

Meeting Overview and Attendance

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This article covers the *Meeting Overview* screen in Meeting Hub. This screen only becomes accessible whilst a meeting has a status of 'Notice Issued', 'Reconvened Meeting' or 'Meeting Adjourned'.

Meeting Hub

Bob Down
MAXSOFT BETA MAX017

Meetings

Back

Edit Meeting Details

Attendance

Voting Register

Commence Meeting

Committee Election

Voting Simulation

Meeting saved successfully

Meeting Overview

⚠ Attendance register contains multiple declared votes for the same lot, click here to review.

⚠ Attendance register contains attendees flagged as eligible to vote who may be a debtor member, click here to review.

Motions

Committee Election

Motion	Yes	No	Abstain
1. Confirmation of Previous AGM Minutes	5	3	0
2. Audit of Statement of Accounts	4	1	2
B Contractor B	1		
8. Test 6 - Vote on Options Only Motion			
A Vote On Options - Option 1	1		
B Vote on Options - Option 2	1		
9. Example Motion 2 (Type: Motion with Alternatives) - Motion Title	0	0	

Details

Update Meeting Status

Annual General Meeting for VARSITY TOWERS (4654)

Quorum

9 of 5 required

VoteMax Settings

For meetings with statuses of 'Meeting In Progress', 'Meeting Held' or 'Minutes Issued', the motion section shows the result of the motion and each can be opened to the in-meeting management page.

Meeting Hub

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MAXSOFT BETA MAX017

Meetings

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Edit Meeting Details

Attendance

Voting Register

Resume Meeting

Voting Simulation

Historical Meetings

Standard Motions

Standard Agenda Items

Standard Meetings

Template

Meeting Overview

⚠

Attendance register contains multiple declared votes for the same lot, click here to review.

⚠

Attendance register contains attendees flagged as eligible to vote who may be a debtor member, click here to review.

1. Confirmation of Previous AGM Minutes	CARRIED
2. Audit of Statement of Accounts	NOT DETERMINED
3. Administration Levies	NOT DETERMINED
	NOT DETERMINED
9. Example Motion 2 (Type: Motion with Alternatives) - Motion Title	NOT DETERMINED
10. Common Property Safety Switch/s	NOT DETERMINED
11. Change the bylaws (resolution without Dissent)	NOT DETERMINED
12. Resignation of Officer (Special Resolution)	

Details

Update Meeting Status

Annual General Meeting for VARSITY TOWERS (4654)

Meeting Status

Quorum

9 of 5 required

VoteMax Settings

'Ballot Only' meetings will also present a 'Finalise Meeting' button once the voting window has closed. These will also allow users to set the committee members for the meeting.

Meeting Hub

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Back

Edit Meeting Details

Attendance

Voting Register

Finalise Meeting

Set Committee Members

Voting Simulation

Historical Meetings

Standard Motions

Standard Agenda Items

Standard Meetings

Template

Meeting Overview

⚠

The voting window for this meeting has now lapsed. Click here to finalise the meeting.

Motion		Yes	No	Abstain
Administration Levies	60	2	0	0

Details

Update Meeting Status

Vote Outside Committee Meeting for VARSITY TOWERS (4654)

Meeting Status

Notice Issued

Ballot Open Date and Time

Friday 3 December 2021 at 11:00 AM AEST

Ballot Close Date and Time

Saturday 4 December 2021 at 2:00 PM AEST

Meeting Alerts

Various alerts in either yellow or red may be displayed at the top of the Meeting Overview screen to notify users to different pieces of important information, some of which may require the user's action. Click the text in the alert to review the details and take the required action.

Quorum

This is displayed for meetings with a status of 'Meeting In Progress', 'Meeting Held' or 'Minutes Issued' and shows the following information: Quorum Present, Quorum Reason, Quorum Statement and Quorum Required.

Template Groups (Minutes)

This section is used to display and select a minutes template. If no template exists, then you cannot generate the meeting minutes, and you will need to add a template using the blue *Add* button.

If you would like to replace an existing template, you will first need to delete the existing template by clicking the delete (rubbish bin) button, and then add a new template by using the blue *Add* button.

Details

In the 'Details' section on the right, you will see the Meeting Status, Date and Time, Location, etc. It also contains the *Update Meeting Status* button, which is used to change the *Meeting Status*.

