

Checklist - Special General Meeting or Semi-Annual General Meeting

Please note - Rule 14.4 Frequency of general meetings to see whether this should be called a Special General Meeting or a General Meeting.

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 is a verbal report)
- ☐ Sign in sheet/ register of members
- ☐ Voting cards - if the co-op uses voting cards (CHF BC provides a sample voting card)
- ☐ Any other equipment and materials required such as whiteboard and markers, laptop, and data projector (flipchart paper and stand, markers, tape etc.).



Referenced Documents and Related Resources

- Checklist - Special General Meeting - Appeal of Termination of Membership - Removal of Director.
- Sample Special General Meetings – Introduction
- Voting Card
- Sign in Sheet