In-Meeting Management

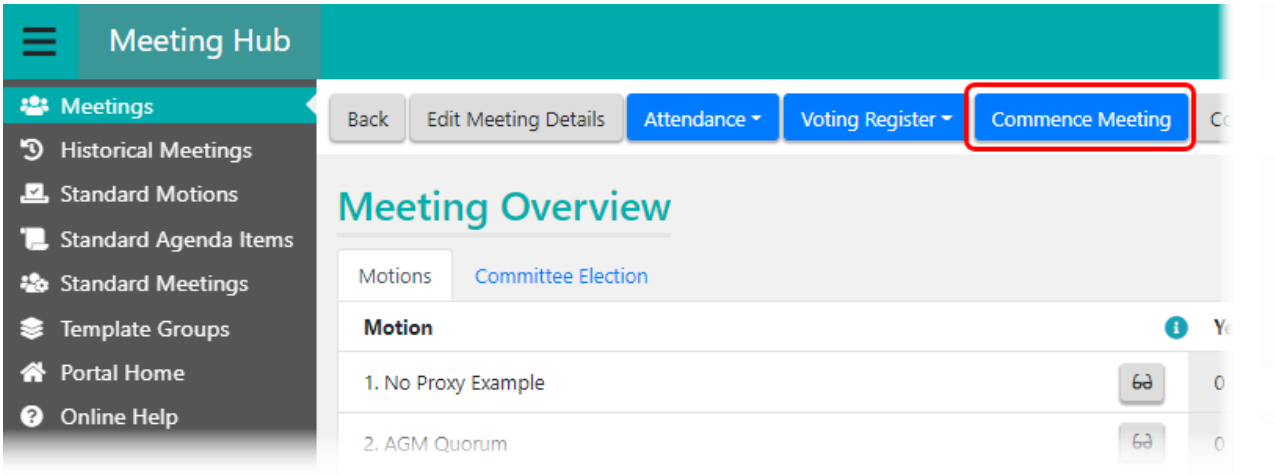
Last Modified on 10/11/2026 9:47 am AEST



This section of our guide covers how to run a meetingin 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

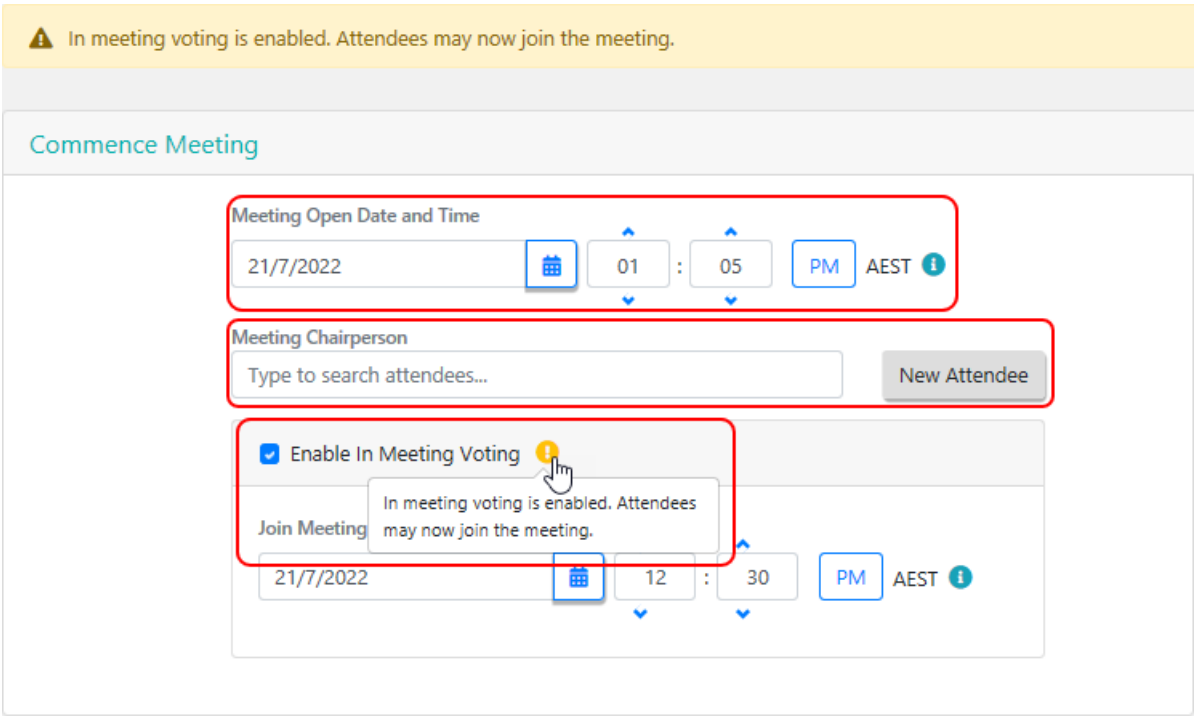
If a meeting has a status of 'Notice Issued' or 'Meeting Adjourned', the*Meeting Overview screen* will open whenever a meeting is selected in the Meeting Hub main screen. At this point you will then see a 'Commence Meeting' button at the top of the screen, which you can click to get the meeting started.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



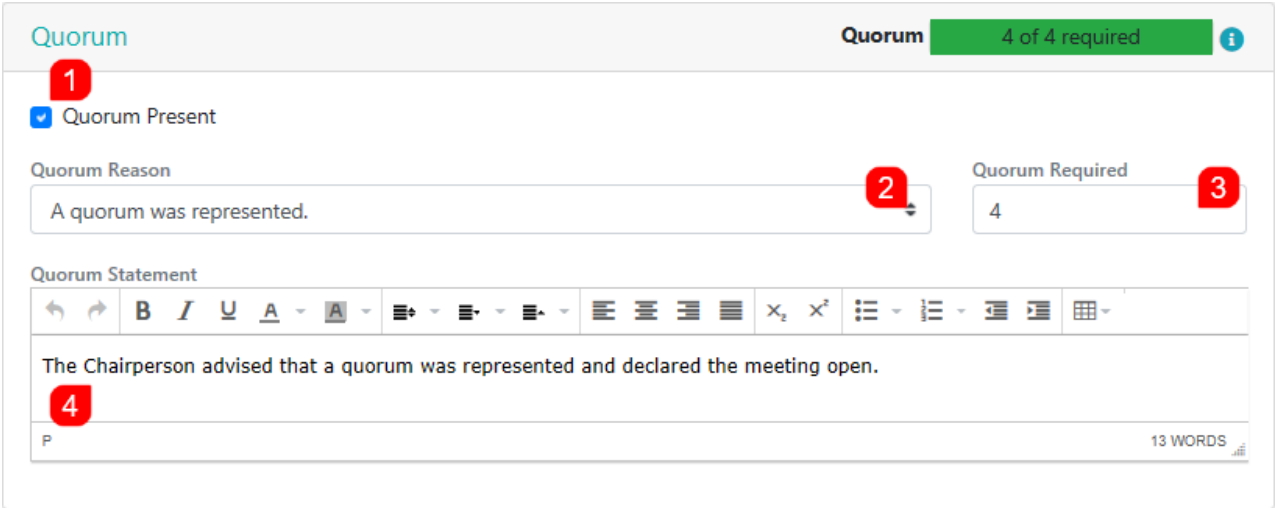
Starting at the *Commence* screen, if *In Meeting Voting* is enabled, a yellow notification will appear at the top of the screen.

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.

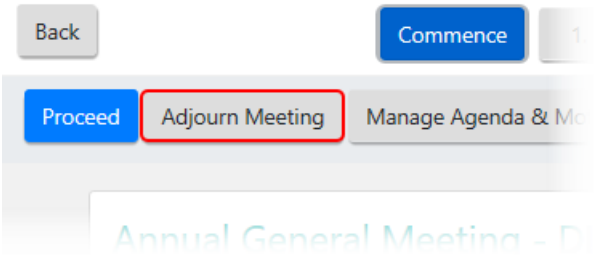
You will also need to select the*Meeting Chairperson,* which will display a list of existing attendees from the *Attendance Register*, but you may also add a*New Attendee.* You can also amend the *In Meeting Voting* option if required.



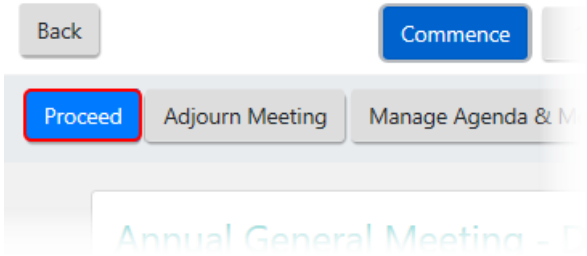
The quorum is calculated by comparing the number of eligible voting attendees (attendance count) against the quorum requirements for the meeting (as entered when the meeting was created). If the number of attendees is greater than or equal to the required quorum, then quorum has been reached. The *Quorum* 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.