The *Rollback To* function available from Update Meeting Status will allow a meeting to be rolled back to a prior status. When rolling a meeting back, a message will appear warning the user of the results of this action.

In Meeting Details

This is displayed for meetings with a status of 'Meeting In Progress', 'Meeting Held' or 'Minutes Issued' and displays the details of the meeting that were collected whilst in the meeting.

Adjourned Meetings

When meetings have been reconvened, managers have the ability to view details of its previously adjourned meetings. Contains a list of all the adjourned meetings that are related to the current meeting. If selected the Meeting Adjourned page is shown in focus.

VoteMax Settings

This section of the screen displays any existing VoteMax settings that were determined when the meeting was created and set up. Pre-Meeting Voting settings cannot be changed once the meeting status has reached 'Notice Issued'.

The *Enable In Meeting Voting* settings can be changed until the status of the meeting reaches 'Meeting In Progress', which will occur when you are in the meeting *Commence* screen, you have entered the quorum, and clicked the blue *Proceed* button.

Notice Attachments

Lists any attachments included with the meeting notice, which can be clicked to display them.

Minutes Attachments

Allows you to manage existing attachments with the minutes as well as add more.

Voting Register Button

An offline voting register is available with two options; one to export meeting and voting data already loaded into Meeting Hub to an Excel sheet, and the other to print the report to a PDF. Instructions are available within the Excel sheet Voting Register, and it is recommended that the Voting Register is downloaded prior to the meeting after the VoteMax voting window has closed, as well as once the attendees have been recorded in Meeting Hub prior to the meeting commencing.

The Voting Register replaces the previously used Voting Tally function. Refer to the [Offline Voting Register](#) article for detailed instructions.

Commence/Resume Meeting Button

Click this button to start or resume the meeting and run through the in-meeting voting. See the [In-Meeting Voting](#) article for a guide on the process.

Adjourn Meeting Button

Click this button to adjourn the meeting. See the [Meeting Adjournment](#) article for a guide on the process.

Committee Election Button

Click the Committee Election button to view the Committee Election Details screen where you can delete Committee Nominations, or mark them as 'Elected Unopposed'.

Voting Simulation Button

If the VoteMax Status has been configured to 'Show Meeting and Enable Voting', then this button can be clicked to display a simulation of the VoteMax voting process that owners will see if they want to use VoteMax to cast and declare their votes.

Finalise Meeting Button

In a 'Ballot Only' meeting, such as a VOCM or Flying Meeting, the 'Finalise Meeting' button will be present once the voting window has closed for the meeting. After it has been clicked:

- The result of each motion is automatically calculated.
- A summary of the results is presented in the Meeting Overview screen. This summary also allows the outcome of a motion to be updated, including overruling the determined result.
- The meeting status will change to 'Meeting Held' and will move to the 'Recently Held' stage on the Meeting Hub main screen, where it can still be accessed for review.

Review Meeting Button

After a meeting has been finalised or closed, the 'Review Meeting' button will appear at the top of the screen. Clicking this provides the user the ability to review each of the motions, reopen the voting to submit the votes again if necessary, and close the meeting again.

Set Committee Members Button

In a 'Ballot Only' meeting, such as a VOCM or Flying Meeting, the 'Set Committee Members' button will be present where users can select the committee members that are present.

Attendance Register

Selecting the *Attendance* drop-down button allows a user to select from *Add*, *Add Apology*, *Manage*, and *Download Sign-in Sheet*. See each section below for details on each. Attendance records are created automatically when owners cast their votes online in VoteMax, and will have a voting method of 'VoteMax Pre-Meeting.'

If the meeting has already commenced, then when this screen is opened, a warning will be display at the top to let the user know that "Changes to an attendee and/or their votes may impact the result of a motion, including those that have already been decided."

This attendance register matrix explains how the attendance lists work on the v3.1 OTS minutes template. This should assist Strata Managers to see where an attendee would be placed on the attendance section of the minutes, based on the *Capacity Type*, *Voting Method*, and *Attendance Method* fields.

