

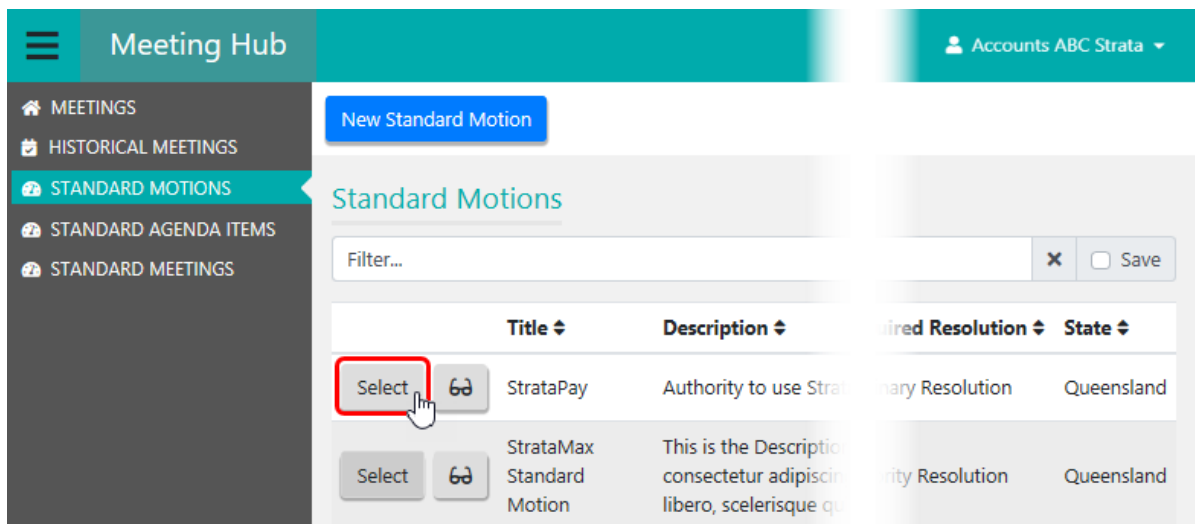
Deleting Standard Motions

Last Modified on 03/04/2020 3:48 pm AEST

If you have unnecessary or unwanted Standard Agenda Items, you can delete them.

Deleting a *Standard Motion* will remove it from the STANDARD MOTIONS menu and from any *Standard Meetings*. However, it will not be removed from any existing *Meetings*.

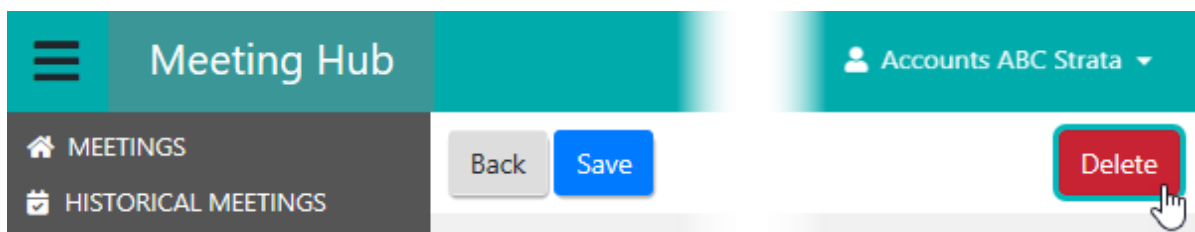
1. Click the *STANDARD MOTIONS* menu in the *Navigation Pane*.
2. Click the *Select* button on the *Standard Agenda Item* that needs removing.



The screenshot shows the Meeting Hub interface. The left navigation pane has 'STANDARD MOTIONS' selected. The main content area shows a table of Standard Motions. The first row is highlighted, and its 'Select' button is circled in red. A mouse cursor is pointing at the 'Select' button.

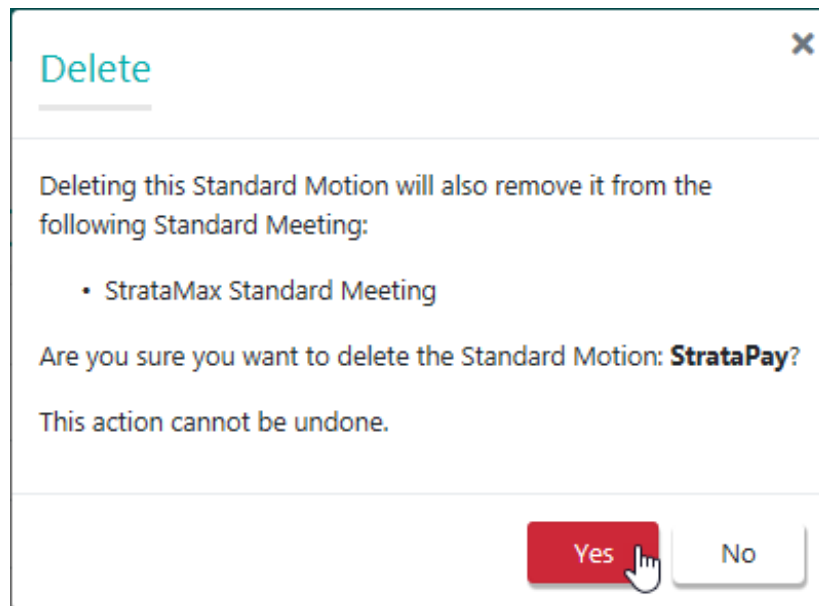
	Title	Description	Required Resolution	State
Select	StrataPay	Authority to use Strata	Ordinary Resolution	Queensland
Select	StrataMax Standard Motion	This is the Description consectetur adipiscing libero, scelerisque qu	Ordinary Resolution	Queensland

3. Click the *Delete* button.



The screenshot shows the Meeting Hub interface. The left navigation pane has 'HISTORICAL MEETINGS' selected. The main content area shows a 'Back' button, a 'Save' button, and a 'Delete' button. The 'Delete' button is highlighted with a red box, and a mouse cursor is pointing at it.

4. A Delete pop-up will appear explaining which *Standard Meetings* will be affected, and asking to confirm the deletion.



5. Clicking the *No* button will close the pop-up, whilst clicking the *Yes* button will return you to the *STANDARD MOTIONS* menu, with the green notification.

