

XXXX Trade Union Annual / Extraordinary*
General Meeting of Members / Members' Representatives*
Meeting Minutes
[\[Sample\]](#)

Date: DD/MM/YYYY (Day of Week)

Time: [AM / PM*] XX:XX

Venue: [Please fill in the meeting venue]

Total number of voting members / members' representatives* as of the meeting*:
[Please fill in number]

Number of voting members / members' representatives* present at the meeting*:
[Please fill in number]

Meeting Minutes [\(Reference\)](#)

After review, all members / members' representatives* unanimously approved the minutes of the previous meeting.

1. Members / members' representatives* elected the Executive Committee members for the year 20XX / 20XX by secret ballot. After counting the votes, it was confirmed that the following persons were elected: [Please list the names of the elected persons].
2. Members deliberated on the proposal to amend Rule XX of the Union Rules, with the following content: [Please briefly describe the amendment, e.g. "Adjust the annual membership fee to HKD XXX per year and add a member benefits programme"].
Voting result: [X] votes in favor, [X] votes against, [X] votes abstained. The proposal was passed / rejected*.
3. Any other business: No other matters discussed, or [Please fill in other discussion content, e.g. "Discussion on next year's activity plan"].

*Please delete whichever is inappropriate.

Recorded by: [Please fill in name]

Date of Record: DD/MM/YYYY (Day of Week)

Approved by: [Please fill in name]

Date of Approval: DD/MM/YYYY (Day of Week)

Signatures of voting members (if applicable)

1 _____ (_____)	5 _____ (_____)
2 _____ (_____)	6 _____ (_____)
3 _____ (_____)	7 _____ (_____)
4 _____ (_____)	