

# In-Meeting Management

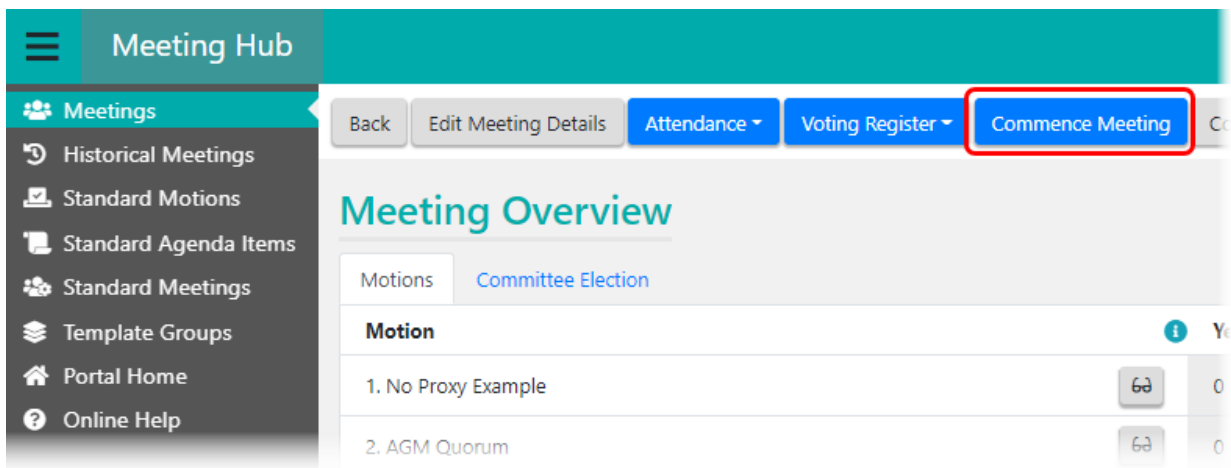
Last Modified on 04/09/2023 3:46 pm AEST



This section of our guide covers how to run a meeting in Meeting Hub, including the management of attendees and motions. If you have not had previous experience with Meeting Hub, we recommend starting with the [Meeting Hub basics](#) and learning how meetings are [created and managed](#). The icon for Meeting Hub may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

## Commence the Meeting

If a meeting has a status of 'Notice Issued' or 'Meeting Adjourned', the [Meeting Overview screen](#) will open whenever a meeting is selected in the Meeting Hub main screen. At this point you will then see a 'Commence Meeting' button at the top of the screen, which you can click to get the meeting started. This can be done at any point - before or after the scheduled date of the meeting.



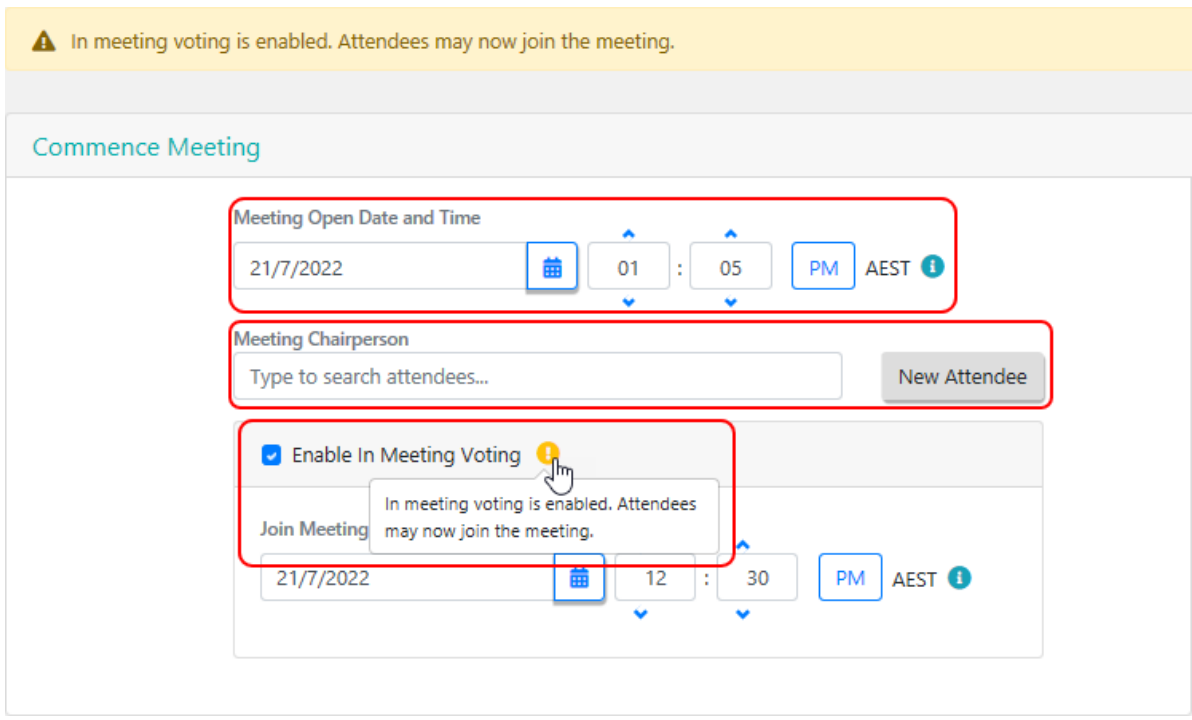
The screenshot shows the Meeting Hub interface. On the left is a navigation menu with options: Meetings, Historical Meetings, Standard Motions, Standard Agenda Items, Standard Meetings, Template Groups, Portal Home, and Online Help. The main content area is titled 'Meeting Overview' and has tabs for 'Motions' and 'Committee Election'. Below the tabs is a table of motions:

Motion	Y	N
1. No Proxy Example	63	0
2. AGM Quorum	63	0

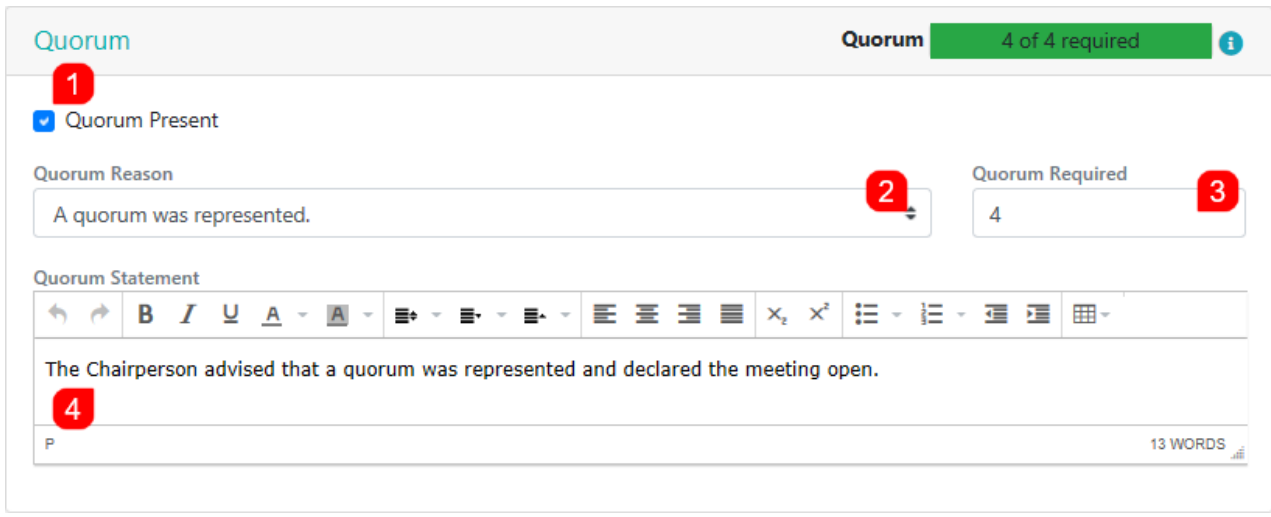
Starting at the *Commence* screen, if *In Meeting Voting* is enabled, a yellow notification will appear at the top of the screen.

