# Example meeting notices for changing a whole rule book

## Example notice for annual general meeting (AGM)

CORPORATION NAME

ICN XXX

NOTICE OF ANNUAL GENERAL MEETING

All members of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ corporation are invited to the annual general meeting of the corporation.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agenda

* Welcome
* Apologies and accepting any proxy votes (if the current rule book allows proxies)
* Checking the register of members
* Confirming the minutes of the previous general meeting or AGM
* Directors’ report to members about the corporation’s:
* performance over the past 12 months
* financial position and financial performance
* Asking questions about how the corporation is managed
* Election of directors
* Choosing an auditor and agreeing on a fee (if required)
* Resolutions proposed by members (if any)
* Proposed changes to the rule book.
* Vote on the following **special resolution**:

1. that the whole current rule book of the corporation be repealed and

2. that the proposed rule book attached to this notice be adopted as the rule book of the corporation

* Other business
* Close the meeting

## Example notice for a general meeting

CORPORATION NAME

ICN XXX

NOTICE OF GENERAL MEETING

All members of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ corporation are invited to the general meeting of the corporation.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agenda

* Welcome
* Apologies and accepting any proxy votes (if the current rule book allows proxies)
* Confirming the minutes of the previous general meeting or AGM
* Proposed changes to the rule book
* Vote on the following **special resolution**:

1. that the whole current rule book of the corporation be repealed and

2. that the proposed rule book attached to this notice be adopted as the rule book of the corporation

* Other business
* Close the meeting