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template for a shareholder resolution includes the following information your corporation s name date time and location of meeting statement that all shareholders agree to the resolution confirmation of the necessary quorum for business to be conducted names of shareholders present or voting by proxy 6 min read what you ll learn what is a company resolution what decisions require a resolution what is an ordinary resolution what is a special resolution what is a written resolution what records must be kept sending resolutions to companies house company resolutions are company decisions made in a specified manner business 20 free board resolution templates samples a board resolution or corporate resolution is a document that holds the actions of a board of directors meeting when a board of directors holds a board meeting they make decisions for the company s benefit and growth this record of decisions is called a board of resolution there are three types of company resolutions an ordinary resolution a simple majority more than 50 of voting rights exercised a special resolution at least 75 voting rights exercised and a unanimous resolution 100 voting rights exercised different percentages for different matters can be required in the company s moi in business or commercial law in certain common law jurisdictions an ordinary resolution is a resolution passed by the shareholders of a company by a simple or bare majority for example more than 50 of the vote either at a convened meeting of shareholders or by circulating a resolution for signature a resolution of members or a class of members of a company passed by on a show of hands at a general meeting a simple majority of members who being entitled to vote do so in person or by proxy section 282 3 companies act 2006 opens in a new window ca 2006 updated on may 21 2024 article by wallstreetmojo team edited by aaron crowe reviewed by dheeraj vaidya cfa frm what is a special resolution special resolutions are 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