You will first need to confirm the *Meeting Open Date and Time*, which doesn't need to be the scheduled date and time originally set when the meeting was created.

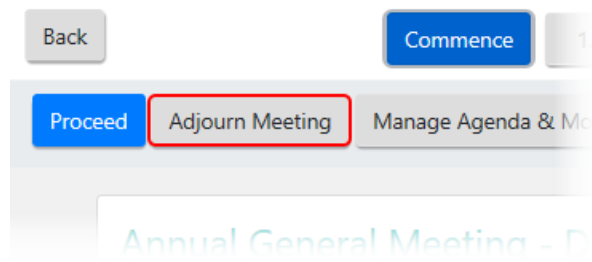
You will also need to select the *Meeting Chairperson*, which will display a list of existing attendees from the [Attendance Register](#), but you may also add a *New Attendee*. You can also amend the *In Meeting Voting* option if required.



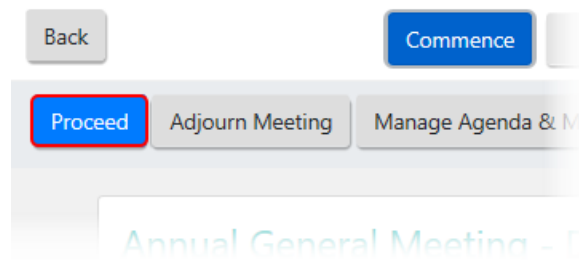
The quorum is calculated by comparing the number of eligible voting attendees (attendance count) against the quorum requirements for the meeting (as entered when the meeting was created). If the number of attendees is greater than or equal to the required quorum, then quorum has been reached. The *Quorum* gauge provides an estimation as to whether or not the required quorum has been met, so the *Quorum Present* tick box should be ticked if you determine that quorum has actually been met.



If quorum has not been met, you can still proceed with the meeting without the required numbers, but will be required to add a *Quorum Reason* with optional *Quorum Statement*. You can also choose to adjourn the meeting by clicking the *Adjourn Meeting* button.



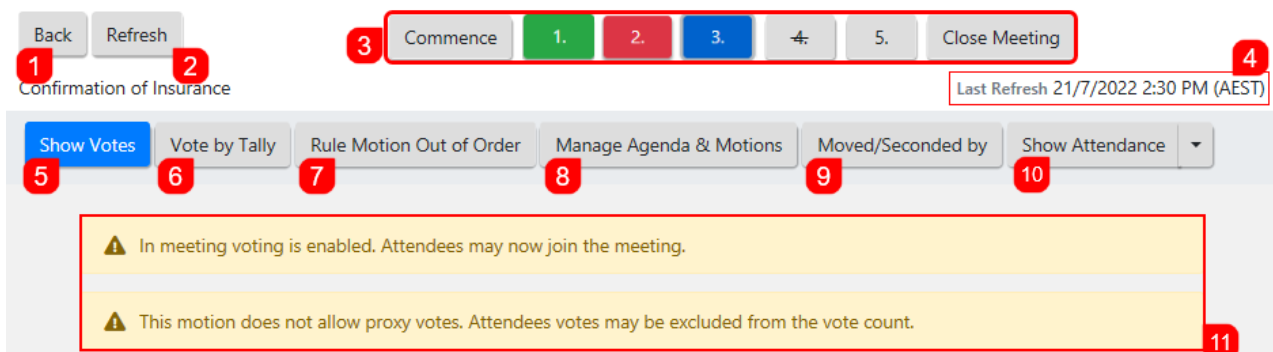
Once you have clicked the blue *Proceed* button, the meeting status will change to 'Meeting In Progress', and attendees can join the meeting via VoteMax to cast and declare their votes. The meeting can be rolled back to any previous status in the *Meeting Overview* screen. You can also navigate between the different meeting screens by clicking their buttons at the top of the window, or the arrows on the sides of the screen.



## In Meeting Voting

This section of the article covers how to proceed through the meeting, specifically how to collect votes for the different types of motions, as well as how they can be ruled out of order, how motion outcomes can be overruled, how they are moved/seconded, and how to close the meeting.

Each motion is managed separately, and all relevant information is displayed on-screen, such as the motion name, resolution type, no proxy flag, whether or not unfinancial attendees can vote on the motion, and who the motion was submitted by. These screens are also refreshed automatically every minute to update the screen with any votes that have been cast by attendees via VoteMax.





1. *Back* takes you back to the *Meeting Overview* screen.
2. *Refresh* manually refreshes the current motion's screen. This can be used when an attendee has cast their vote for this motion in VoteMax, but it hasn't refreshed on this screen yet. The automatic refresh happens every minute, and a countdown timer will appear on this button 5 seconds before an automatic refresh.

3. The group of buttons at the top of the screen are used to navigate between the in-meeting screens.
  - A motion that has not been resolved will continue to be light grey.
  - A motion that has been passed (carried or qualifying) will be green.
  - A motion that has been defeated will be red.
  - A motion that has been withdrawn will be struck through.
  - A motion that is in focus will continue to be solid blue with a grey border.
4. The 'Last Refresh' displays the date and time of the last automatic refresh.
5. *Show Votes* opens the 'Attendee Vote Collection' portion of the screen. See [Collecting Votes and Motions Outcomes](#) below.
6. *Vote by Tally*: See [Vote by Tally](#) below.
7. *Rule Motion of Order*: See [Rule Motion Out of Order](#) below.
8. *Manage Agenda & Motions*: See the [Manage Agenda & Motion Details](#) article.
9. *Move/Seconded by*: See [Move/Seconded by](#) below.
10. *Show Attendance* will display or hide the list of attendees, which have already been added previously, where you can also toggle them as arriving or leaving. This information is logged in the background for audit purposes. The small drop-down arrow on the right of the button also lets you add more attendees and navigate to the *Attendance Register* screen.

## Vote Calculation

These tables explain how the votes are calculated in Meeting Hub, according to state, legislation, building type, etc:

- [Standard Voting Calculation.pdf](#) 
- [Poll Voting Calculation.pdf](#) 

## Attendee Vote Collection and Motion Outcomes

Once you have clicked the blue *Proceed* button on the *Commence* screen, the first motion will appear on screen. Clicking the *Show Votes* button will open the 'Attendee Vote Collection' part of the screen, where you can view votes and also cast votes for each eligible attendee. This screen provides information about attendees, including their name, lot number, entitlements, and their voting method. It has been designed to allow an attendee's individual response to a motion or committee election to be recorded, updated or withdrawn. If the attendee is representing several lots the strata manager has the option to capture the same or different votes for each lot.

