

**RESOLUTIONS OF THE DIRECTORS OF  
«CORPORATION»  
(the "Corporation")**

**REMOVAL OF OFFICERS**

**BE IT RESOLVED THAT:**

1. [name of officer] is hereby removed from his/her office as [office being vacated] of the Corporation, effective [immediately OR the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.]
  
2. [name of replacement] be and is hereby appointed to the office of [office being vacated] to assume the duties and responsibilities of such office [immediately OR the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.]

DATE of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

The undersigned members of the directors of the Corporation, hereby adopt the foregoing resolutions pursuant to the provisions of the Business Corporations Act (\_\_\_\_\_).

**SAMPLE PREVIEW**

\_\_\_\_\_

## NOTICE TO OFFICER OF REMOVAL BY BOARD

Date: \_\_\_\_\_

To: [name of officer]

You are hereby notified that, in accordance with Section \_\_\_\_\_ of the By-laws of [NAME OF CORPORATION] (the "Corporation"), the Board of Directors has voted to remove you from your position as [insert name of position held] of the Corporation.

This action of the Board of Directors, taken by means of a resolution adopted at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, effectively removes you from office and the terms of the vote.

A sealed copy of the resolution attached to this Notice is being deposited in the Minute Book of the Corporation in \_\_\_\_\_, \_\_\_\_\_, head principal office of the Corporation, located at:

[insert address of office where Minute Book is kept]

\_\_\_\_\_  
[insert name], Secretary