

**NOTICE
ANNUAL GENERAL MEETING
(NAME) CO-OPERATIVE LIMITED**

**DATE
TIME
PLACE**

OR Online Zoom/ MSTeams include link

FOR FURTHER INFORMATION PLEASE CONTACT COMPANY SECRETARY

AGENDA

- 1 Welcome**
- 2 Apologies**
- 3 Approval of the Minutes of the previous Annual General Meeting held on (Date).**
- 3 Chairperson provides the Director's Report**
- 4 CEO'S Report**
- 5 Auditor's Report and Financial Report**
- 6 Appointment of Returning Officer for Election of Directors**
- 7 Retirement of Directors**
- 8 Election of Directors**

Announcement: At the conclusion of the AGM there will be (number) vacancies on the board for a period of number (years)

The board has received the following nominations for the (number) of vacant director's positions:

1. Nominee
2. Nominee
3. Nominee
4. Nominee

9. General Business

NOTES

NOTE: Chairperson opens the meeting and does a Welcome or Acknowledgement of Country.

NOTE: if the previous members meeting was a Special General Meeting include the minutes of that meeting.

NOTE: all members must receive a copy of the Notice of Meeting and the Annual Report.

NOTE: Retiring directors and are eligible for re-election for the number of years specified in the rules and are elected until the conclusion of the AGM at the end of their term.

NOTE: some directors may be completing the term of a director who retired so they are not elected for the full term – just the balance of that director's term. So, state the number of years for each term for example 3 directors will be elected for 2 years and 1 director will be elected for 1 year.

NOTE: Members must have the opportunity to elect directors. If the number of nominees equals the number of vacant positions each incoming director must be individually confirmed by a yes/no vote of members.

NOTE: Returning Officer holds the election and announces the election of each incoming director and their term of office.

NOTE: Resolutions cannot be passed in General Business as notice has not been given to all members of the proposed resolution. General Business allows members to raise matters with the board.