**Formation meeting notice and agenda – Sample**

**Notice of formation meeting**

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| **Proposed co-op name** |  |
| **Meeting type** | *Meeting to form the co-operative* |
| **Date** |  |
| **Location/s** |  |
| **Technology used** **(if any)** |  |
| **Time** |  |

**Proposed agenda**

1. Appointment of chairperson to run the meeting
2. Appointment of secretary to prepare meeting minutes
3. Review and approval of proposed agenda
4. Presentation of constitution and disclosure statement
5. Discussion of constitution and disclosure statement
6. If agreed to by the meeting, adoption of constitution and disclosure statement
7. Election of first directors
8. Applications for membership
9. Signing of documents by first directors and at least 5 persons applying for membership of the co-operative
10. Other items

Attachments:

* Draft constitution
* Draft disclosure statement
* *List all other documents for information / discussion / decision*