Attendees who are attending the meeting in person can be marked as having left the meeting. Votes are unable to be collected for these attendees while they are marked as being away from the meeting.

**Attendee Vote Collection**

Filter... 1  Save

Given Name	Surname	Lot	Unit	Entitlements	Voting Method	Not Cast
Craig	Jeffcoat	1	1	1	VoteMax Pre-Meeting	2 <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Abstain"/>
3 The attendee is flagged as eligible to vote and may be a debtor member.		2	2	1	In Person	<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Abstain"/>
Craig	Jeffcoat	4	4	1	VoteMax Pre-Meeting	
Renee	Smythe	6	6	1	VoteMax Pre-Meeting	<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Abstain"/>
Paul	Olsen	7	7	1	VoteMax at Meeting	<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Abstain"/>
Jamie	Phillips	8	8	1	VoteMax at Meeting	<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Abstain"/>
					4	Pre-Meeting Votes 0 2 0 0
						In Person Votes 1 0 0 0
						VoteMax at Meeting Votes 2 0 0 0
						<b>TOTAL 3 2 0 0</b>

Items per page 5 10

6
  7
  8

Set all remaining in person votes to 9 -- Select One --

Vote calculation type 10 Standard

1. Use the *Filter* to type to filter the list of attendees by *Given Name* or *Surname*, and tick the *Save* box to apply this filter as the default for this screen, for this user.
2. The voting buttons *Yes*, *No*, or *Abstain* indicate what each attendee has voted if their voting method is 'VoteMax Pre-Meeting' or 'VoteMax at Meeting'. For attendees that are attending as 'In Person' the strata manager must record their votes by clicking the appropriate button - *Yes*, *No*, or *Abstain*.
3. Hover your mouse over the small triangular warning icons to display important messages; In this case this attendee is ineligible to vote due to being a 'Non-Voting Attendee' and is why there are no *Yes*, *No*, or *Abstain* buttons for them.
4. This area indicates how many votes have been collected for each voting method as well as the total.
5. Change how many attendees are displayed with *Items per page*.
6. Click *Show/Hide Ineligible To Vote* to display or hide attendees who are ineligible to vote.
7. Click *Show/Hide VoteMax at Meeting* to display or hide attendees who have used the voting method of 'VoteMax at Meeting'.
8. Click *Show/Hide Pre-Meeting Attendees* to display or hide attendees who have used the voting method of 'VoteMax Pre-Meeting'.
9. *Set all remaining votes to* is a quick way of changing all the votes for those attendees whose votes have not already been collected to *Yes*, *No*, or *Abstain*. For example, if 10 out of 50 attendees have voted 'No', you could use this option to save time and set the remaining votes to 'Yes'.
10. *Vote calculation type* is used to select either 'Standard' or 'Poll'. A Poll will based the outcome on entitlements.

11. Click *Determine Outcome* to save the current collection of votes and proceed to the motion outcome screen.

## Vote by Tally

*Voting Tally* button has been designed to record a show of hands for each voting option. Totals include pre-meeting votes of all attendees that are not present in person at the meeting. The Strata Manager will be alerted if the number of votes entered via the Voting Tally exceeds the number of attendees who are eligible to vote.

The *Voting Tally* cannot be used for poll voting or motions by *Special Resolution*.

### Voting Tally

**Confirmation of Minutes** 1

**⚠** In meeting voting is enabled for this motion. In meeting votes must be collected in person.

Use the Voting Tally to capture a show of hands for each voting option. Totals will include pre-meeting votes of all attendees that are not present in person at the meeting.  
Use Attendee Vote Collection to record votes against individual attendees.

	Pre-Meeting <span>i</span> (not in attendance)	In Meeting <span>i</span>	Total <span>i</span> <span>2</span>
<b>3</b> Yes Votes	2	<b>4</b> <input type="text" value="2"/>	4
No Votes	0	<input type="text" value="1"/>	1
Abstain Votes	0	<input type="text" value="1"/>	1

**5** 4 of 3 entered i

**6** **⚠** The number of votes collected exceeds the number of attendees who are eligible to vote. Review to ensure votes are recorded accurately.

**7** **Determine Outcome** Cancel

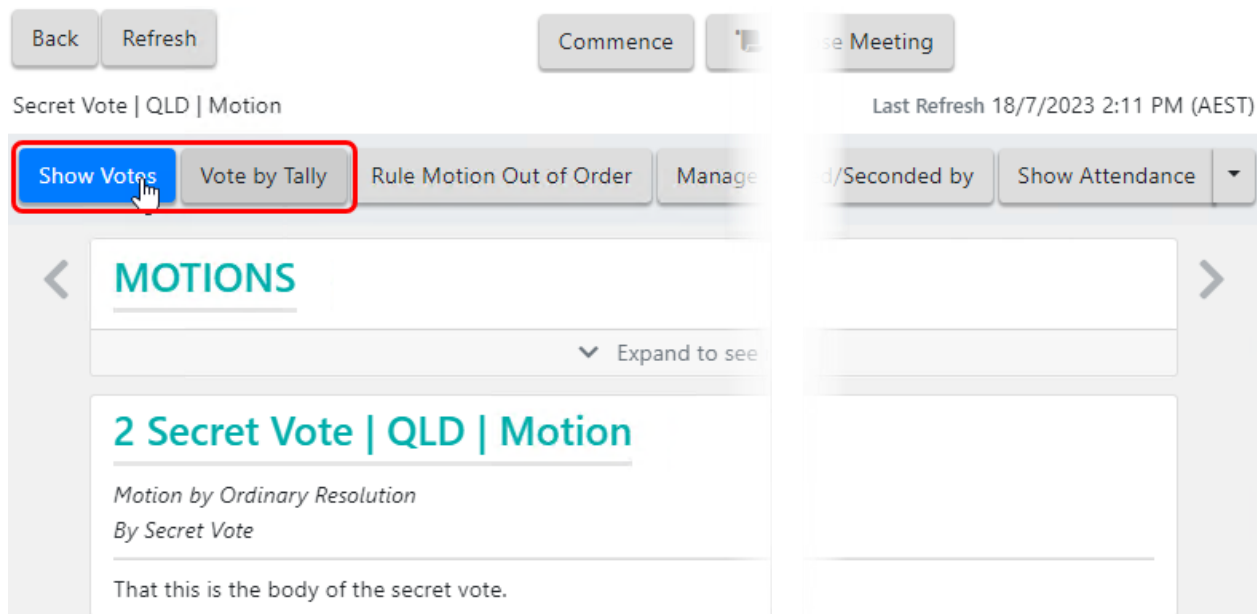
1. The warning appears when in meeting voting has been enabled, and means that votes must be collected in

person.

2. Hover your mouse over the small 'i' icon to display tooltips.
3. You can click the *Yes*, *No*, or *Abstain* buttons to add a vote.
4. You can click the *plus* or *minus* buttons to add or remove votes, or simply type the total number of votes into the field.
5. Displays how many votes have been collected out of the number of attendees.
6. If the number of votes collected exceed the number of attendees, this yellow warning box appears.
7. Click either *Determine Outcome* to save the collected votes and proceed to the motion outcome screen, or click *Cancel* to close the *Voting Tally* window (if you have already collected votes, you will be asked whether or not to save).