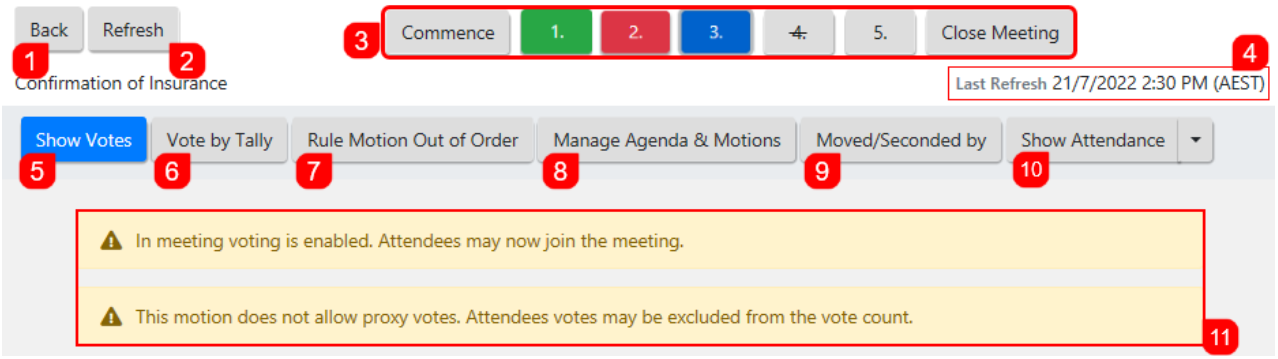
Once you have clicked the blue *Proceed* button, the meeting status will change to 'Meeting In Progress', and attendees can join the meeting via VoteMax to cast and declare their votes. The meeting can be rolled back to any previous status in the *Meeting Overview* screen. You can also navigate between 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 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

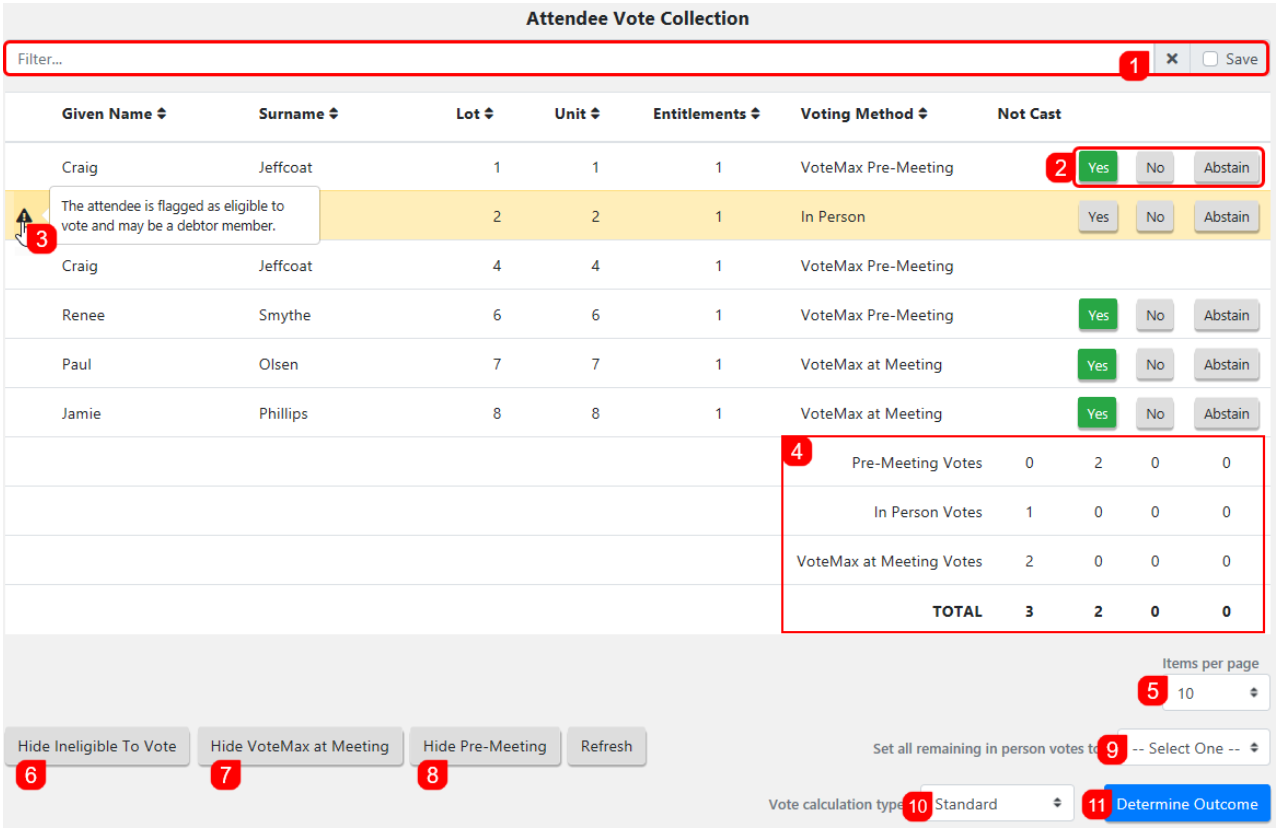
These tables explain how the votes are calculated in Meeting Hub, according to state, legislation, building type, etc:

- 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.



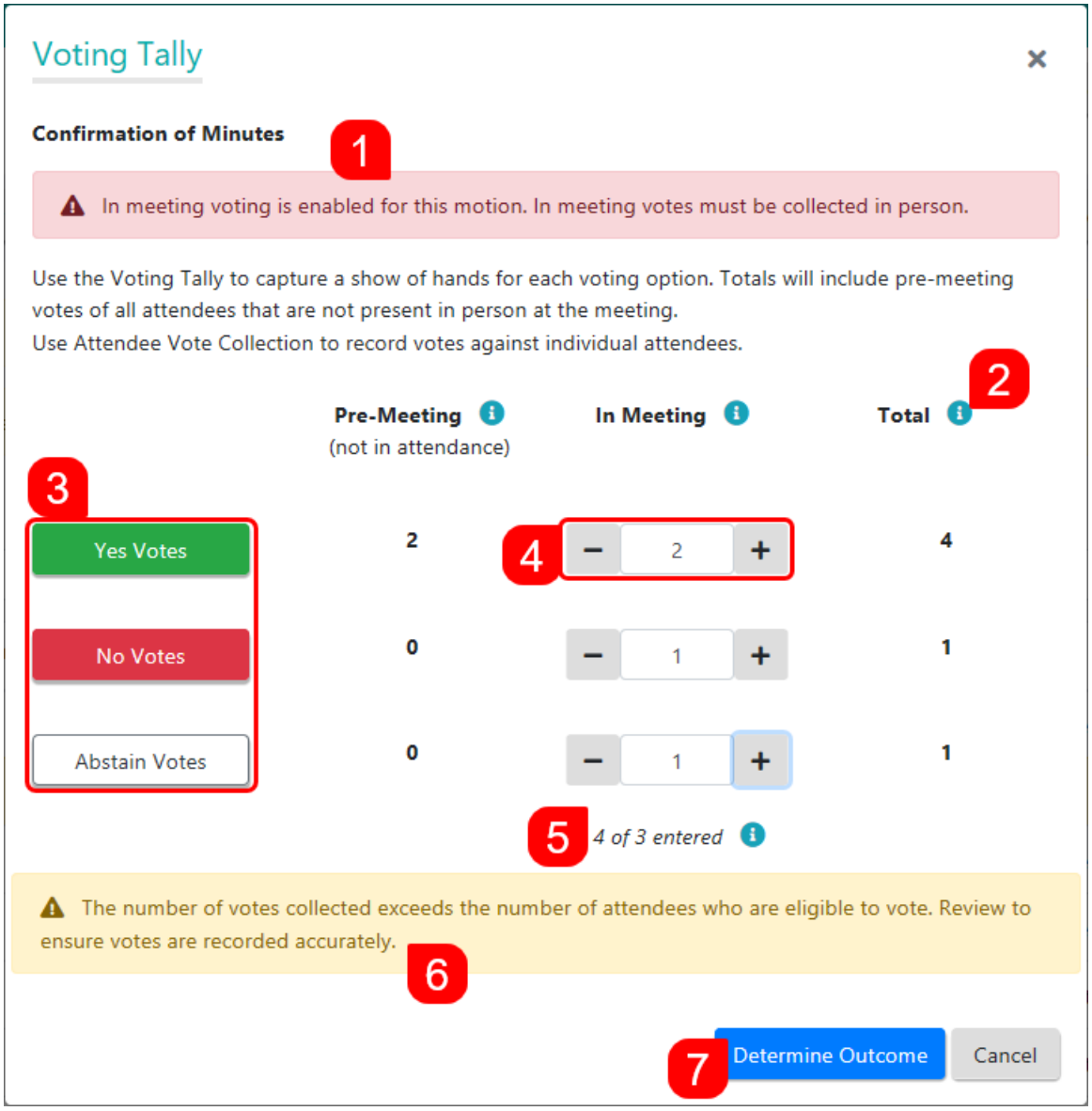
1. Use the *Filter* to type to filter the list of attendees by *Given Name* or *Surname,* and tick the *Save* box to apply this filter as the default for this screen, for this user.
2. The voting buttons *Yes*, *No*, or *Abstain* indicate what each attendee has voted if their voting method is 'VoteMax 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, or for the use of *Secret Votes/Ballots*. 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*.



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).

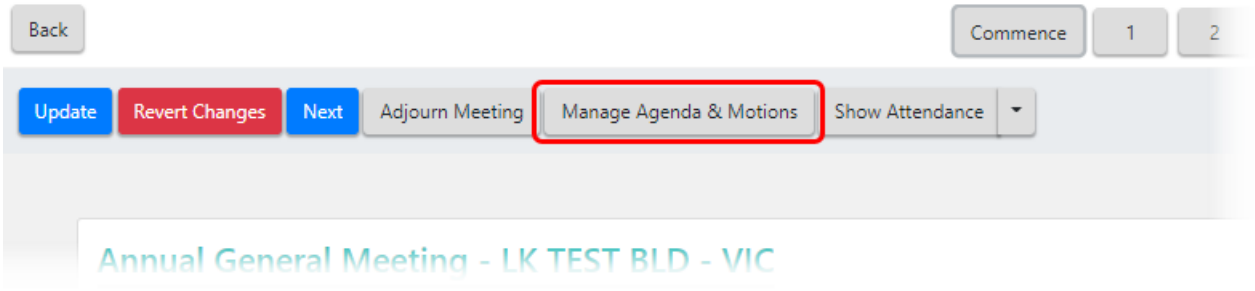
Secret Vote and Secret Ballot

For information and guidance on Secret Votes/Motions and how to collect secret votes, please see *Secret Vote Collection*.

