

Nonprofit Governance and Management, Third Edition

APPENDIX 17

SAMPLE FORM OF WAIVER OF NOTICE

***Practical Advice Note:** There is no universal format for a waiver of notice. Waivers may be executed in advance, or more typically, after a meeting. Most such documents follow the format and contain provisions similar to the sample below. Such waivers are only required for directors who do not attend the meeting. Attendance at a meeting is deemed a waiver unless the director attends solely for the purpose of objecting to the holding of the meeting due to the lack of required notice.*

Waiver of Notice and Consent to Meeting

[Name of Organization]

The undersigned, a director of [name of organization], does hereby waive, pursuant to section __ of the bylaws, notice of the time, date, and purpose of the [insert date] meeting of the directors.

Dated: _____

Signature

Printed Name of Director: _____