

SEMI-ANNUAL GENERAL MEETING AGENDA SAMPLE

[Full name of housing co-op or letterhead]

SEMI-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 agreement
5. Approval of agenda
6. Approval of minutes of *[date(s)]*
7. Business arising
8. Report from board of directors
9. Capital budget presentation
10. Operating budget presentation
 - a. Motion to approve housing charges
 - b. Motion to receive capital and operating budgets
11. Other agenda items might include approval of policy xyz, update and direction on special projects, member input on co-op initiatives, board clarification of issues or concerns.
12. Acknowledgements
13. Meeting evaluation
14. Close of meeting

Please bring your SAGM package to the meeting.

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