For information and guidance on Secret Ballots for Committee Elections and how to collect their votes, please see *Committee Election | Secret Ballot*.

Manage Agenda & Motions

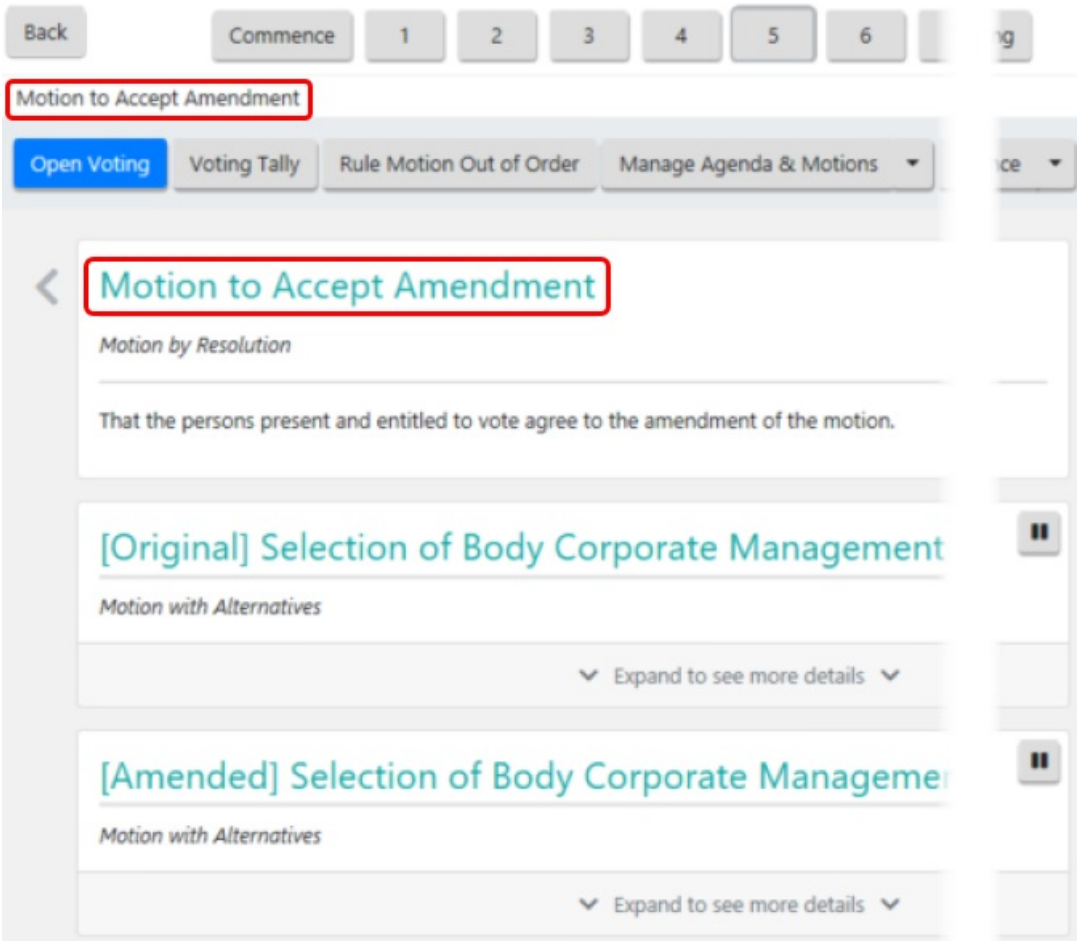
At any time during the meeting, this button can be clicked to be taken to the *Manage Agenda & Motion Details* screen where you can amend or withdraw motions. Please refer to *Manage Agenda & Motion Details* for more information.



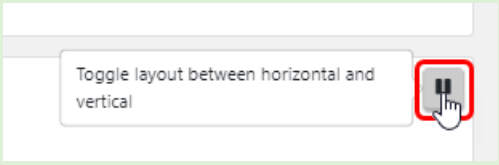
Amended Motions

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 visible and voting can be completed as per other motions.

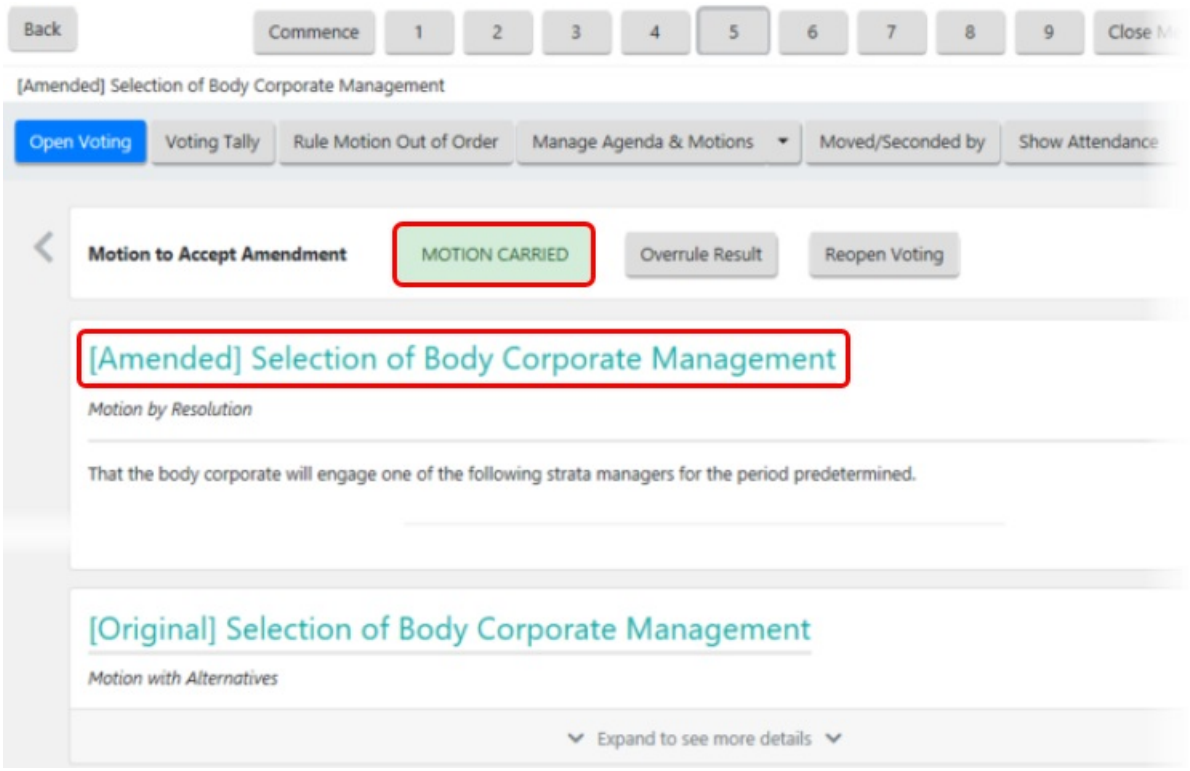
> Amended and withdrawn motions will not appear in VoteMax.



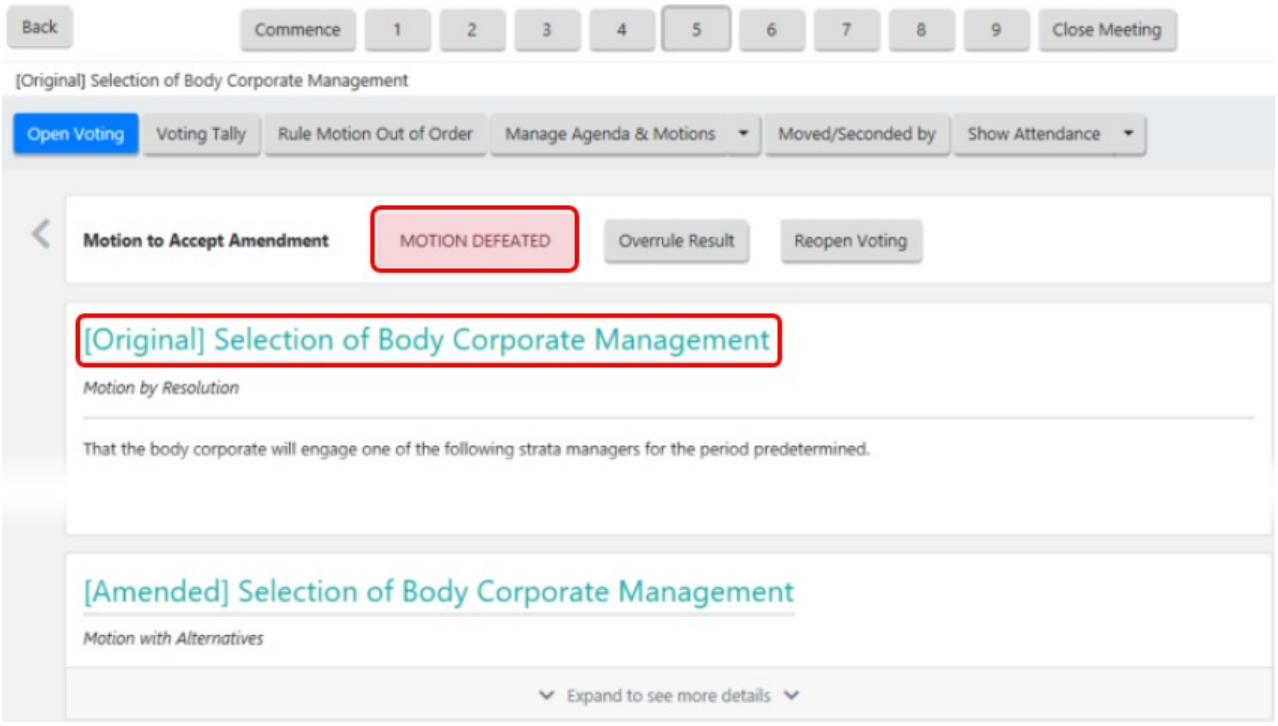
Use the 'Toggle' button to switch between horizontal and vertical layout of the *Original* and *Amended* motions.



