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# Click to enter the name of your Aboriginal and Torres Strait Islander corporation

# ICN Click to enter ICN

## Notice of general meeting

All members of the corporation are advised that a general meeting of the members of [enter corporation name] will take place as follows:

**Time:** [Click to enter time]

**Date:** [Click to enter the date of the meeting]

**Place:** [Click to enter the location of the meeting]

**Technology:** [Click to enter if and how members can participate from a different location (e.g. by phone or by video link)]

On arrival at the meeting, members should check the register of members and if needed, update their name, address and any other details.

### Purpose of the meeting

This meeting has been called to consider a special resolution to adopt a new rule book for the corporation.

### Agenda

|  |  |
| --- | --- |
| **Item** | **Description** |
| 1 | Welcome, attendees and apologies:  1.1 Confirm the chair for the meeting  1.2 Attendees  1.3 Apologies  1.4 Quorum |
| 2 | Proxy appointments\*  [delete this agenda item if your corporation’s rule book does not allow proxies] |
| 3 | Minutes of the previous meeting of members:   * Cofirming the minutes * Matters arising |
| 4 | [Enter the main business of the meeting if not covered elsewhere on the agenda] |
| 5 | **Special resolution/s**  The following special resolution/s will be proposed at the meeting:  The members resolve that:  1. that the whole current rule book of the corporation be repealed and  2. that the proposed rule book attached to the notice of the meeting of the members of the corporation be adopted as the rule book of the corporation. |
| 6 | Members’ resolution/s  The following members’ resolution will be proposed at the meeting:   * Proposed resolution: [Click to enter the exact words of the resolution]   [delete this agenda item if there are no members’ resolutions being proposed] |
| 7 | Any other business |
| 8 | Close |

### \*Proxies

* Choose an item.
* [If the corporation’s rule book does allow proxies, set out who a proxy vote may be given to, attach an appointment of proxy form and the deadline for giving the form to the corporation.]

### Attachments

[Insert list of any papers attached to the notice, or how to access them. For example:]

* Copy of the draft proposed new rule book.
* Statement from directors about the draft proposed new rule book.

Regards,

[Name/s of director/s giving notice]

Directors