## Secret Vote and Secret Ballot

Secret vote or secret ballot motions cannot have votes captured per attendee. Instead, you will need to click the *Show Votes* button.



After clicking the *Show Votes* button, the 'Secret Vote' or 'Secret Ballot' window appears where you choose one of the options, depending on your requirements; 'By Secret Voting Tally' or 'By manually entering the outcome'.

**Secret Vote** ✕

Select how the votes or outcome will be entered for the secret vote.

By Secret Voting Tally ⓘ ←

By manually entering the outcome ⓘ ←

By selecting this option, Meeting Hub will be used to calculate the voting outcome of the secret vote based on state specific legislation.

This option should be selected when the voting outcome of the secret vote has already been determined.

Cancel

### By Secret Voting Tally

If you select 'By Secret Voting Tally', use the vote tally functions (see the 'Vote by Tally' section above).



## Secret Vote



Select how the votes or outcome will be entered for the secret vote.

By Secret Voting Tally

By selecting this option, Meeting Hub will be used to calculate the voting outcome of the secret vote based on state specific legislation.

The vote counts for each voting option are recorded and output in the meeting minutes.

Total

Yes Votes	-	0	+
-----------	---	---	---

No Votes	-	0	+
----------	---	---	---

Abstain Votes	-	0	+
---------------	---	---	---

0 of 0 entered

Determine Outcome

By manually entering the outcome

Cancel

### By manually entering the outcome

If you select 'By manually entering the outcome', enter the *Motion Decision* and *Reason*, then click the *Submit Outcome* button.

### Secret Vote

Select how the votes or outcome will be entered for the secret vote.

By Secret Voting Tally ⓘ

By manually entering the outcome ⓘ

This option should be selected when the voting outcome of the secret vote has already been determined.

The vote counts for each voting option will not be recorded.

Motion Decision  
-- Select One --

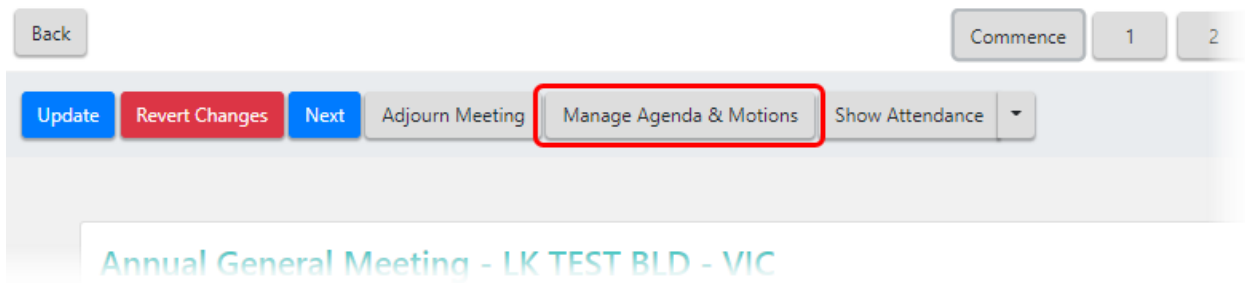
Reason

Submit Outcome

Cancel

## Manage Agenda & Motions

At any time during the meeting, this button can be clicked to be taken to the *Manage Agenda & Motion Details* screen where you can amend or withdraw motions. Please refer to [Manage Agenda & Motion Details](#) for more information.

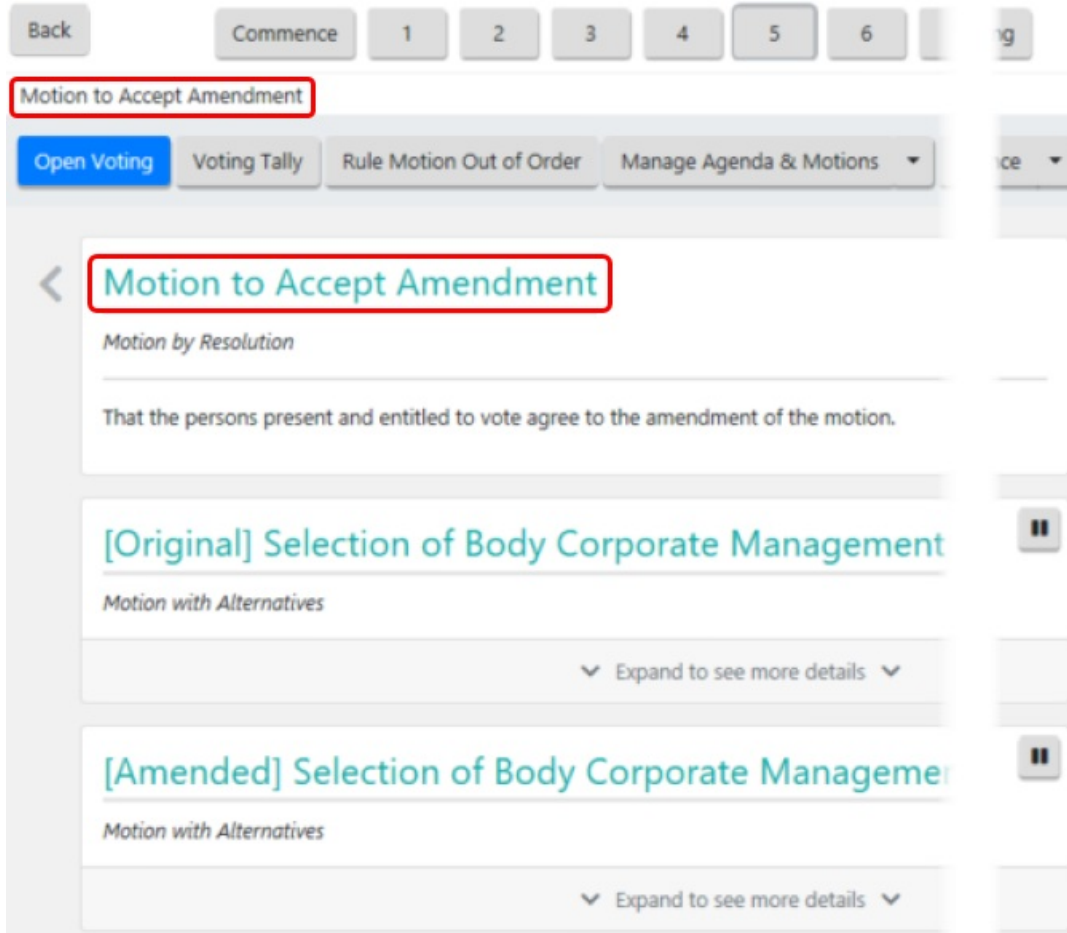


## Amended Motions

If a Strata Manager has *amended a motion* and selected 'Vote to Accept Amendment' during the process, attendees will be required to vote on the 'Motion to Accept Amendment' before voting on the amended motion.

The 'Motion to Accept Amendment' will be visible and voting can be completed as per other motions.

Amended and withdrawn motions will not appear in VoteMax.



Use the 'Toggle' button to switch between horizontal and vertical layout of the *Original* and *Amended* motions.