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.

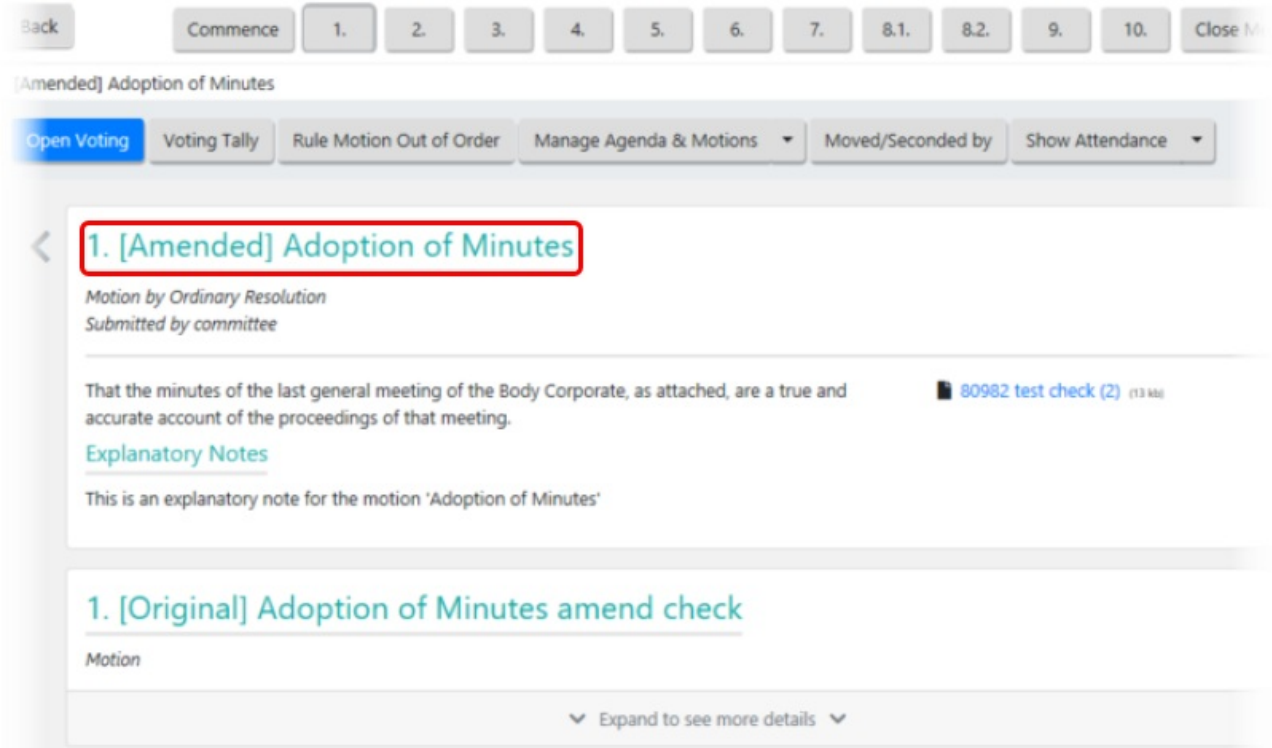


If the 'Motion to Accept Amendment' is defeated, the original motion will be visible at the top of the screen, ready for attendees to commence voting on it. The amended motion will still be viewable further down the screen.



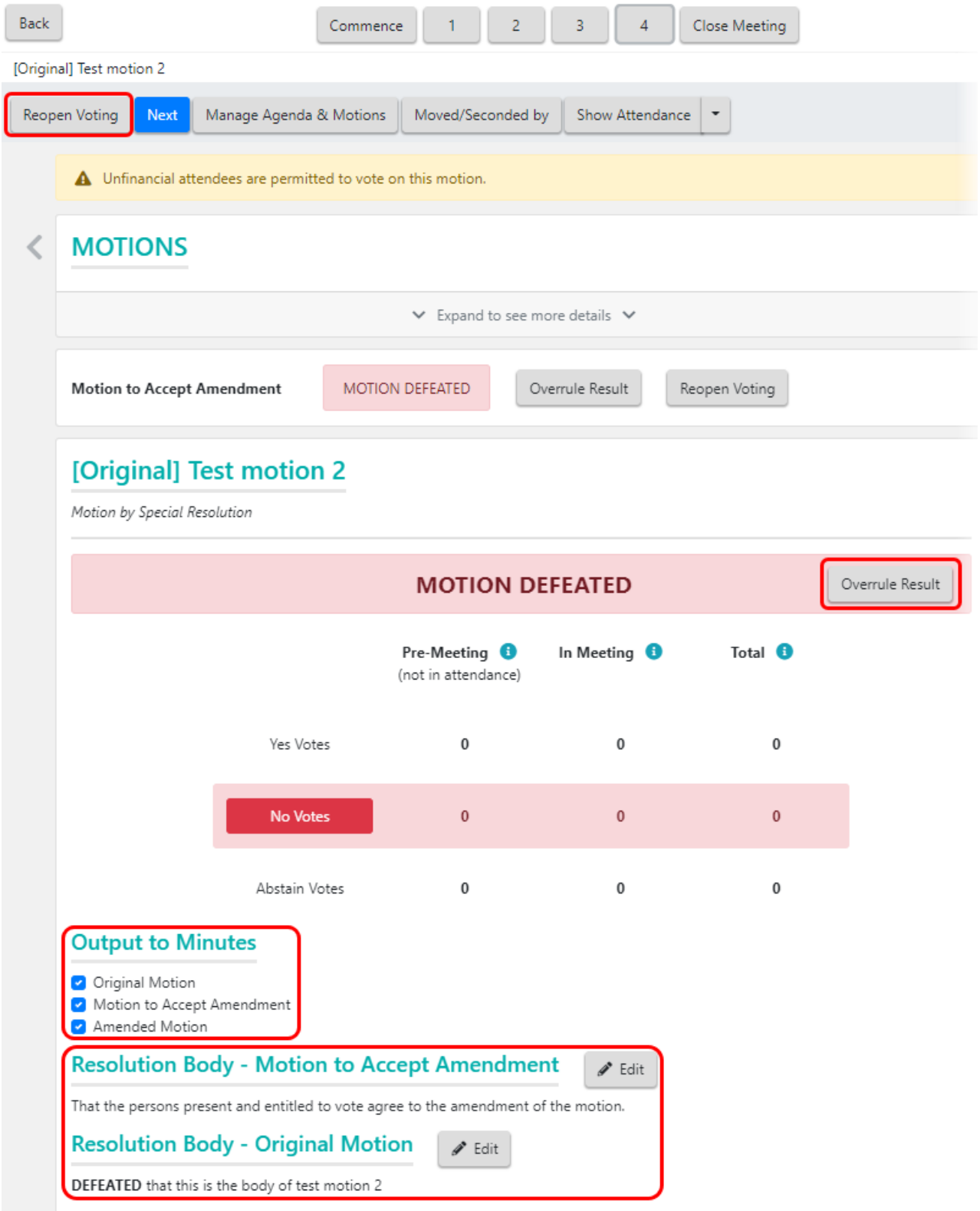
If a strata manager has *amended a motion* and selected 'Vote Not Required' during the process, the amended motion will be be visible at the top of the screen, with the original motion still visible further

down.



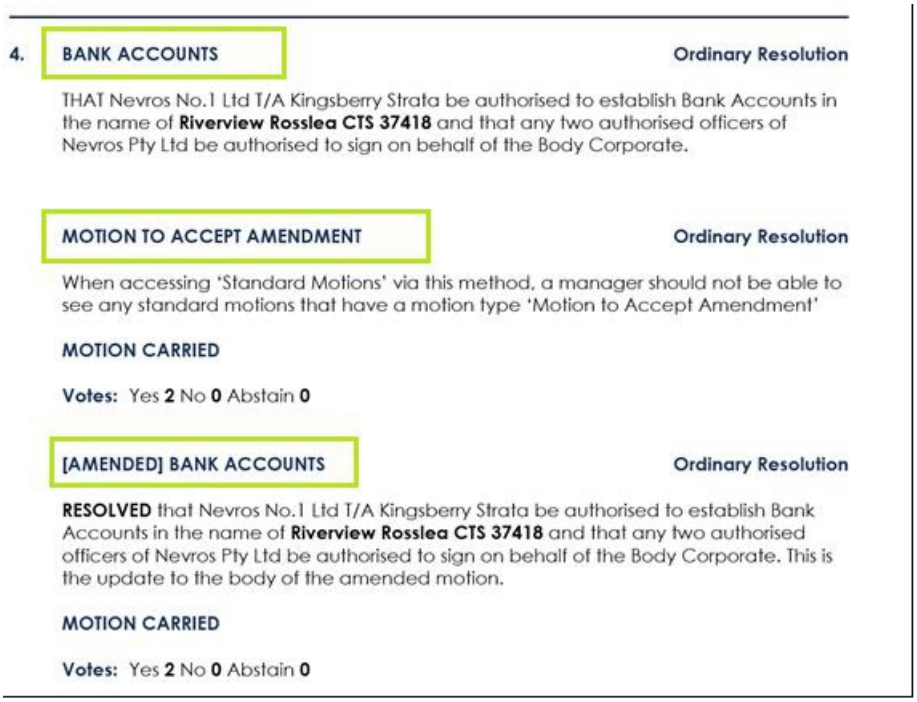
Amended Motion Outcome

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.



