**[*****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 [insert name] be removed from the office of director of [*insert* name of co-op] effective immediately.

1. Presentation from [board of directors] or *[**representative of members if requisitioned meeting*]
2. Presentation from director who is subject of the resolution
3. Questions from members
4. Voting:
5. Explanation of voting procedures
6. Appointment of scrutineers
7. Distribution of ballots
8. Casting of ballots
9. Counting of ballots
10. Announcement of results (quorum must be present)
11. Motion to dispose of ballots
12. [*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*]

1. 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.]*