The image shows a close-up of a button labeled 'Toggle layout between horizontal and vertical'. The button is a square icon with two vertical bars, and it is highlighted with a red box. A hand cursor is shown clicking on the button.

If the 'Motion to Accept Amendment' is carried, the amended motion will be visible at the top of the screen, ready for attendees to commence voting on it. The original version of the motion will still be viewable further down the screen.

Back Commence 1 2 3 4 5 6 7 8 9 Close Meeting

[Amended] Selection of Body Corporate Management

Open Voting Voting Tally Rule Motion Out of Order Manage Agenda & Motions Moved/Seconded by Show Attendance

< Motion to Accept Amendment **MOTION CARRIED** Overrule Result Reopen Voting

**[Amended] Selection of Body Corporate Management**

*Motion by Resolution*

That the body corporate will engage one of the following strata managers for the period predetermined.

**[Original] Selection of Body Corporate Management**

*Motion with Alternatives*

Expand to see more details

If the 'Motion to Accept Amendment' is defeated, the original motion will be visible at the top of the screen, ready for attendees to commence voting on it. The amended motion will still be viewable further down the screen.

Back Commence 1 2 3 4 5 6 7 8 9 Close Meeting

[Original] Selection of Body Corporate Management

Open Voting Voting Tally Rule Motion Out of Order Manage Agenda & Motions Moved/Seconded by Show Attendance

< Motion to Accept Amendment **MOTION DEFEATED** Overrule Result Reopen Voting

**[Original] Selection of Body Corporate Management**

*Motion by Resolution*

That the body corporate will engage one of the following strata managers for the period predetermined.

**[Amended] Selection of Body Corporate Management**

*Motion with Alternatives*

Expand to see more details

If a Stata Manager has *amended a motion* and selected 'Vote Not Required' during the process, the amended motion will be visible at the top of the screen, with the original motion still visible further down.

Back Commence 1. 2. 3. 4. 5. 6. 7. 8.1. 8.2. 9. 10. Close M

[Amended] Adoption of Minutes

Open Voting Voting Tally Rule Motion Out of Order Manage Agenda & Motions Moved/Seconded by Show Attendance

< 1. [Amended] Adoption of Minutes

*Motion by Ordinary Resolution*  
*Submitted by committee*

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That the minutes of the last general meeting of the Body Corporate, as attached, are a true and accurate account of the proceedings of that meeting. 80982 test check (2) (13 MB)

[Explanatory Notes](#)

This is an explanatory note for the motion 'Adoption of Minutes'

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1. [Original] Adoption of Minutes amend check

*Motion*

Expand to see more details

### Amended Motion Outcome

Once all votes have been submitted on an amended motion, the *Motion Summary* screen will be displayed showing the outcome of the voting. Just like any other motion, the voting can be reopened, the result can be overruled, etc. You can also select which parts of the amended motion are to be included in the minutes, and change the resolution bodies of both the amended motion and motion to accept amendment.

[Original] Test motion 2

Reopen Voting
Next
Manage Agenda & Motions
Moved/Seconded by
Show Attendance

**⚠** Unfinancial attendees are permitted to vote on this motion.

**MOTIONS**

Expand to see more details

Motion to Accept Amendment
MOTION DEFEATED
Overrule Result
Reopen Voting

**[Original] Test motion 2**

*Motion by Special Resolution*

MOTION DEFEATED

Overrule Result

	Pre-Meeting (not in attendance)	In Meeting	Total
Yes Votes	0	0	0
<b>No Votes</b>	0	0	0
Abstain Votes	0	0	0

**Output to Minutes**

- Original Motion
- Motion to Accept Amendment
- Amended Motion

**Resolution Body - Motion to Accept Amendment** Edit

That the persons present and entitled to vote agree to the amendment of the motion.

**Resolution Body - Original Motion** Edit

**DEFEATED** that this is the body of test motion 2

If all components are selected the amended motion will be output as per below in the meeting minutes.

Please note that the below formatting enhancements to the minutes will only be available once OTS templates version 3.1 have been released, and you have manually changed the *Templates Groups for the minutes*.

4. **BANK ACCOUNTS** Ordinary Resolution

THAT Nevros No.1 Ltd T/A Kingsberry Strata be authorised to establish Bank Accounts in the name of **Riverview Rosslea CTS 37418** and that any two authorised officers of Nevros Pty Ltd be authorised to sign on behalf of the Body Corporate.

**MOTION TO ACCEPT AMENDMENT** Ordinary Resolution

When accessing 'Standard Motions' via this method, a manager should not be able to see any standard motions that have a motion type 'Motion to Accept Amendment'

**MOTION CARRIED**

**Votes:** Yes **2** No **0** Abstain **0**

**[AMENDED] BANK ACCOUNTS** Ordinary Resolution

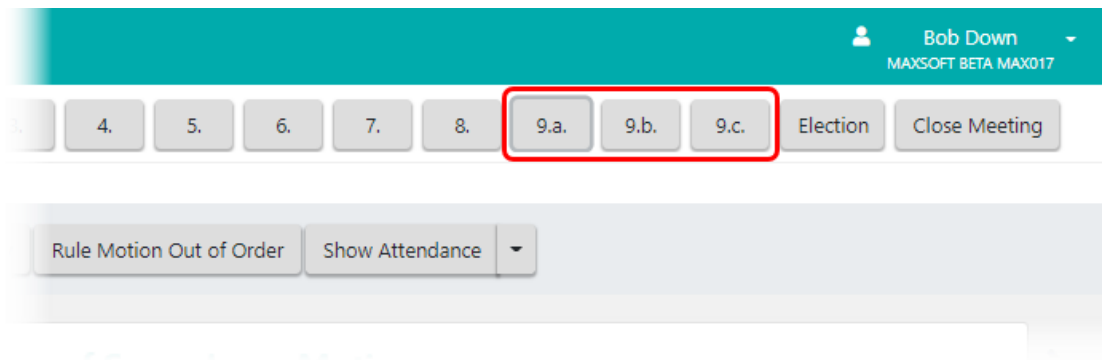
**RESOLVED** that Nevros No.1 Ltd T/A Kingsberry Strata be authorised to establish Bank Accounts in the name of **Riverview Rosslea CTS 37418** and that any two authorised officers of Nevros Pty Ltd be authorised to sign on behalf of the Body Corporate. This is the update to the body of the amended motion.

**MOTION CARRIED**

**Votes:** Yes **2** No **0** Abstain **0**

## Group of Same-Issue Motion

Each of the motions within the group will need to be voted on separately, and will be represented in the meeting with the motion number, followed by a letter; a., b., c., etc., and can be observed along the top section of the meeting screen (you can click on each of these to see the details of each motion before collecting the votes if necessary).



Each motion will have its own '*Motion Outcome*' screen, and once all motions within the group have been voted on, the final 'Motion outcome' screen for the group will appear with the 'Qualifying' and 'Defeated' motions.

## 9. Title: Group of Same-Issue Motion

MOTION CARRIED				Overrule Result
Same-Issue Option 1 Ordinary Resolution	Yes: 6	No: 0	Qualifying	Defeated
Same-Issue Option 2 Ordinary Resolution	Yes: 6	No: 0	Qualifying	Defeated
Same-Issue Option 3 Ordinary Resolution	Yes: 0	No: 6	Qualifying	Defeated

If there are multiple qualifying motions, you will need to select the motion that the body corporate decides on by chance.

