etc.). [Note: To save on postage, the company can refer the policyholder to a website for certain materials (as long as the policyholder can obtain a hardcopy upon request).]
3. **OCI Approval Required?** No – OCI does not need to receive an advance copy of the packet to be sent to policyholders.
4. **Deadline for receipt of votes:** The originally scheduled (or rescheduled) annual meeting date (as long as the policyholder packet is received by the policyholder at least 30 days in advance of the scheduled meeting).
5. **Corporate Records:** The company should retain a copy of the policyholder packet, as well as the results of any policyholder votes (including how voting was conducted, the number of policyholders that voted, and the voting results).

**Other Considerations (due to the Pandemic):**

1. **Annual Meeting Postponement:** It is acceptable to postpone the meeting until a later date in 2021 – as long as the company follows the notice requirements per s. 612.11, Wis. Stat. (i.e. – the board should give notice at least 10 days prior to the original date, and 30 days prior to the new date). [Note: If the Bylaws provide for a specified time/place for the annual meeting – OCI will not require the Board to amend the Bylaws (as long as the notification is clear as to the new time/place).]
2. **Virtual Meetings:** A virtual meeting option is acceptable – as long as the meeting method (and the method of voting) is clearly stated in the meeting notice.
3. **Open Board Positions:** Any board members whose terms would have expired as of the original meeting date should continue as a director until the revised annual meeting date (unless they choose to retire or resign).