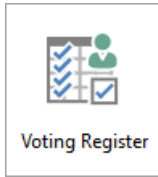


# Voting / Meeting Register

Last Modified on 01/11/2023 1:48 pm AEST



The instructions in this article relate to the **Voting Register**. The icon may be located on your **StrataMax Desktop** or found using the **StrataMax Search**.

The Voting Register is a report that can be used as a permanent record of motions passed and for assistance with preparing minutes. There is also a template available for a Meeting Summary. This menu does not integrate with Meeting Hub, including the **Offline Voting Register**.

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## Meeting Summary

The Meeting Summary produces a summary of account balances for use at meetings. The report shows details of lot number, unit number, account number (021...), owner's name (from the reference field), entitlements (based on what is set in the field 'Voting Entitlements' in **Building Information**), Admin paid to date, any arrears and the total balance owing.

1. Search or select **Voting Register (Meeting Summary)**.
2. Enter the *Meeting Date*, which is the date of the meeting - normally in the future.
3. Enter the *Arrears Date*, which is the date that the system will use to stop calculating due levies, or the meeting date whichever is sooner (the arrears date cannot extend past the meeting date).
4. Change *Quorum* percent if required.
5. Tick if required *Nominee instead of Owner*.
6. Tick if required *Ignore Arrears*.
7. Click *Proceed*.

Voting Register - STRATAMAX ONLINE HELP 11

Meeting Date: 04/12/2019

Arrears Date: 04/12/2019

Quorum: 25.0 %

Lots: All Lots

Tag Select Lots

Nominee Instead Of Owner

Ignore Arrears

Sort By: Account Code

Proceed Close

8. Click the ellipse/ more button (...) to change the *Template* selection.
9. Select Meeting Summary - VOTEREG\_MEETING and select as Global or Local and *Close*.

Template Selection

File Options




**Voting Register Templates** Building: 11 State: QLD

Name	Description	LetterHead Room	Colour	Comment	Client
VOTEREG_MEETING	Meeting Summary	No	No		
VOTEREG_STYLE10	Voting Register 10 Records with Summary	No	No		
VOTEREG_STYLE8	Voting Register 8 Records with Summary	No	No		
VOTEREG_STYLE9	Voting Register 9 Records no Summary	No	No		

Select as Global Select as Local Preview Close

10. Click *OK*.

Report Setup - VOTEREG\_STYLE10 Voting Register 10 Records with Summary STRATAMAX ONLINE HELP 11 04 ...

Screen 
 Printer 
 Excel 

Template: VOTEREG\_STYLE10 Voting Register 10 Records with Summary ...

Printer: \\fsint\HP Laserjet M506 B7A SM Training ...

Paper Source: Automatically Select

Preview OK Cancel

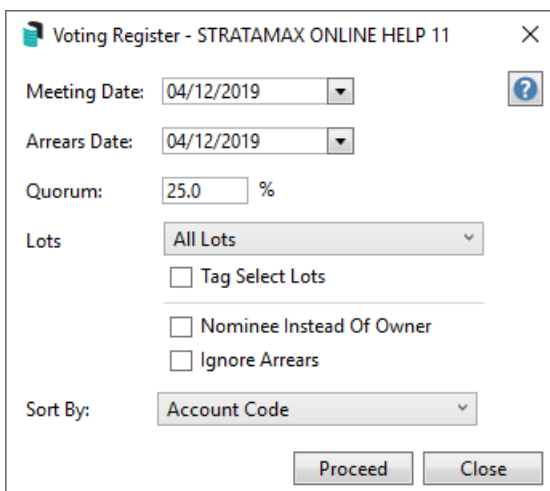
11. Report will produce to screen.

## Voting Register

The Voting Register produces a Voting and Attendance Register for use at meetings. The report shows details of Lot Entitlements (based on what is set in the field Voting Entitlements in [Building Information](#)), Arrears Balance, Nominee (taking into account the period allowed under the Act for voting eligibility), Mortgagee and Proxy.

The register can be used to assist in preparing minutes and as a permanent record of motions passed.

1. Search or select **Voting / Meeting Register**.
2. Enter the *Meeting Date*.
3. Enter the *Arrears Date*. The Arrears Date will calculate any Arrears from the set 'Arrears Date' to set 'Meeting Date' to determine eligible voters.
4. Change *Quorum* percent if required.
5. Tick if required *Nominee instead of Owner*.
6. Tick if required *Ignore Arrears*.
7. Select either All Lots, Committee Only or Committee (Owners Only).
8. Select the *Sort By* preference.
9. Click *Proceed*.
10. Click the ellipse/ more button (...) to change the Template selection.
11. Select one of the Voting Register templates - VOTEREG\_STYLE 10, 9, 8 to suit requirements and save as Global or Local.
12. Click *OK*.
13. Report will produce to screen.
  - Arrears Date - The Arrears Date option will calculate Arrears from the set 'Arrears Date' to the set 'Meeting Date' to determine eligible voters.



Voting Register - STRATAMAX ONLINE HELP 11

Meeting Date: 04/12/2019

Arrears Date: 04/12/2019

Quorum: 25.0 %

Lots: All Lots

Tag Select Lots




Nominee Instead Of Owner

Ignore Arrears

Sort By: Account Code

Proceed Close

Report Setup - VOTEREG\_STYLE10 Voting Register 10 Records with Summary STRATAMAX ONLINE HELP 11 04 ...


Screen 
 Printer 
 Excel 

Template: VOTEREG\_STYLE10 Voting Register 10 Records with Summary ...  
 Printer: \\fsint\HP Laserjet M506 B7A SM Training ...  
 Paper Source: Automatically Select

Template Selection - □ ×

File Options Building: 11 State: QLD

**Voting Register Templates**


Name	Description	LetterHead Room	Colour	Comment	Client
VOTEREG_MEETING	Meeting Summary	No	No		
 VOTEREG_STYLE10	Voting Register 10 Records with Summary	No	No		
VOTEREG_STYLE8	Voting Register 8 Records with Summary	No	No		
VOTEREG_STYLE9	Voting Register 9 Records no Summary	No	No		

## Voting / Meeting Register - Account Group Selection

A Voting Register can be produced for the relevant Account Group in Multi OC properties. To select the Account Group that will appear on the report us the following steps:

1. Search or select **Voting / Meeting Register**.
2. Click the drop down arrow next to *Account Groups*.
3. Click the relevant option.

Voting Register - MULTI OC 423181K ×

Meeting Date: 04/12/2019 

Arrears Date: 04/12/2019

Quorum: 25.0 %

Lots: All Lots ▼

Tag Select Lots  
 Nominee Instead Of Owner  
 Ignore Arrears

Account Group: OC1 ▼

Sort By: ose

OC1

OC2

OC3

OC4

OC5

OC6