

## Checklist - Special General Meeting - Removal of Director

The chairperson will need to receive these materials in advance of any special general meeting for removal of a director. Please also have paper copies available at your meeting:

- ☐ Notice of meeting – including date delivered and delivery method – a minimum 14 days' notice is required since the motion is a special resolution.
- ☐ Current Rules – date-stamped by the Registrar and including any subsequent special resolutions filed
- ☐ Current policies – relevant to business of meeting
- ☐ Agenda
- ☐ Other meeting materials
- ☐ Meeting agreements / Rules of order if applicable
- ☐ If the meeting agenda includes election or replacement of director(s), current Register of Directors

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

- ☐ The names of invited guests
- ☐ Who will take the meeting minutes and who will speak on behalf of the directors
- ☐ Who will speak on behalf of the requisitioners if this meeting was requisitioned

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

- ☐ Sign in sheet/ register of members
- ☐ Voting cards (CHF BC provides a sample voting card - if the co-op uses voting cards)
- ☐ Ballots, ballot box(es), pens (CHF BC provides a sample ballot)
- ☐ If the meeting agenda includes election of replacement director(s), a list of any members who are ineligible to serve as directors pursuant to the Rules – this will include members who have reached any director term limit set out in Rule 18.9, as well as members with personal matters such as arrears. This list should be available to the chair only.



### *Referenced Documents and Related Resources*

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