

Note: This set of minutes is available for you to copy and use if you want to. You may choose to create your own minutes. The Party doesn't require you to follow this form. It's provided for your convenience.

Minutes of the Founding Meeting of the Green Party of Alberta Constituency Association for the Electoral Division of

(fill in name of constituency)

held on *(fill in the date of the meeting)*

at *(fill in place of meeting)*

PRESENT:

(Fill in the names of those present. If the list is long, you can attach the attendance list as a schedule instead of putting the names here.)

CALL TO ORDER

The meeting was called to order at *(time)* by the Meeting Organizer, *(fill in name of person who called the meeting)*

NOTICE OF MEETING

The Meeting Organizer advised that notice of this meeting was sent by email on or about *(date)* to all GPA members resident in the Electoral Division, except that regular mail was used for those GPA members who did not have a valid email address.

APPOINTMENT OF MEETING CHAIR AND SECRETARY

The following agreed to be the Meeting Chair and Meeting Secretary, with the general approval of those present:

Meeting Chair: *(fill in name)*

Meeting Secretary: *(fill in name)*

The following business was conducted:

ESTABLISHMENT OF THE CONSTITUENCY ASSOCIATION

Moved by

Seconded by

BE IT RESOLVED that the Constituency Association for the Electoral Division of _____ is hereby formed.

PASSED UNANIMOUSLY or by a vote of x to y

ADOPTION OF CONSTITUTION

Moved by

Seconded by

BE IT RESOLVED that the standard form of Constituency Association Constitution approved by the Executive Council of the Green Party of Alberta, a copy of which is attached, is adopted without changes as the constitution for this Constituency Association.

(Be sure to attach a copy of the Constitution to the minutes.)

PASSED UNANIMOUSLY or by a vote of x to y

ELECTION OF BOARD

Candidates for the position of President were recognized. By a show of hands, the votes were:

(Fill in name of each candidate and number of votes received)

Candidates for the position of Chief Financial Officer were recognized. By a show of hands, the votes were:

(Fill in name of each candidate and number of votes received)

Candidates for the position of Secretary were recognized. By a show of hands, the votes were:

(Fill in name of each candidate and number of votes received)

(Continue in like fashion for all the positions voted on)

The following are declared elected as members of the Board, to serve until the close of the next Annual General Meeting:

President

Chief Financial Officer

Secretary

(Add any others who were elected)

The Board having been elected, the President and Secretary requested that the Meeting Chair and Meeting Secretary continue in those roles for the duration of the meeting. The Meeting Chair and Meeting Secretary continued as such, with the general consent of the meeting.

OTHER BUSINESS

Add any other decisions made by the meeting, such as future meeting dates or undertakings.

APPLICATION FOR GREEN PARTY OF ALBERTA ENDORSEMENT AND ELECTIONS ALBERTA REGISTRATION

Moved by _____

Seconded by _____

BE IT RESOLVED that the Constituency Association (“CA”) apply to be recognized and endorsed by the Green Party of Alberta and to be registered by Elections Alberta.

PASSED UNANIMOUSLY or by a vote of x to y

TERMINATION OF THE MEETING

Moved by _____

Seconded by _____

BE IT RESOLVED that this meeting be terminated, all necessary business having been conducted.

PASSED UNANIMOUSLY or by a vote of x to y

The meeting terminated at *(time)* _____

SIGNATURE *(At least one of the President, CFO, or Secretary should sign the original minutes to confirm they are the official version.)*