

Steps for a Special Meeting:

1. Send notice in writing to Property Trust Registrar stating date and nature of business at least 14 days prior.
Address: The Registrar,
The Churches of Christ Property Trust
PO Box M63
Marrickville NSW 2204
2. Place proposed resolutions on Church notice board and announce for 2 Sundays prior to meeting by the Church Secretary.
3. Place an advertisement in a local paper during the week prior to the meeting, not less than 3 days prior, stating time, place and nature of business.
4. Elect a Chairperson (must be a member of the church or the Property Trust)
5. Meeting can **only** deal with the business advertised.
6. Only those members 18 years or older can vote.
7. Only votes of those members **present and voting** can be counted.
8. Motions must be moved and seconded.
9. Resolutions must be carried by a three-fourths majority.
10. If carried the Statutory Declaration (Schedule 4 of the Act) verifying the motion(s) must be forwarded to the Registrar.
11. The Resolution/s must include direction/instruction to the Trustees to act on behalf of the Church. e.g. "The Trustees are requested to do all things necessary to give effect to this resolution".
12. Conference Executive have requested that a copy of the notice of meeting be forwarded to them at PO Box 3561, Rhodes NSW 2138.

Attached : A copy of s.23 of the Churches of Christ Incorporation Act, 1947.