

ANNUAL GENERAL MEETING (AGM) AGENDA SAMPLE

[Full name of housing co-op or letterhead]

ANNUAL GENERAL MEETING

[Insert name of housing co-op]

Date: _____
Time: _____
Location: _____

AGENDA

1. Call to order – territory acknowledgement, confirmation of notice and quorum
2. Introduction of guests/welcome new members
3. Approval of non-members as observers
4. Explanation of meeting process, rules of order and meeting agreements
5. Approval of agenda
6. Approval of minutes of *[date(s)]*
7. Business arising
8. Auditor's Report and Audited Financial Statements
9. Appointment of Auditor
10. Report from Board of Directors
11. Election of Directors
 - a. Overview of director responsibilities
 - b. Review board size, composition, terms and vacancies
 - c. Review director qualifications
 - d. Call for nominations
 - e. Remarks from candidates
 - f. Voting
 - g. Announcement of results
 - h. Motion to dispose of ballots
12. Acknowledgements
13. Close of meeting

Please bring your AGM package to the meeting.

[Add additional information if relevant, e.g. when registration will open, if there will be refreshments served, etc.]