## 9. Title: Group of Same-Issue Motion

Multiple qualifying motions, please select one.					
Multiple qualifying motions have been calculated. Select the motion that is the body corporate's decision as decided by chance.					
Same-Issue Option 1 Ordinary Resolution	Yes: 6	No: 0	Qualifying	Defeated	Select
Same-Issue Option 2 Ordinary Resolution	Yes: 6	No: 0	Qualifying	Defeated	Select
Same-Issue Option 3 Ordinary Resolution	Yes: 0	No: 6	Qualifying	Defeated	

## Motion With Alternatives

Each voting button will be labelled "Yes - A", "Yes - B" (and more depending on how many alternatives there are), "No", or "Abstain". Click the *Submit Votes* button once all votes have been collected, and the 'Motion Outcome' screen will appear.



**⚠ This motion does not allow proxy votes. Attendees votes may be excluded from the vote count.**

### Attendee Vote Collection

Filter... ✕  Save

Given Name ↕	Surname ↕	Lot ↕	Entitlements ↕	Voting Method ↕	
Charlie	Chips	1	10	In Person	<input type="button" value="Yes - A"/> <input type="button" value="Yes - B"/> <input type="button" value="Yes - C"/> <input type="button" value="No"/> <input type="button" value="Abstain"/>
Edward	Eggs	2	10	In Person	<input type="button" value="Yes - A"/> <input type="button" value="Yes - B"/> <input type="button" value="Yes - C"/> <input type="button" value="No"/> <input type="button" value="Abstain"/>
Finn	Finkle	6	10	In Person	<input type="button" value="Yes - A"/> <input type="button" value="Yes - B"/> <input type="button" value="Yes - C"/> <input type="button" value="No"/> <input type="button" value="Abstain"/>
Pre-Meeting Votes					0   0   0   0   0

Items per page:

Set all remaining votes to:

Vote calculation type:

## Vote on Options Only

Each voting button will be labelled "Yes - A", "Yes - B", etc. depending on how many options are available. Click the *Submit Votes* button once all votes have been collected, and the 'Motion Outcome' screen will appear.

**⚠ Unfinancial attendees are permitted to vote on this motion.**

### Attendee Vote Collection

Filter... ✕  Save

Given Name ↕	Surname ↕	Lot ↕	Entitlements ↕	Voting Method ↕	
Charlie	Chips	1	10	In Person	<input type="button" value="Yes - A"/> <input type="button" value="Yes - B"/>
Finn	Finkle	6	10	In Person	<input type="button" value="Yes - A"/> <input type="button" value="Yes - B"/>
Pre-Meeting Votes					0   0

Items per page:

Set all remaining votes to:

Vote calculation type:

If there are multiple winning options, the 'Motion Outcome' screen will prompt you to select the motion that the body corporate decides on by chance.

## 7. Title: Vote on Options Only

Motion by Resolution without Dissent  
Submitted by committee

### Multiple winning options, please select one.

Multiple winning options have been calculated. Select the option that is the body corporate's decision as decided by chance.

	Pre-Meeting <sup>i</sup> (not in attendance)	In Meeting <sup>i</sup>	Total <sup>i</sup>	
Yes - Alternative A	0	3	3	Select
Yes - Alternative B	0	3	3	Select

## Rule Motion Out of Order

Motions can also be ruled out of order if required. Simply click the *Rule Motion Out of Order* button, then either select a *Common Reason* from the drop-down list, or type in your own into the *Reason* text box. After clicking *Proceed*, the *Motions Outcome* screen will appear and reflect that the motion is 'OUT OF ORDER'. Any motions that are ruled out of order will be reflected on the 'Close Meeting' and 'Meeting Overview' screens.

### Rule Motion Out of Order

Votes have already been cast for this motion and will not be counted.

Enter a reason for ruling the motion out of order and then press proceed.

Common Reasons

-- Select One --

- Select One --
- Conflicts with legislation
- Conflicts with body corporate by-laws
- Conflicts with another motion already voted on in the meeting
- Motion is unlawful or unenforceable
- Substance of the motion was not included in the agenda of the meeting
- Other

Reason

Or type in your own

Reason must have a value

**Proceed** Cancel

## Move/Seconded by

By clicking this button the user can select an attendee who moved and seconded a motion. This information will then be stored against the motion and displayed when viewing the motion. Simply select an attendee in the **Motion Moved by** and **Motion Seconded by** fields, then click the blue *Update* button.

## Motion Outcome

After clicking the *Submit Votes* or *Determine Outcome* button, either via *Open Voting* or *Voting Tally*, or if the motion was ruled out of order, the 'Motion Outcome' screen will appear. This screen provides an overview of the number of different votes, both from pre-meeting and in-meeting attendees. The result of the motion is decided using calculations based on state and building based legislation.

1 Reopen Voting 2 Next 3 Show Attendance

## 1. Confirmation of Previous AGM Minutes

Motion by Ordinary Resolution  
Submitted by committee

**MOTION CARRIED** 4 Overrule Result

5

Pre-Meeting (not in attendance) In Meeting Total

Yes Votes	0	6	6
No Votes	0	0	0
Abstain Votes	0	0	0

7

Resolution Body 6 Edit

**RESOLVED** that the minutes of the previous General Meeting held on be adopted as a true and accurate account of the proceedings of that meeting.

1. *Reopen Voting* will remove the outcome of the motion and you will be taken back to the motion details screen again, where you will need to click the *Open Voting* or *Vote Tally* button again to record the votes and submit them.
2. Click *Next* to proceed to the next motion.
3. Click the *Show Attendance* button in the top left to display or hide the list of attendees which have already been added previously, where you can also toggle them as present or not. The small drop-down arrow on the right of the button also lets you add more attendees and navigate to the *Attendance Register* screen.
4. Upon clicking *Overrule Result*, users will be able to change the *Motion Decision* (*Carried, Defeated, Carried - Alternative A, B, C, etc.*) along with a *Reason* before clicking *Proceed*.

## Overrule Result ✕

### 1. Confirmation of Previous AGM Minutes

MOTION CARRIED

	Pre-Meeting <span style="font-size: 0.8em;"> ⓘ (not in attendance)</span>	In Meeting <span style="font-size: 0.8em;"> ⓘ</span>	Total <span style="font-size: 0.8em;"> ⓘ</span>
Yes Votes	0	6	6
No Votes	0	0	0
Abstain Votes	0	0	0

Motion Decision  
 Defeated ⌵

Reason  
 Because reasons.

Proceed
Cancel

5. Hover your mouse cursor over the small, teal "info" icons to display tooltips for each motion type and *Total*.
6. The *Resolution Body* can be edited, supports "copy & paste", and includes some basic formatting options. Note that merge fields are not available in this screen. It is the final text that will be included in the meeting minutes for a motion, and is able to be automatically updated with the motion outcome. Click Save when done.



