**Formation meeting minutes – Sample**

|  |  |
| --- | --- |
| **Proposed co-op name** |  |
| **Date** |  |
| **Location/s** |  |
| **Technology used** **(if any)** |  |
| **Time** |  |
| **Chairperson** |  |
| **Present**  |  |
| **Apologies** |  |
| **Documents for information / discussion / decision (attached)** |  |

**Formation meeting minutes**

The meeting was opened at [INSERT TIME]

1. **Appointment of chairperson to run the meeting**

**Motion:**

*TO APPOINT [insert name] AS CHAIRPERSON FOR THIS FORMATION MEETING*

Moved by:

Seconded by:

**Resolution:** Passed/Failed

1. **Appointment of secretary to prepare meeting minutes**

**Motion:**

*TO APPOINT [insert name] AS SECRETARY FOR THIS FORMATION MEETING*

Moved by:

Seconded by:

**Resolution:** Passed/Failed

1. **Review and approval of proposed agenda**

[Insert a brief record of this agenda item]

1. **Presentation of constitution and disclosure statement**

[Insert a brief record of this agenda item]

1. **Discussion of constitution and disclosure statement**

[Insert a brief record of this agenda item]

1. **Adoption of constitution and disclosure statement**

Motion:

*TO ADOPT THE CONSTITUTION AND DISLOSURE STATEMENT OF [INSERT PROPOSED CO-OPERATIVE NAME] AS PRESENTED*

Moved by:

Seconded by:

**Resolution:** Passed/failed

*(****Note:*** *At least two-thirds of persons present must vote in favour for the resolution to pass).*

Motion:

*TO AUTHORISE THE SECRETARY TO APPLY TO REGISTER THE CO-OPERATIVE*

Moved by:

Seconded by:

**Resolution:** Passed/failed

*(****Note:*** *At least two-thirds of persons present must vote in favour for the resolution to pass).*

1. **Election of first directors[[1]](#footnote-1)**

Motion:

*TO ELECT THE FOLLOWING PERSONS AS THE FIRST DIRECTORS OF [INSERT PROPOSED CO-OPERATIVE NAME]:*

* *[INSERT NAME]*
* *[INSERT NAME]*
* *[INSERT NAME]*
* *ETC*

 *(****Note:*** *At least two-thirds of persons present must vote in favour for the resolution to pass).*

1. **Applications for membership**

The following persons have understood the requirements for active membership of [insert name of proposed co-operative], have made applications for membership and will be the first members of the co-operative:

* + *[INSERT NAME]*
	+ *[INSERT NAME]*
	+ *[INSERT NAME]*
	+ *[INSERT NAME]*
	+ *[INSERT NAME]*
	+ *ETC*
1. **Signing of documents by first directors and at least 5 persons applying for membership of the co-operative:**
* **Constitution**
* **Disclosure statement**
* **Application for Registration Form**

 [Insert a brief record of this agenda item]

1. **Other items**

[Insert a brief record of this agenda item]

The meeting was closed at [INSERT TIME]

1. *For a distributing co-operative, the first directors will be nominated in the disclosure statement. If there are more candidates that director positions, it will be necessary to hold a ballot. The Secretary will manage the election process and declare the persons that are elected.* [↑](#footnote-ref-1)