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

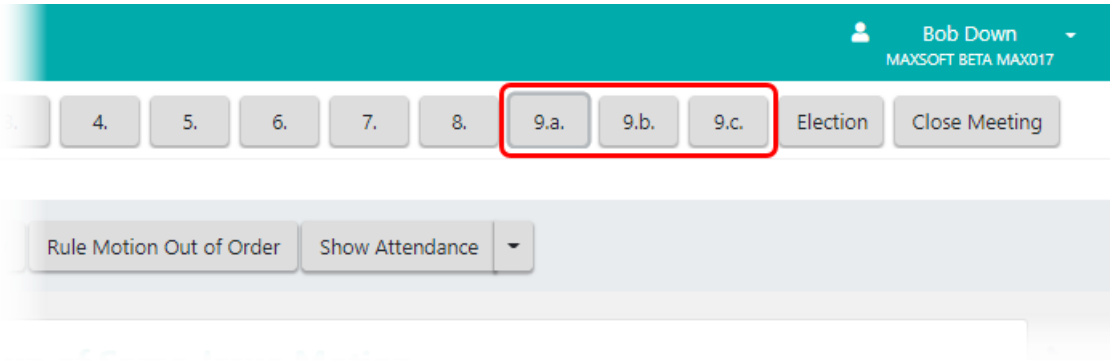
RESOLVED that Nevros No.1 Ltd T/A Kingsberry Strata be authorised to establish Bank Accounts in the name of **Riverview Rosslea CTS 37418** and that any two authorised officers of Nevros Pty Ltd be authorised to sign on behalf of the Body Corporate. This is the update to the body of the amended motion.

MOTION CARRIED

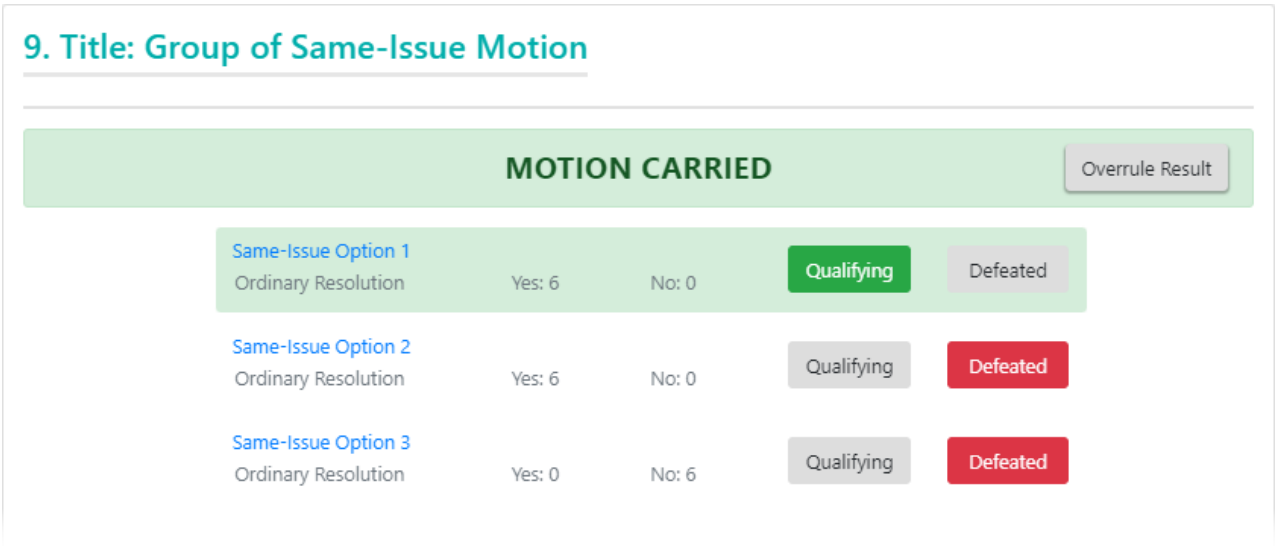
Votes: Yes **2** No **0** Abstain **0**

Group of Same-Issue Motion

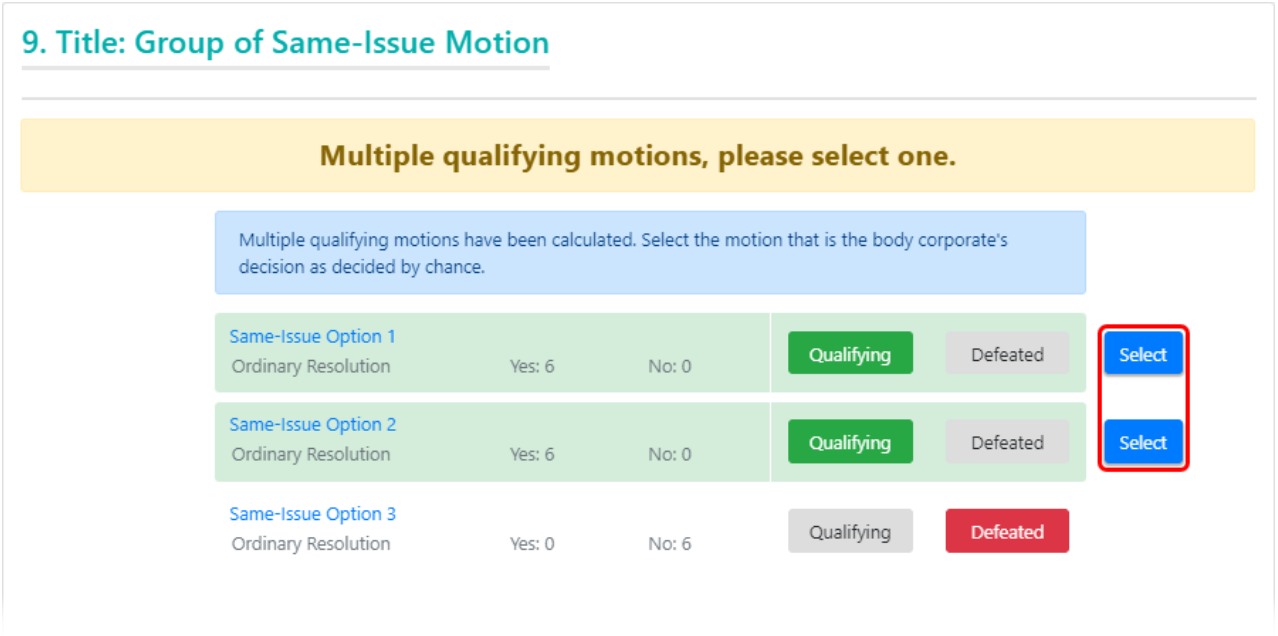
Each of the motions within the group will need to be voted on separately, and will be represented in the meeting with the motion number, followed by a letter; a., b., c., etc., and can be observed along the top section of the meeting screen (you can click on each of these to see the details of each motion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

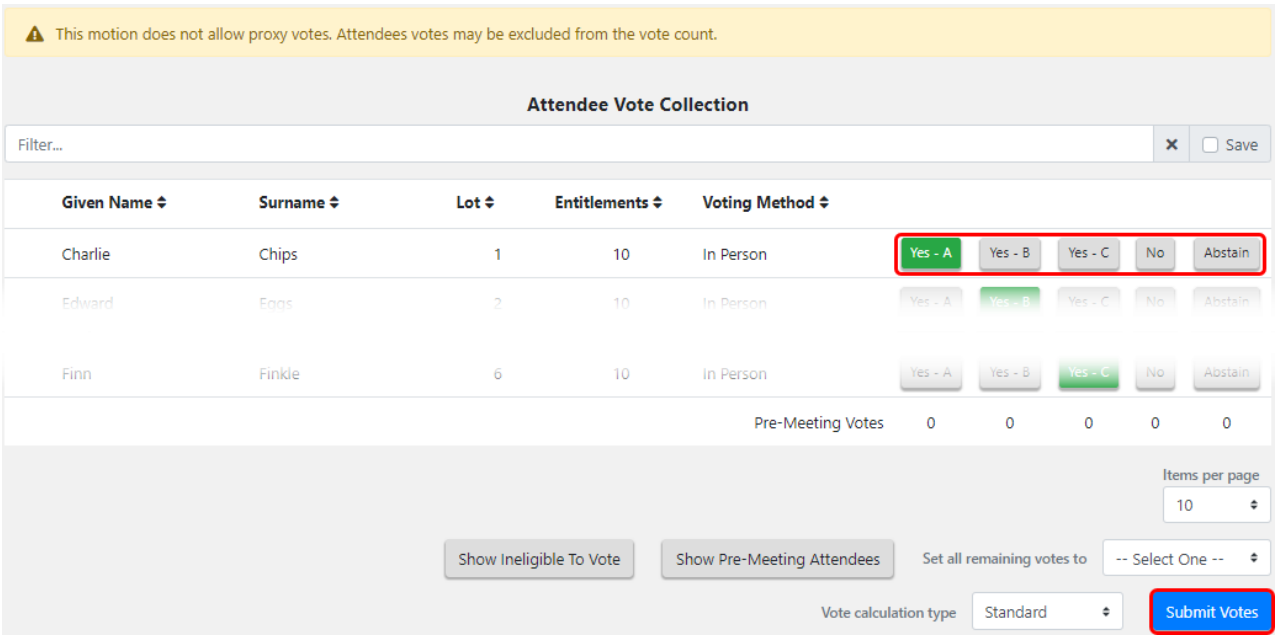


If there are multiple qualifying motions, you will need to select the motion that the body corporate decides on by chance.



