

## SPECIAL GENERAL MEETING SAMPLE AGENDA – REMOVAL OF DIRECTOR

*[Full name of housing co-op or letterhead]*

### SPECIAL GENERAL MEETING

*[Insert name of housing co-op]*

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

### AGENDA

1. Call to order – territory acknowledgement, confirmation of notice and quorum
2. Explanation of meeting process, rules of order and meeting agreement
3. Meeting resolution:  
    THAT *[name]* be removed from the office of director of *[Name of Co-op]*  
    effective immediately.
4. Presentation from *[board of directors]* or *[representative of members if requisitioned meeting]*
5. Presentation from director who is subject of the resolution
6. Questions from members
7. Voting:
  - a. Explanation of voting procedures
  - b. Appointment of scrutineers
  - c. Distribution of ballots
  - d. Casting of ballots
  - e. Counting of ballots
8. Announcement of results (quorum must be present)
9. Motion to dispose of ballots
10. [Election of director(s)]
  - a. Review vacancy or vacancies and terms
  - b. Review director qualifications
  - c. Call for nominations
  - d. Remarks from candidates
  - e. Explanation of voting procedures
  - f. Appointment of scrutineers
  - g. Distribution of ballots

- h. Casting of ballots
  - i. Counting of ballots/Break
  - j. Announcement of results (quorum must be present)
  - k. Motion to dispose of ballots]
11. Close of meeting

Please bring your GM package to the meeting.

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