

Operating Agreement Amendment Checklist

Action Checklist — ClearLegalTips.com (2026)

Change your LLC paperwork the right way.

Step 1 — Check the Rules

- ☐ Read the amendment clause; confirmed the required vote
- ☐ If silent, confirmed your state's default (often unanimous)

Step 2 — Draft Precisely

- ☐ Referenced the exact section + new language
- ☐ Included the "all other terms remain" clause

Step 3 — Approve & Sign

- ☐ Documented the member vote
- ☐ All required members signed and dated

Step 4 — File & Update

- ☐ Filed Articles of Amendment with the state IF name/management changed
- ☐ Updated bank, EIN responsible party, and records
- ☐ Stored the amendment with the original agreement

INSTRUCTIONS FOR USE

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