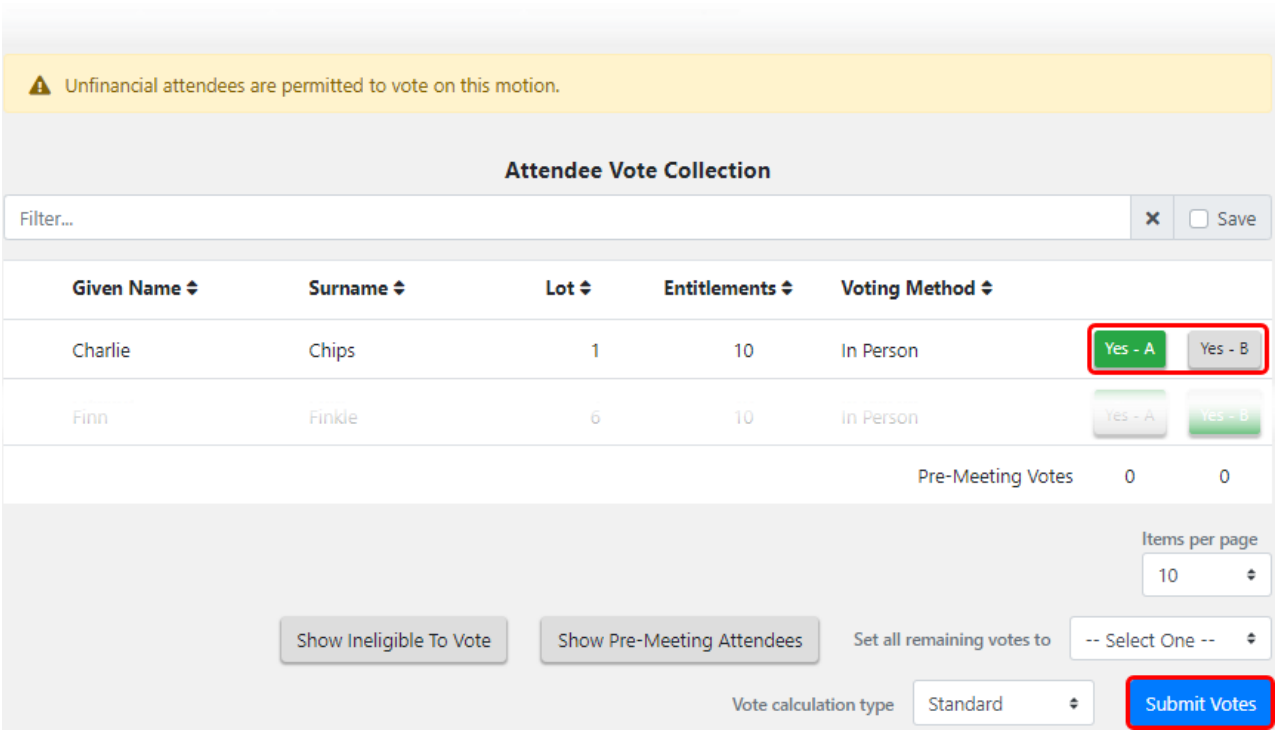
Motion With Alternatives

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.

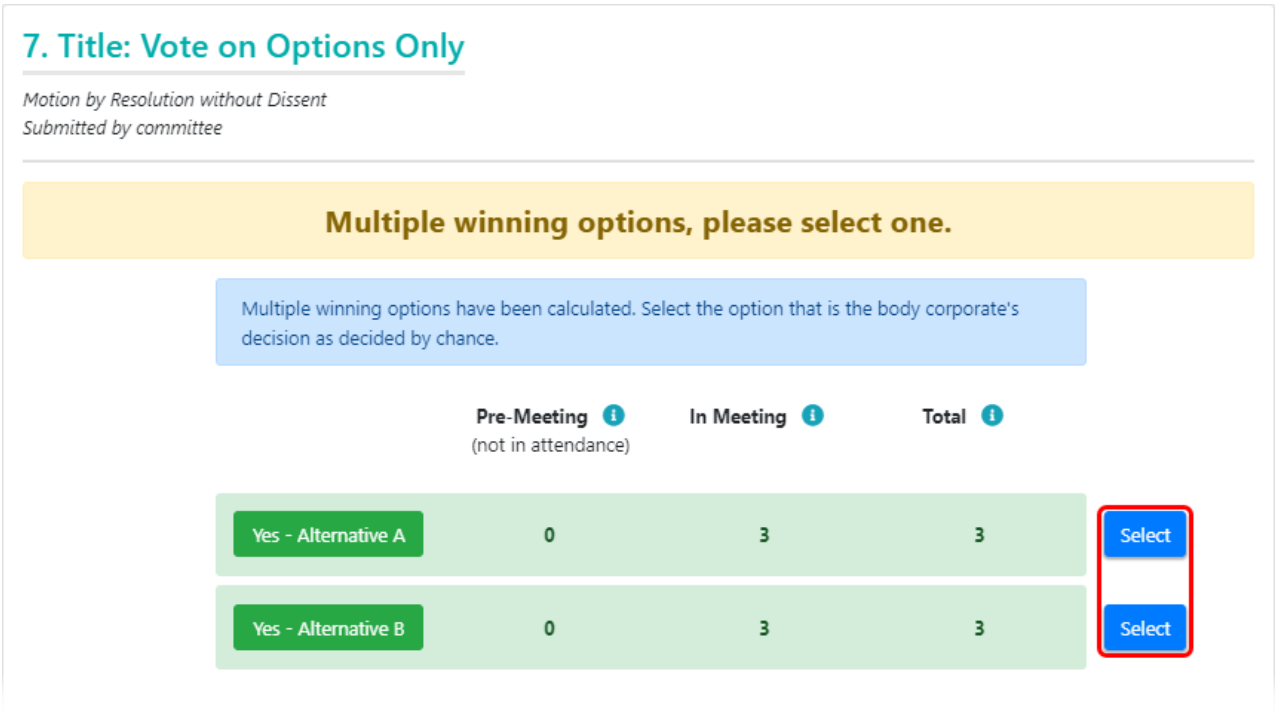


Vote on Options Only

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.

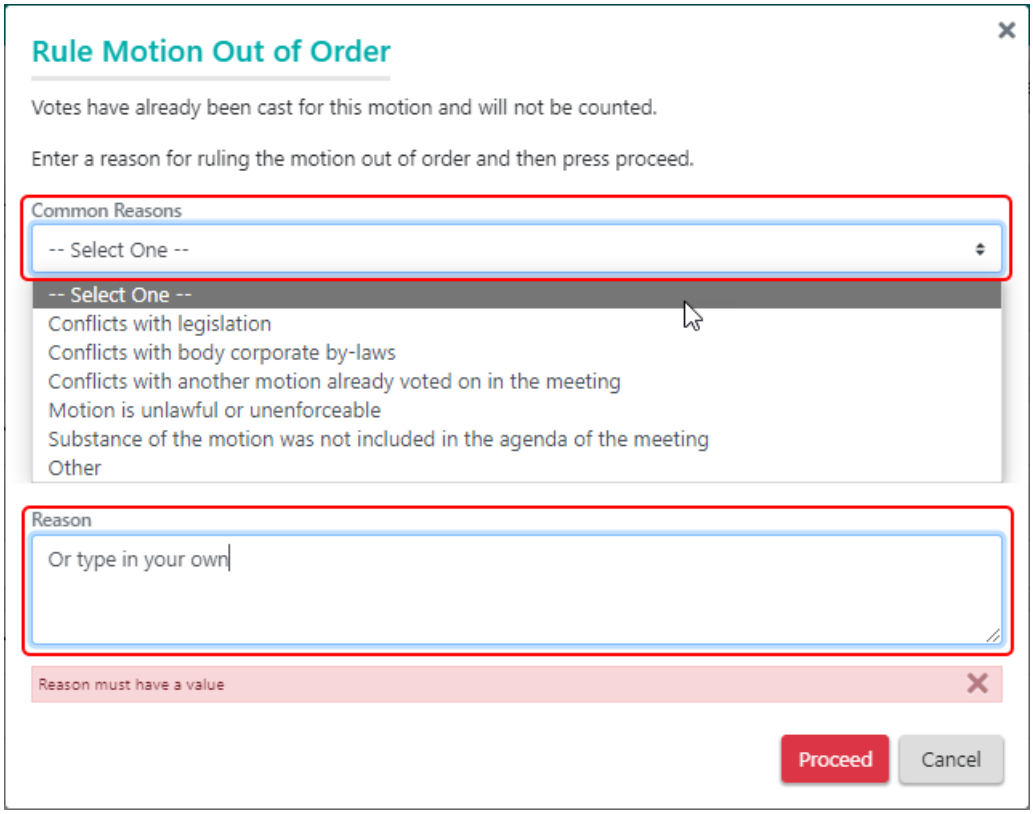


If there are multiple winning options, the 'Motion Outcome' screen will prompt you to select the motion that the body corporate decides on by chance.



