

## SPECIAL GENERAL MEETING<sup>1</sup> <sup>2</sup>OR SEMI-ANNUAL GENERAL MEETING CHECKLIST

The chairperson will need to receive these materials in advance of any special general meeting or semi-annual general meeting (SAGM). Please also have paper copies of the materials listed at your meeting:

- Notice of meeting – including date delivered and delivery method
- Current Rules – date-stamped by the Registrar and including any subsequent special resolutions filed)
- Any current policies – relevant to business of meeting and current
- Agenda
- Sets of minutes that require approval
- Other meeting materials such as budgets, recommended housing charge, reports, proposed policies etc.
- Meeting agreement/ Rules of Order - if applicable.

**Before the meeting starts you will also need to provide the chairperson with:**

- The names of any invited guests
- The name of the person who will take the meeting minutes
- The names of the people who will give the report of the Directors, committees and any other reports

**At the meeting you will also need the materials listed below onsite:**

- Report of the Directors if available – sometimes it’s a verbal report
- Sign in/member register
- Voting cards – if the co-op uses voting cards (CHF BC provides a sample voting card link)
- Any other equipment and materials required such as whiteboard and markers, laptop and data projector, [flipchart paper and stand, markers, tape etc.

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<sup>1</sup> See separate checklists for special general meeting for appeal of termination of membership and for removal of a director.

<sup>2</sup> See Special General Meetings – Introduction and your Rule 14.4 Frequency of general meetings to see whether this should be called a Special General Meeting or a General Meeting.