ATTENDANCE SECTION	ATTENDEE CAPACITY TYPE							ATTENDANCE METHOD			VOTING METHOD				ATTENDANCE SECTION OVERVIEW	
	Owner	Office Bearer	Other	Company Nominee	Mortgagee	Power of Attorney	Proxy	Apology	Present at Meeting	Present Pre-Meeting	Apology	In Person	Voting Paper	VoteMax		Non-Voting Attendee
PRESENT	X	X		X	X	X	X		X			X	X	X		Owners or representatives who are present at meeting and have voted in any capacity
IN ATTENDANCE	X	X	X	X	X	X	X		X						X	All attendees who are present at the meeting that have a non-voting capacity
PRE-MEETING VOTING	X	X		X	X	X	X			X	X		X	X		Owners or representatives who have submitted a voting paper but are not in attendance
APOLOGIES	X	X		X	X	X	X	X			X		X	X	X	Owners or representatives who have submitted an apology and who have voted pre-meeting
COMPANY NOMINEE				X	X	X	X		X	X	X	X	X	X	X	All representatives with any attendance capacity or voting method outlining their representation information

Adding an Attendee

Adding an attendee to a meeting can be done by selecting data that is displayed from StrataMax. Adding an attendee will allow *Given* and *Surnames* to be selected which ensures the attendees names merge onto *Meeting Documentation* as expected.

1. Click the *Attendance* drop-down button and select *Add*.
2. Select from *Office Bearer* list if the attendee is an office bearer/committee member.
3. Select the *Capacity Type*.
 - If 'Company Nominee' is selected, then you must fill in the *Company Name* field.
 - If 'Other' is selected, you will need to type into the *Reason Attending* box. This will result in the *Eligible to Vote* box being not ticked, but can be ticked if required.
4. Enter the lot or unit number into one the fields; the StrataMax data will display in the *Roll Details* section for the lot/unit. If an attendee is unsure of their lot or unit number, use the *Search Roll* function to search by name. The *Roll Details* will display data from the **Roll** fields including *Owner*, *Entitled Person*, *Nominee*, *Other Person* as well as data from *Proxy Manager*.
5. You can either type in the *Given Name* and *Surname* fields, or in the *Roll Details* section, click the appropriate part of the attendee's name to add it to the field.

The screenshot displays the StrataMax interface for adding an attendee. The 'Attendance' section on the left includes fields for 'Office Bearer' (set to '-- Select One --'), 'Capacity Type' (set to 'Proxy'), 'Lot(s)' (set to '1'), and 'Unit Number(s)' (set to '1'). Below these is a '+ add additional capacity' link and a 'Given Name' field containing 'Alfie'. The 'Roll Details' section on the right shows 'Lot 1 / 02100001 (Unit 1)' with 'Entitlements: 10'. The 'Attendees' list includes 'Andrews Alfie' (highlighted with a red box and a hand cursor) and 'Andrews Andrews'. The 'Owner (Chairperson)' is 'Andrews Alfie'. The 'Recently added / updated' section lists 'Andrews Andrews' and 'Andrews Alfie'.

6. Select the *Voting Method*.
 - Please note that selecting 'Non-Voting Attendee' will result in the attendee not being eligible to vote. However, this can be overridden by the user, with a valid reason.

□

- Selecting 'Apology' will set the voting method to 'Non-Voting Attendee' and the attendance method to 'Apology'.
7. Click on *Save* to add the attendee or *Save & Add Votes* if you want to add received votes. Refer to Add Votes below.
 - When adding an attendee, if a lot owner is attending for multiple lots and the lots are linked,

click on *+ add all linked lots*.

- When adding an attendee if attending for multiple lots that are not linked, add multiple lot or unit numbers to these fields. If they have a different capacity for some lots, click on *+ add additional capacity* so the correct capacity can be selected for each lot.

The screenshot shows the 'Add Attendance' form. At the top, there are buttons: 'Back', 'Save' (with a red circle 8), 'Save & Add Votes', and 'Search Roll'. The form is divided into two main sections. The left section, titled 'Attendance', contains several fields: 'Office Bearer' (a dropdown menu with a red circle 2), 'Capacity Type' (a dropdown menu with 'Owner' selected and a red circle 4), 'Lot(s)' (a text input with 'Lot number (e.g. 1, 3, 5)' and a red circle 3), 'Unit Number(s)' (a text input with 'Unit number (e.g. 1, 3, 5)' and a red circle 5), a '+ add additional capacity' link, 'Given Name' (a text input with 'Given name of the attendee'), 'Surname' (a text input with 'Surname of the attendee'), 'Voting Method' (a dropdown menu with '-- Select One --' and a red circle 7), and 'Attendance Method' (a dropdown menu with 'Present'). The right section, titled 'Roll Details', has a 'Search Roll' button and a text input 'Enter a lot or unit number to show roll details.'. Below this is a 'Recently added / updated' section with a red circle 6, listing three names: 'Phillip Poulson', 'Yannis Paul', and 'Craig Jeffcoat', each with a red circle 5 next to it.