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.

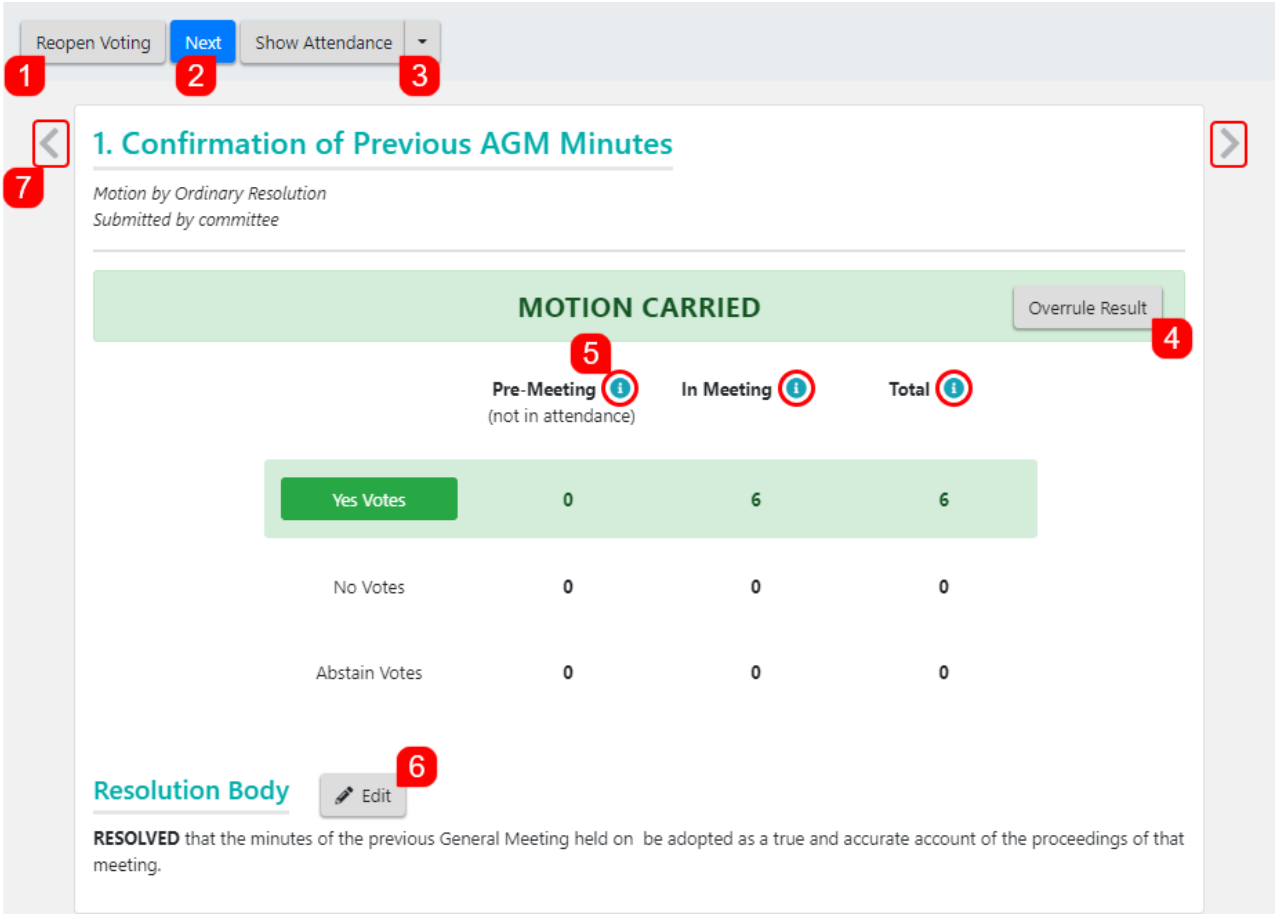


Move/Seconded by

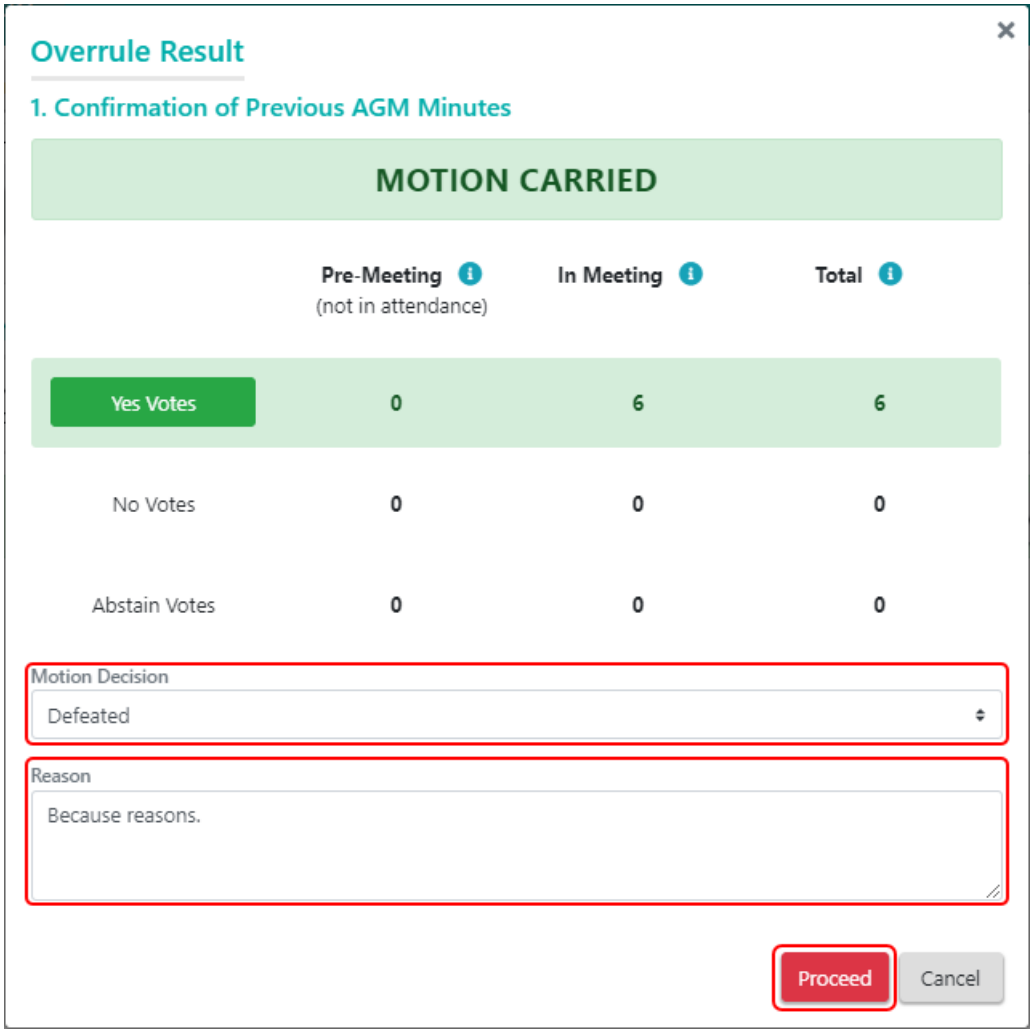
By clicking this button the user can select an attendee who moved and seconded a motion. This information will then be stored against the motion and displayed when viewing the motion. Simply select an attendee in the **Motion Moved by** and **Motion Seconded by** fields, then click the blue *Update*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

Motion Outcome

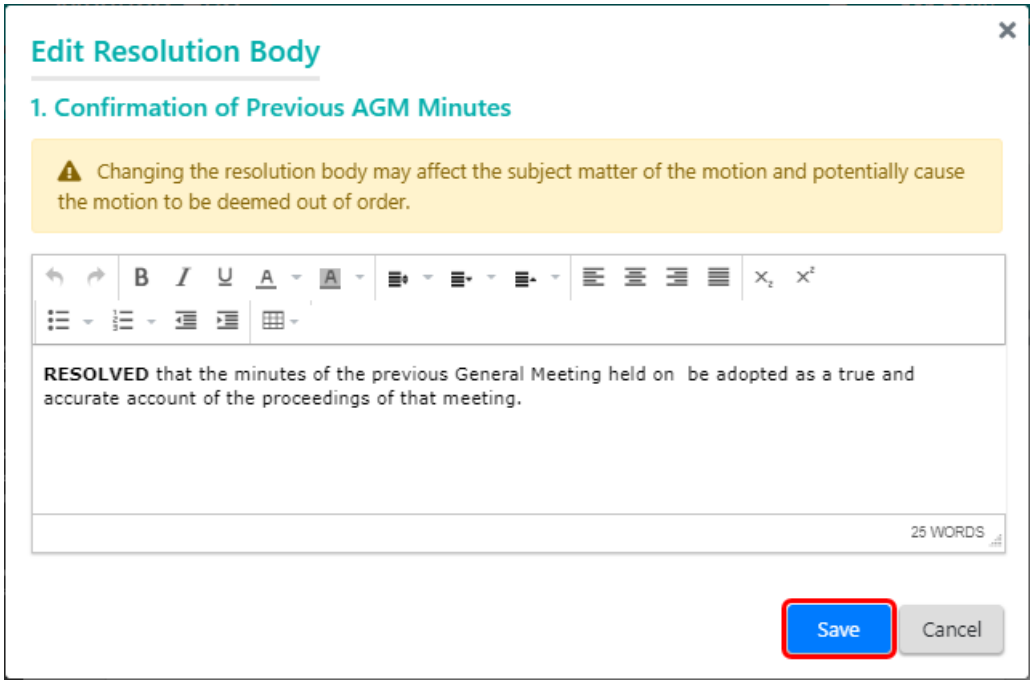
After clicking the *Submit Votes* or *Determine Outcome* button, either via *Open Voting* or *Voting Tally,* or if the motion was ruled out of order, the 'Motion Outcome' screen will appear. This screen provides an overview of the number of different votes, both from pre-meeting and in-meeting attendees.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



1. *Reopen Voting* 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*.



