

XXXX Trade Union

No. x of Year YYYY

Record of Resolution(s) Passed by the Executive Committee

(Without Convening a Meeting)

[Sample]

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

Time: XX:XX[AM/PM] to XX:XX[AM/PM]

Venue: [Please fill in venue]

Participants in resolution(s): [Please fill in names of participants and their positions in the executive committee]

Excused absentees: [Please fill in names of absentees and their positions in the executive committee]

No. of persons who voted for the resolution(s): [Please fill in the number of persons]

No. of persons who voted against the resolution(s): [Please fill in the number of persons]

Record of Resolution(s) (Reference)

1. Agenda Item

Resolution: [Please fill in the resolution]

Reason for passing the resolution without convening a meeting:
[Please fill in the reason for not convening a meeting]

It is confirmed that the arrangement complies with the rules of this trade union which permit resolution(s) to be passed without convening a meeting.

[Additional resolution(s) may be added according to actual circumstances.]

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)