Add an Attendee Not Entitled to Vote

1. Select *Attendance > Add*.
2. Select the *Capacity Type* of *Other*.
3. Type in the *Reason Attending*.
4. Enter the Attendee's *Given Name* and *Surname*.
5. Select the Voting Method *Non-Voting Member*.
6. Click the *Save* button.

Record an Apology for Non-Attendance

1. Create an attendance record with an appropriate capacity or select an existing attendance record if already added.
2. Select the Voting Method *Non-Voting Attendee*.
3. Select the Attendance Method *Apology*.
4. Click the *Save* button.

Adding an Apology

1. If you're on the 'Meeting Overview' screen, click the *Attendance* drop-down button and select *Add Apology*. Or in the 'Attendance Register' screen, click the 'Add Apology' button.
2. In the 'Add Apology' screen, select from the *Office Bearer* list if the attendee is an office bearer/committee member.

3. Select the *Capacity Type*.
 - If 'Company Nominee' is selected, then you must fill in the *Company Name* field.
 - If 'Other' is selected, you will need to type into the *Reason Attending* box. This will result in the *Eligible to Vote* box being not ticked, but can be ticked if required.
4. Enter the lot or unit number into one the fields; the StrataMax data will display in the *Roll Details* section for the lot/unit. If an attendee is unsure of their lot or unit number, use the *Search Roll* function to search by name. The *Roll Details* will display data from the **Roll** fields including *Owner*, *Entitled Person*, *Nominee*, *Other Person* as well as data from *Proxy Manager*.
5. You can either type in the *Given Name* and *Surname* fields, or in the *Roll Details* section, click the appropriate part of the attendee's name to add it to the field.

Add Apology

Attendance

Office Bearer

-- Select One --

Capacity Type

Proxy

Lot(s)

1

Unit Number(s)

1

+ add additional capacity

Given Name

Alfie

Roll Details [Search Roll](#)

Lot 1 / 02100001 (Unit 1) Entitlements: 10

Attendees: [Andrews Alfie](#) , [Andrews Andrews](#)

+ [Andrews Alfie](#) Owner (Chairperson)

Recently added / updated

[Andrews Andrews](#)

[Andrews Alfie](#)

6. Select the *Voting Method*.
 - You must select 'Voting Paper' in order to be able to add this attendee's votes.
7. The *Attendance Method* will be 'Apology'.
8. Click *Save* then *Back* to return to the 'Meeting Overview' or 'Attendance Register' screen.
 - You can also click *Save & Add* to add another apology.
 - Click *Add Votes* to add the attendee's votes.

Managing Attendees

Manage Attendees displays who has been recorded in attendance including lots that have voted using *VoteMax*.

Meeting Hub									
<div> Back Add Attendance Download Sign-in Sheet </div>									
Attendance Register									
<div> Filter... Quorum 7 of 10 required </div>									
Given Name	Surname	Capacity	Lot	Voting Method	Attendance Method	Votes	Financial in BCMax	Financial	Eligible to Vote
Alex	Correa	Owner	1	Voting Paper	Present Pre-Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Philly	Davis	Company Nominee	2	In Person	Present at Meeting	+	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yuri	Gurriel	Owner	6	VoteMax Pre-Meeting	Present Pre-Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▲ DEREK	JETER	Owner	3	Voting Paper	Present Pre-Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▲ Brian	May	Mortgagee	3	Voting Paper	Present Pre-Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▲ Max	Profit	Owner	9	Voting Paper	Present Pre-Meeting		No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Justin	Verlander	Owner	5	VoteMax Pre-Meeting	Present Pre-Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Attendee Alerts

Hover the mouse cursor over the explanation mark to view the alert. The alerts include where lots are not considered financial therefore maybe ineligible to vote, and if multiple attendees have been added for a single lot.

Adding Votes

Click on the + icon for the lot to add votes received prior to the meeting. Click on the appropriate button for each motion, alternatively keyboard shortcuts can be used to enter votes more efficiently - use 'Y', 'N' or 'A'; when a keyboard shortcut is used the next motion is automatically selected and identified by the > next to the motion number. The up/down arrow keys may also be used to move between motions.

