

SPECIAL GENERAL MEETING SAMPLE AGENDA

[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. 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. Education *[topic - 15 minutes]*
9. Report from Board of Directors
BREAK
10. *[By-election to fill a board vacancy, update and direction on co-op projects, approval of policy xyz, member input on co-op initiatives, board clarification of concerns, end of operating agreement, land lease]*
11. Acknowledgements
12. Meeting evaluation
13. Close of meeting

Please bring your Special General Meeting package to the meeting.

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