

SPECIAL GENERAL MEETING SAMPLE NOTICE

[Full name of housing co-op or letterhead]

[Date of notice]

NOTICE

SPECIAL GENERAL MEETING¹

[Insert name of housing co-op]

Date: _____

Time: _____

Location: _____

Join us on *[insert date]* for the Co-op's Special General Meeting (GM).

1. Members will receive a report from the board of directors.

The GM features *[approval of policy xyz]*, *[by-election to fill a board vacancy]*, *[update and direction on co-op projects]*, *[member input on co-op initiatives]*, *[board clarification of issues or concerns]*.

Or

2. *[The GM will provide the opportunity for members to ask questions and receive clarification from the board regarding *[issue(s)]*].*

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

¹ See Special General Meetings Overview and your Rule 14.4 Frequency of general meetings to see whether this should be called a Special General Meeting or a General Meeting.