

Checklist - Special General Meeting - Appeal of Membership Termination

The chairperson will need to receive these materials in advance of any special general meeting for an appeal of termination of membership. Confirm if chairperson will need paper copies of these materials at the meeting.

Notice of meeting – including date delivered and delivery method – a minimum 14 days' notice required if motion is a special resolution (termination for conduct detrimental)

- ☐ Current rules – date-stamped by the Registrar and including any subsequent special resolutions filed
- ☐ Any current policies – relevant to business of meeting
- ☐ Agenda
- ☐ Meeting agreements / Rules of Order - if applicable.
- ☐ Notice to member of the board meeting where the resolution to terminate membership was considered
- ☐ Minutes of that board meeting
- ☐ Notice to member about decision of that board meeting
- ☐ Please provide the name and contact information of the member whose membership was terminated – the chairperson will want to contact the member to explain meeting procedure (under PIPA ask the member concerned for written permission to provide the chairperson with their contact information).
- ☐ Please provide the lawyer's contact information and authorise the chairperson to contact the lawyer to confirm the appearance and wording of the ballot(s) to be used at the meeting.


Before the meeting starts you will also need to provide the chairperson with:

- ☐ The names of any invited guests
- ☐ The name of the co-op lawyer – if present at the meeting
- ☐ The name of the agent or counsel on behalf of the member – if present at the meeting
- ☐ The name of the person who will take the meeting minutes
- ☐ The names of the people who will speak on behalf of the Directors.

At the special GM, you will also need the materials listed below onsite:

- ☐ Sign in sheet / register of members
- ☐ Voting cards – if the co-op uses voting cards (CHF BC provides a sample voting card)
- ☐ Ballots, ballot box/es, pens

Referenced Documents and Relevant Resources

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- Checklist - Special General Meeting - Removal of Director
 - Sample Sign in Sheet
 - Register of Members
 - Template Voting Card
 - Sample Record of Ballot Counting – Appeal of Termination
 - Template - Membership Termination – Appeal of Termination Ballot