

Guide - Special General Meeting Agenda

Please note - Rule 14.4 Frequency of General Meetings, to determine whether this should be called a Special General Meeting or a General Meeting.

1. Call to Order – Territorial Acknowledgement, confirmation of notice, and quorum

Suggested acknowledgement of First Nations' territories and Indigenous history: The chair's acknowledgement should be appropriate to the territories where the meeting is taking place.

Learn about your co-op's location through online resources, your local Friendship Centre or your local municipality. Here is an example for Vancouver: "We gratefully acknowledge that we are gathered today on the unceded traditional territories of the Coast Salish peoples, including the Musqueam, Squamish and Tsleil-Waututh nations".

The chair confirms:

- a. If the chair is an external chair, that the chair was properly appointed as set out in Rule 14.16.
- b. **Notice is proper:** includes the date, time and address of meeting; reflects the general nature of the business to be conducted.
- c. **Notice was delivered** to each member's unit using the delivery method set out in your co-op's Rule 26.1.
- d. **Notice period is correct:** Rule 14.8 sets out the notice period for your co-op meetings, check your Rules.
- e. **Required quorum is present:** Confirm eligibility to vote as set out in your rules (will depend on your co-op's membership model). Announce and enter quorum present in minutes. Rule 14.13 sets out the required quorum for your co-op.

2. Introduction of guests/welcome new members

Guests may include a lawyer, an auditor, a management firm, or others. The chair is not a guest because Rule 14.16 permits the board to choose another person who need not be a member to be the chair. No motion is needed for guests invited by the chair to be present at the meeting. Rule 14.20 allows the presence of the auditor and others who are entitled or required under any provisions of the Act or these Rules.



3. Approval of any other non-members as observers

Non-members may be admitted to the meeting on the invitation of the chair or with the consent of the members at the meeting. See Rule 14.20.

4. Explanation of meeting process, rules of order and meeting agreement

The chair provides an overview of how the meeting business will progress. The chair reviews the meeting agreement and indicates what rules of order will be followed. See sample meeting agreement and rules of order.

5. Approval of agenda

The chair asks for a motion to approve the agenda. Suggested changes must be the business of the meeting and major new business that requires support documentation and/or decision cannot be added.

6. Approval of minutes of [date(s)]

Be sure to check what sets of minutes require approval. While minutes should be approved at the following meeting, sometimes co-ops do not do this. AGM minutes are approved at the next general meeting, not the next AGM.

7. Business arising

The board should identify in advance of the meeting any business of the previous minutes that needs to be covered. Ideally it will be covered in the other agenda items of meeting. If there is no business arising, the chair announces that they have not been advised of any business arising and, if no one objects, moves on to the next item of business.

8. Education [topic – 15 minutes]

A general meeting is a good opportunity to provide education on a variety of topics. It can take the form of a short presentation, a quiz, a video or small group discussions.


Some topic ideas: chain of legal authority, review rules of order, difference between governance and management (quiz), where to look (quiz: Rules, Occupancy Agreement, policies), role of board and members, directors' responsibilities, energy conservation tips, recycling.

9. Report from Board of Directors

The report of Directors is an overview of the activities, challenges and outcomes for the period since the last report. The report should reflect business completed as well as priorities and upcoming business. The report should be positive and informative. The board should have approved the directors' report - this is not the president's report.

10. Break

If the General Meeting includes a by-election that requires time for ballot counting, consider scheduling a break immediately after the vote. If no counting time is needed, assess whether



a break is appropriate based on the length and number of agenda items, and if so, plan to hold it midway through the meeting.

11. Various agenda items

Specific direction is not provided here as it depends on the topic of this agenda item or items. Consider carefully the information to provide in advance and at the meeting, as well as the best format for the topic.

This General Meeting may include one or more of the following items:

- By-election to fill a board vacancy - consider adding a breakout of the items that would be involved in the by-election process),
- Updates and direction on co-op projects – consider adding what the project is about (i.e. Upgrading windows project),
- Approval of policy(s) – consider adding the name of the policy(s),
- member input on co-op initiatives,
- Board clarification of concerns,
- End of operating agreement
- Land lease update and discussion.

12. Acknowledgements

Recognize and thank members for their contribution to the co-op.

13. Meeting evaluation

Ask members what they found positive about the meeting and what could be improved next time.

14. Close of meeting

The chair may close the meeting without a motion when all the business is done, there is no quorum, or it has become impossible to conduct business.

This is not an adjournment of the meeting. Adjourning a meeting means moving it to a future time, date and place where the only business conducted is the business left unfinished at the meeting from which the adjournment took place. See Rule 14.15.

Referenced Documents and Related Resources

- Sample Special General Meeting Agenda
- Overview - Special General Meeting