## Committee Nomination Details

2

### Details

Nominee Given Names

Trevor

Nominee Surname

Tamsworth

Is Nominee a Lot Owner

Nominee Lot Number

Lot number (e.g. 1)

Payment Conditions of Nominee

### Nominated Committee Positions

Chairperson

Secretary

Non voting member

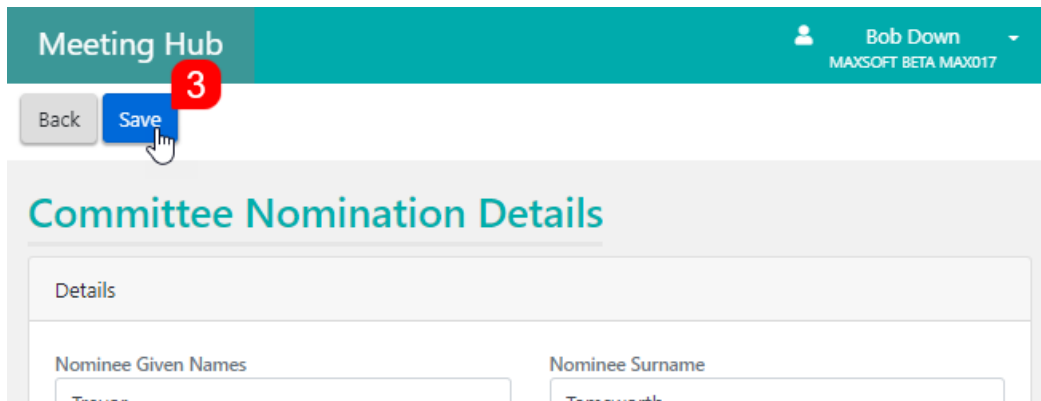
### Additional Information

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, decrease indent, increase indent, left align, center align, right align, justify, subscript, and superscript. Below the toolbar are icons for bulleted list, numbered list, table, link, unlink, and insert link. A word count indicator shows 0 WORDS.

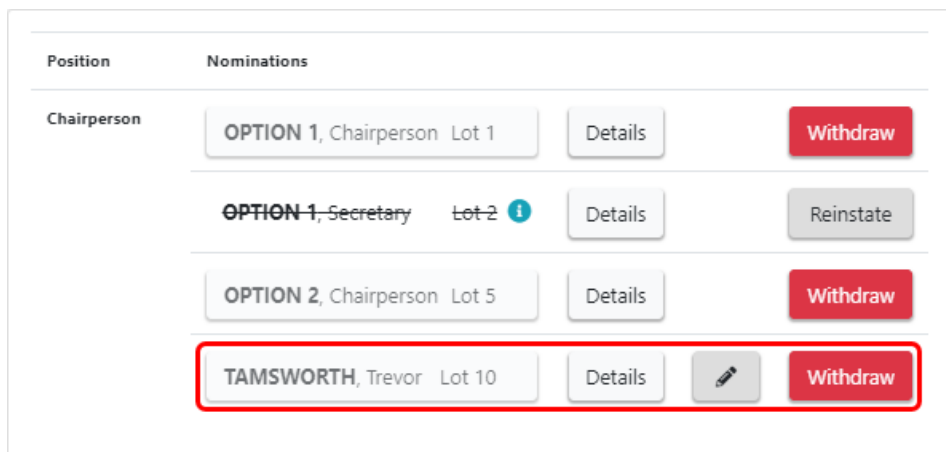
**Attachments** [Add](#)

There are no Document Attachments

3. Click the blue Save button in the top left, once all details have been added.



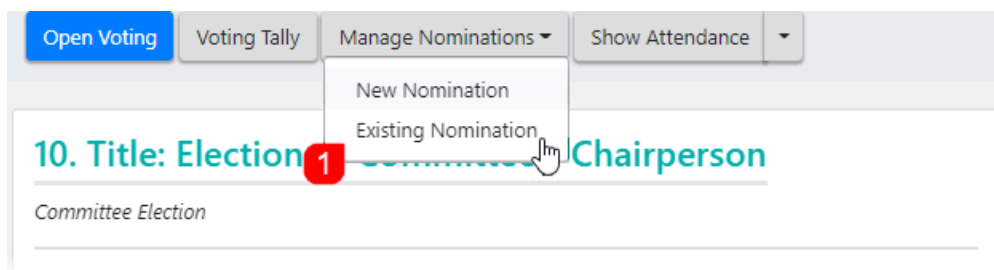
- Once a new nominee has been added, they will appear in the list of nominations with an *Edit* (pencil) button, which can be clicked to open the 'Committee Nomination Details' screen again if necessary.



## Committee Election | Add Existing Nomination

Note that the *Manage Nominations* button will not be visible if the voting has been opened for the motion - you will need to click the *Hide Voting* button if this is the case.

- Click the *Manage Nominations* button and select *Existing Nomination*.



- The list of existing nominations will open where you can click the *Add* button to add them as a nominee for the current position that's in focus on screen (in this screenshot, it's for the position of Chairperson).



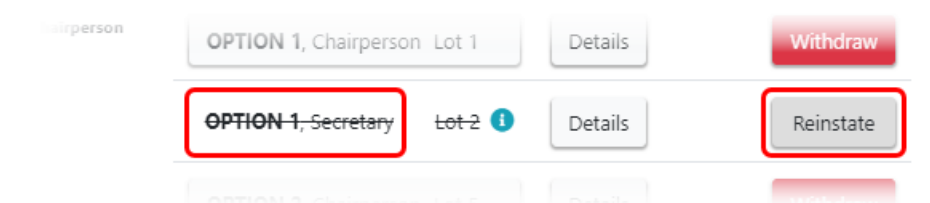


3. Once a new nominee has been added, they will appear in the list of nominations.

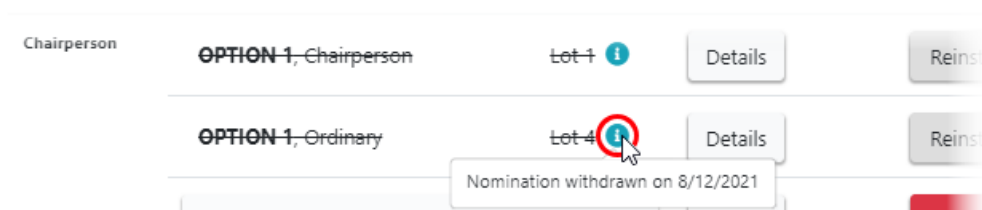
## Committee Election | Withdraw or Reinstate Nomination

To withdraw a nominee for the current position in focus:

1. Click the red *Withdraw* button, and click 'Yes' when prompted to confirm.
2. The nominee's name will then have a strikethrough on it and button will change to a grey *Reinstate* button.



3. There will also be a small, teal coloured 'info' icon, which you can hover your mouse over to display the date of withdrawal.



To reinstate a nominee for the current position in focus:

1. Click the grey *Reinstate* button.

Chairperson

OPTION 1, Chairperson Lot 1 Details Withdraw

OPTION 1, Secretary Lot 2 ! Details **Reinstate**

OPTION 2, Chairperson Lot 5 Details Withdraw

2. A confirmation will then appear:

**Reinstate Nomination** X

Do you wish to reinstate the nomination and any votes previously collected?

Clicking 'No' will reinstate the nomination but will result in the votes being permanently deleted and unable to be restored.

Clicking 'Cancel' will cancel the reinstatement.

Yes No Cancel

- Click 'Yes' to reinstate the nominee along with any previously collected votes.
- Click 'No' to instate the nominee but delete any previously collected votes.
- Click 'Cancel' not proceed to reinstate the nominee.