When entering votes for a *Motion With Alternatives* or *Vote On Options Only*, where the voter has voted *Yes*, only the *Alternative* or *Options* will need to be set as *Yes*.

In a *Group of Same-Issue Motion* you will need to select all buttons; *Yes*, *No*, or *Abstain*.

Any votes that are not marked as *Yes*, *No* or *Abstain* will be recorded as an *Abstain*.

If a *Committee Election* has been made visible in VoteMax for pre-meeting votes, then you will need to select the *Committee Election* tab, and record the committee election votes for the attendee before you can click *Save*.

[Back](#)[Save](#)[View Attendee Details](#)

Meeting Attendee Vote Details

Motions

[Committee Election](#)**Motion**

Tip: Use the 'Y', 'N', 'A' keys and the up/down arrows to enter votes.

1. Confirmation of Minutes

[Yes](#)[No](#)[Abstain](#)

2. Confirmation of Insurance

[Yes](#)[No](#)[Abstain](#)

3. Appointment of Auditor

[Yes](#)[No](#)[Abstain](#)

4. No Appointment of Auditor

[Yes](#)[No](#)[Abstain](#)

5. Vote on Options Only

A Standard Alternative Motion 1

[Yes](#)

B Standard Alternative Motion 2

[Yes](#)

6. Group of Same-Issue Motions

6.a. GoSIM Child Motion One

[Yes](#)[No](#)[Abstain](#)

6.b. GoSIM Child Motion Two

[Yes](#)[No](#)[Abstain](#)

>

6.c. GoSIM Child Motion Three

[Yes](#)[No](#)[Abstain](#)

Attendee Details

[View](#)**William Watson**

Owner Lot 6

Last Modified 21/9/2022 5:22 PM (AEST) by Bob Down

Viewing Votes

Click on the icon in the *View Vote* column to view an attendees votes. If the icon does not appear, this means no votes have been recorded.

Votes



Attendee

Craig Jeffcoat

Owner - Lot 1

Votes declared on Monday 7 September 2020 at 4:37 PM (AEST)

1. Confirmation of Previous AGM Minutes	Yes
2. Audit of Statement of Accounts	Yes
3. Administration Levies	Yes
4. Sinking Fund Levies	Yes
5. Appointment of Auditor	No
6. Insurance Valuation	Yes
7. Building Painting	Yes - A
8. Test 6 - Vote on Options Only Motion <i>Motion by Resolution without Dissent</i>	A
9. Example Motion 2 (Type: Motion with Alternatives) - Motion Title <i>Motion by Majority Resolution</i>	No
10. Common Property Safety Switch/s	

Withdraw Votes

Close

Withdrawing Votes

Once votes have been entered by the owner through VoteMax or manually by the user, votes cannot be edited. However, they may be withdrawn and entered again.

To withdraw votes follow the below steps:

1. Select *Manage Attendees*.
2. For the required lot, click on the icon to *View Votes*.
3. Select *Withdraw Votes*.
4. Enter the reason why the votes are being withdrawn and select *Yes*.

If an attendee was added for multiple lots or voted online for multiple lots based on their StrataMax Portal account, withdrawing votes will withdraw votes for the multiple lots.

If the meeting is already in progress, then those existing votes can be withdrawn as well, but if the meeting hasn't been closed/ended, then it's still possible to edit the votes in each motion individually. If you still attempt to withdraw votes when meeting has already commenced, several warnings will appear in the *Withdraw Votes* screen, like this:

Withdraw Votes

⚠ Meeting is in progress. Changes to an attendee and/or their votes may impact the result of a motion, including those that have already been decided.

Attendee
Craig Jeffcoat
Quorum: 1 of 1

⚠ Restarting the meeting will allow the changes to be included when determining the outcomes of all motions.

Proceed without Restarting Meeting

Proceed and Restart Meeting

No

Close

Reinstating Withdrawn Votes

Withdrawn votes may be reinstated only if they were originally cast via the voting method VoteMax Pre-Meeting. To reinstate withdrawn votes follow the below steps:

1. Select *Manage Attendees*.
2. Locate the attendee you want to reinstate votes for.
3. Click on the Reinstatement icon in the votes column.
4. Click Yes to confirm reinstating votes.

Votes may also be reinstated in the *Edit Attendance* window.

