

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

**Date:** DD/MM/YYYY (Day of the week X)

**Time:** XX:XX [AM / PM\*]

**Venue:** [Please fill in the meeting venue]

**Notice issuance date:** DD/MM/YYYY (Day of the week X)

**Meeting Agenda** ([Reference](#))

1. Approval of the minutes of the previous meeting
2. Election of the executive committee for the year 20XX / 20XX
3. Amendment to Rule XX of the constitution, with the following content:  
[Please briefly describe the amendment content, for example: “adjust the annual membership fee to HKD XXX per year and introduce a new member benefits program”]
4. Any other business

\*Please delete whichever is inappropriate.

**Issued by:** [Please fill in name and position]

**Signatures of voting members**  
(if applicable)

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