## Committee Election | Vote Collection

In the Committee Election motion, each position is voted on separately, and each button is labelled with the *Surname* for each nominee. Simply click the button for the elected nominee for each attendee, then click the *Submit Votes* button.

**Attendee Vote Collection**

Filter... X Save

Given Name	Surname	Lot	Entitlements	Voting Method					
Charlie	Chips	1	10	In Person	OPTION 1, ...	OPTION 1, ...	OPTION 1, ...	OPTION 2, ...	TAMSWORT...
Edward	Eggs	2	10	In Person	OPTION 1, ...	OPTION 1, ...	OPTION 1, ...	OPTION 2, ...	TAMSWORT...
Benjamin	Button	3	10	In Person	OPTION 1, ...	OPTION 1, ...	OPTION 1, ...	OPTION 2, ...	TAMSWORT...
David	Danger	4	10	In Person	OPTION 1, ...	OPTION 1, ...	OPTION 1, ...	OPTION 2, ...	TAMSWORT...
Alfred	Apples	5	10	In Person	OPTION 1, ...	OPTION 1, ...	OPTION 1, ...	OPTION 2, ...	TAMSWORT...
Finn	Finkle	6	10	In Person	OPTION 1, ...	OPTION 1, ...	OPTION 1, ...	OPTION 2, ...	TAMSWORT...
Pre-Meeting Votes					0	0	0	0	0

Items per page: 10

Show Ineligible To Vote Show Pre-Meeting Attendees Set all remaining votes to: -- Select One --

**Submit Votes**

The 'Motion Outcome' screen will then appear for that particular position, notifying you of how many positions are required to form the committee, and need to be voted on. And if there are multiple winning nominations, you will need to select the nomination that the body corporate decides on by chance.

**Multiple winning nominations, 5 positions remaining.**

Multiple nominations have received the winning number of votes. Select the nomination that is the body corporate's decision as decided by chance.

	Pre-Meeting <sup>i</sup> (not in attendance)	In Meeting <sup>i</sup>	Total <sup>i</sup>	
OPTION 1, Chair...	0	3	3	Select
OPTION 1, Ordin...	0	0	0	
OPTION 2, Chair...	0	0	0	
TAMSWORTH, Tr...	0	3	3	Select

After the nomination is selected, the elected nomination will be displayed, and with a button to *Overrule Result* if required. Use the blue *Next* button in the top left to proceed to the next position in the committee election.

When all nominees for an ordinary position have been elected to an executive position, the *Proceed* button will appear as 'Proceed with No Nominations'.

'No Nominations' will display on the Motion Result slide and the Close Meeting slide for any ordinary members who have been elected to an executive position.

## Closing the Meeting

Once all motion outcomes have been determined, the final screen of meeting is the 'Close Meeting' screen.

**2** Minimum number of voting members required to form a committee has not been reached.

**3** One or more motions require their outcome to be finalised before the meeting can be closed.

Close Meeting

**4** Meeting Open Date and Time  
 Tuesday 7 December 2021 at 1:43 PM AEST Change

Meeting Close Date and Time  
 8/12/2021 05 : 11 PM AEST

**5** Close Meeting

**1** **Meeting Summary**

1. Confirmation of Previous AGM Minutes	CARRIED
2. Audit of Statement of Accounts	DEFEATED
3. Administration Levies	NOT DETERMINED
6. Insurance Valuation	OUT OF ORDER
7. Title: Vote on Options Only A Vote On Options - Option 1	CARRIED
8. Title: Motion with Alternatives C Motion Alternative Option 3 - Title	CARRIED
9. Title: Group of Same-Issue Motion 9.a. Same-Issue Option 1	CARRIED
10. Title: Election of Committee - Chairperson	OPTION 1, Chairp...
10. Title: Election of Committee - Secretary	OPTION 2, Secret...
10. Title: Election of Committee - Treasurer	OPTION 2, Treasu...
10. Title: Election of Committee - Ordinary member	OPTION 1, Ordina... OPTION 2, Ordina...

1. A Meeting Summary list of all the meeting's motions and their outcomes (*Defeated, Carried, Not Determined, Out Of Order*) are displayed, and each of these can be clicked to bring the motion into focus.
2. If any motions don't have an outcome, an alert will be highlighted in red at the top of the screen, and the motions in question will be highlighted in yellow with 'NOT DETERMINED' on them.
3. If there aren't enough voting members to form a committee, this will be highlighted as a warning at the top of screen as well.

- The *Meeting Open Date and Time* can be amended by clicking the grey *Change* button. And the *Meeting Close Date and Time* can be entered as well.
- Clicking the *Close Meeting* button will change the status of the meeting to 'Meeting Held' and you will be taken back to the 'Meeting Overview' screen.

## Close the Meeting Early or Without Commencing

In certain circumstances you may not wish to *Commence* the meeting or *Close the Meeting* once it is in progress without finalising the outcome of all the motions, but you would still like to issue the Minutes. In which case you just need to...

- Click the blue *Update Meeting Status* button in the *Meeting Overview* screen, then select 'Meeting Held'.
- Review the prompt and click 'Yes' to proceed.

The screenshot shows the 'Meeting Overview' interface. At the top, there are navigation buttons: 'Back', 'Edit Meeting Details', 'Attendance', 'Voting Register', 'Commence Meeting', and 'More'. Below this is a table with the following data:

Motion	Yes	No	Abstain
Special Resolution Motion	1	0	0
Resolution without Dissent Motion	1	0	0
Ordinary Resolution Motion	0	0	0
Majority Resolution Motion	0	0	0

To the right of the table is a 'Details' panel with a dropdown menu 'Update Meeting Status'. The dropdown menu is open, showing options: 'Update to', 'In Progress', 'Meeting Adjourned', 'Meeting Held', and 'Rollback to'. The 'Meeting Held' option is highlighted with a red box.

The screenshot shows a confirmation dialog box titled 'Progress to Meeting Held'. The text inside the dialog reads: 'By proceeding with this action the meeting will be finalised without any motion outcomes being decided. Are you sure you want to progress the meeting to Meeting Held?'. At the bottom right of the dialog, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

- If the meeting wasn't commenced or if any motions outcomes were not determined after it was commenced, then all or remaining motions will be finalised as 'NOT DETERMINED'.

Meeting saved successfully

## Meeting Overview

Special Resolution Motion	NOT DETERMINED
Resolution without Dissent Motion	NOT DETERMINED
Ordinary Resolution Motion	NOT DETERMINED
Majority Resolution Motion	NOT DETERMINED

Details [Update Meeting Status](#)

Annual General Meeting for ONE HOUSE (131)

Meeting Status Meeting Held

## Reopen Voting for a Closed/Finalised Meeting

After the meeting has been closed (or finalised if a 'Ballot Only' meeting), the voting for motions can be reopened so that voting can be recalculated.

1. From the Meeting Hub main screen select the required meeting.
2. In the *Meeting Overview* screen, click the *Review Meeting* button at the top of screen.
3. Select the motion number at the top of the screen.
4. Click the *Reopen Voting* button in the top left, and then 'Yes' to the prompt that appears.
5. Click either the *Open Voting* or *Voting Tally* button and proceed to amend the votes as required before clicking the *Submit Votes* button.