Given Name	Surname	Capacity	Lot	Voting Method	Attendance Method	Votes	Financial	Eligible to Vote
Craig	Jeffcoat	Owner	1	VoteMax Pre-Meeting	Present Pre-Meeting	Reinstatement icon	Reinstatement button	Yes
Craig	Jeffcoat	Owner	11	VoteMax Pre-Meeting	Present Pre-Meeting	Withdrawn icon	Yes	Yes
David	Smith	Owner	2	Voting Paper	Present Pre-Meeting	Plus icon	Yes	Yes

Financial in BCMMax

The *Financial in BCMMax* column will identify whether the data currently available in StrataMax suggests

that the lot is financial. A lot is considered financial if there is no overdue amounts for the lot account. Sub-Group debts including *Utility Billing* are not included in the calculations. If the current data determines that the lot is financial, a 'Yes' will be displayed, and a 'No' if not.

Given Name	Surname	Capacity	Lot	Voting Method	Attendance Method	Votes	Financial in BCMax	Financial	Eligible to Vote
Jose	Altuve	Office Bearer (Director)	8	Voting Paper	Present Pre-Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gillie	Canter	Other		Non-Voting Attendee	Present at Meeting	+			<input type="checkbox"/>
Alex	Correa	Owner	1	Voting Paper	Present Pre-Meeting		Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Philly	Davis	Company Nominee	2	In Person	Present at Meeting	+	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grace	Goldman	Owner	14	Voting Paper	Present Pre-Meeting	+	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yuri	Gurriel	Owner	6	VoteMax Pre-Meeting	Present Pre-Meeting		Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Financial

The *Financial* box is always ticked by default, but can be changed to determine whether or not the attendee is considered financial for voting purposes. This will be the case even if the *Financial in BCMax* column for this attendee displays a 'No'.

If the *Financial in BCMax* column has a 'No' for an owner and the *Financial* box is ticked, an alert will be generated to prompt the meeting hub user to review the attendee's financial position and, if appropriate, switch off the 'Financial' flag.

This will ensure that the attendees vote will be correctly included in the vote calculations for any motions which are legally required to include votes cast for unfinancial lots.

Eligible to Vote

The *Eligible to Vote* box is used to change lot's voting eligibility for any reason that is not related to their financial status (e.g. if an owner attends the meeting along with their co-owner and only one is eligible to vote, so the other can't be). This tick box affects the meeting quorum, which will change as soon as the screen is saved.

Do not change this tick box if the attendee is not eligible to vote because they are not financial. If the attendee isn't financial, simply untick the 'Financial' box instead. This will ensure that if motions are voted on, which legislatively require the inclusion of non-financial votes, the vote calculation results will include the non-financial votes. If you mark an attendee as ineligible to vote, their votes will always be excluded from vote calculations and tallies.

By default, the *Eligible to Vote* box is always ticked unless:

- The attendee has been added to the *Attendance Register* with a **Voting Method** of 'Non-Voting Attendee'. In which case the box will not be displayed at all.

or

- The box has been unticked by a user.

or

- The attendee has been added to the [Attendance Register](#) with a **Capacity** of 'Other'. The tick will be removed from the box, but it's still visible so can be ticked by the user if required.

Edit Attendee Details

To edit attendee details, click on the pencil icon for the attendee, complete the changes and select *Save*.

If the attendee's *Voting Method* is 'VoteMax Pre-Meeting' the attendee name, capacities and voting method cannot be edited.

Remove Attendee

To remove an attendee; click on the *Trash Bin* icon. If the attendee is marked as eligible to vote a message box will prompt for a reason to be selected and notes to be entered, and then click on *Proceed*. If the attendee is not marked as eligible; click on *Yes* to confirm removing them as an attendee.

Attendees with a voting method of VoteMax Pre-Meeting cannot be deleted.

The *Quorum* calculation will immediately change once saved.

Remove Capacity ✕

Votes have already been cast for this attendee's capacity.

Use the Attendance Register to mark the votes as ineligible

OR

Enter a reason and press proceed to remove the attendee's capacity.

Attendee

Craig Jeffcoat

Owner - Lot 11

Reason

-- Select One --

Notes (optional)

Proceed

Cancel

Download Sign-in Sheet

A Sign-in sheet is able to be downloaded in the form of a Word document, which allows attendees to write their own details as they arrive at the meeting.