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.

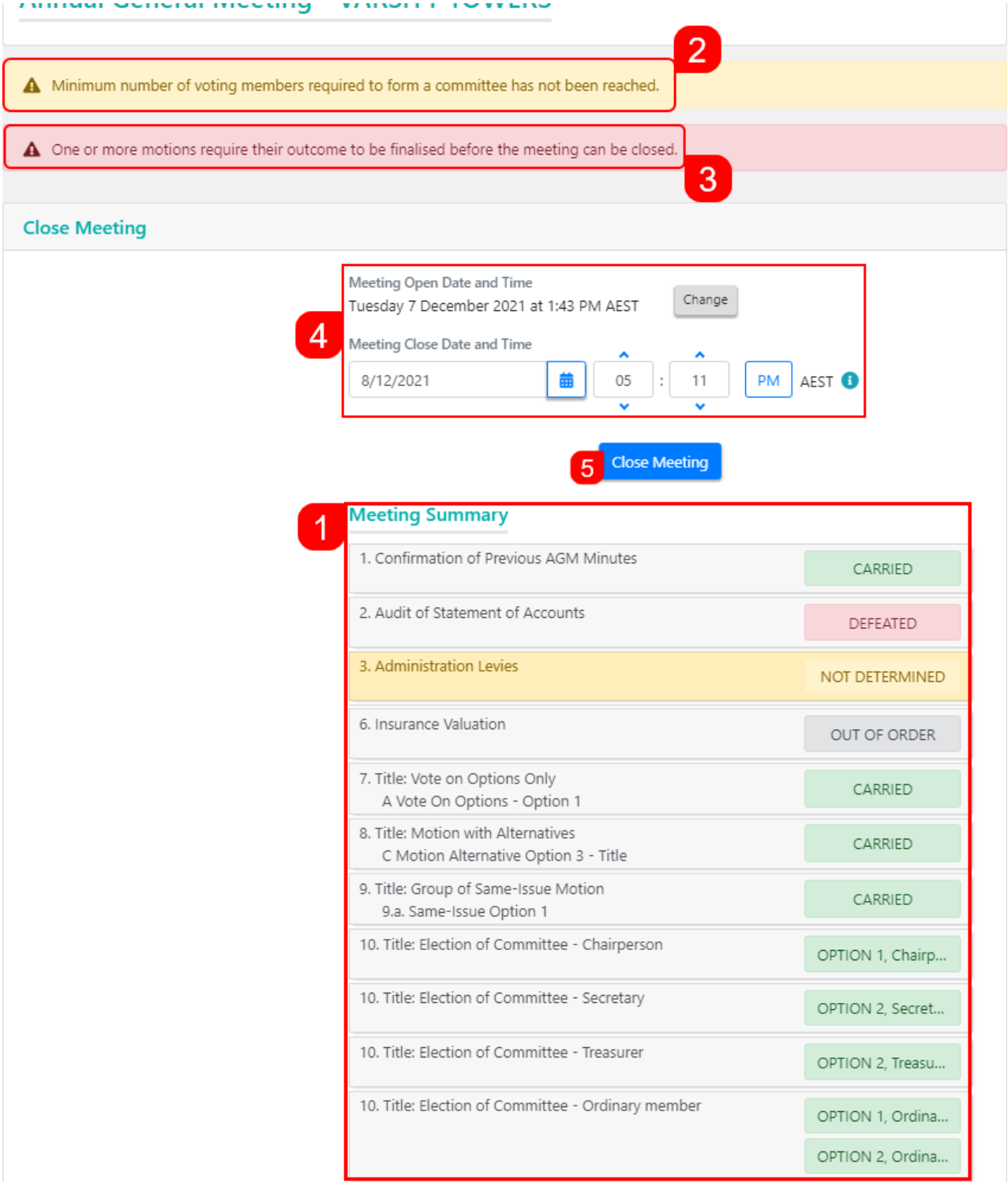


Committee Election Motions/Ballots

For information on how to collect votes during the meeting, please see *Vote Collection | In-Meeting Management*.

Closing the Meeting

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



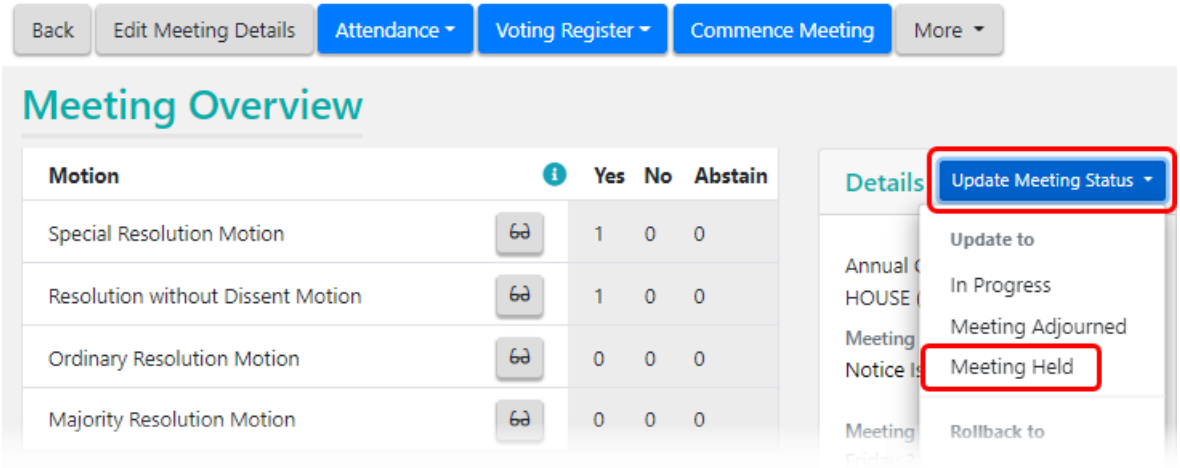
1. A *Meeting Summary* list of all the meeting's motions and their outcomes (*Defeated*, *Carried*, *Not Determined*, *Out Of Order*) are displayed, and each of these can be clicked to bring the motion into focus.
2. If any motions don't have an outcome, an alert will be highlighted in red at the top 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.

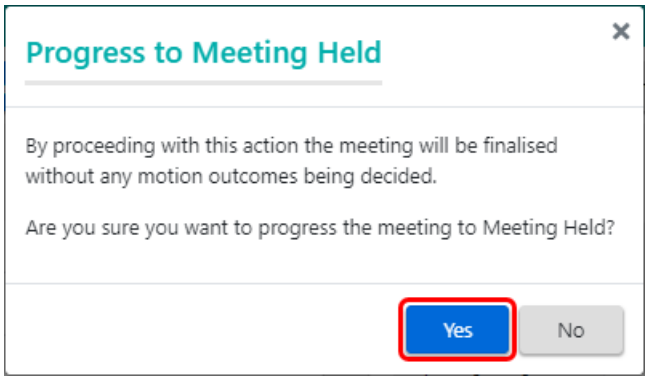
4. The *Meeting Open Date and Time* can be amended by clicking the grey *Change* button. And the *Meeting Close Date and Time* can be entered as well.
5. Clicking the *Close Meeting* button will change the status of the meeting to 'Meeting Held' and you will be taken back to the 'Meeting Overview' screen.

Close the Meeting Early or Without Commencing

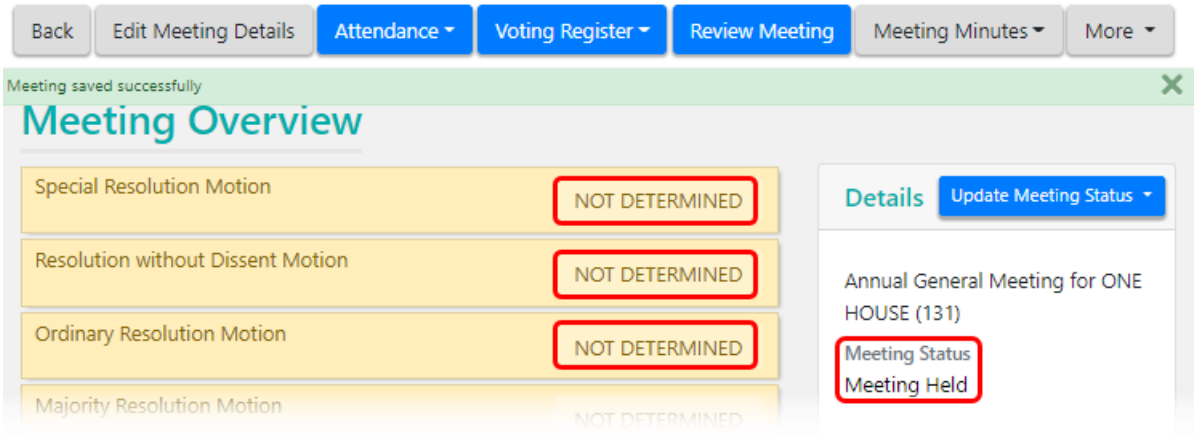
In certain circumstances you may not wish to *Commence* the meeting or *Close the Meeting* once it is in progress without finalising the outcome of all the motions, but you would still like to issue the Minutes. In which case you just need to:

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





3. 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'.



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.