Meeting Adjournment

This article is a guide on how to adjourn a meeting in Meeting Hub. In order to adjourn a meeting, the meeting status must be 'Notice Issued,' 'Meeting in Progress' or 'Reconvened Meeting'. Check the *Meeting Status* under the 'Details' section on the right side of the *Meeting Overview* screen.

When meetings are adjourned, details of the meeting, including attendees and their votes, are copied to create the reconvened meeting detail. The following table details how an attendees Voting Method and Attendance Method are used to determine how they are copied to the reconvened meeting.

	VOTING METHOD	ATTENDANCE METHOD	VOTES RECEIVED?		VOTING METHOD	ATTENDANCE METHOD
ATTENDANCE RECORD AT ADJOURNED MEETING	VoteMax Pre-Meeting	Present Pre-Meeting	Yes	**ATTENDANCE RECORD AT RECONVENED MEETING**	VoteMax Pre-Meeting	Present Pre-Meeting
	VoteMax Pre-Meeting	Present Pre-Meeting	No		VoteMax Pre-Meeting	Present Pre-Meeting
	VoteMax Pre-Meeting	Present at Meeting	Yes		VoteMax Pre-Meeting	Present Pre-Meeting
	VoteMax Pre-Meeting	Present at Meeting	No		VoteMax Pre-Meeting	Present Pre-Meeting
	Voting Paper	Present Pre-Meeting	Yes		Voting Paper	Present Pre-Meeting
	Voting Paper	Present Pre-Meeting	No		Voting Paper	Present Pre-Meeting
	Voting Paper	Present at Meeting	Yes		Voting Paper	Present Pre-Meeting
	Voting Paper	Present at Meeting	No		Voting Paper	Present Pre-Meeting
	Voting Paper	Apology	Yes		Voting Paper	Present Pre-Meeting
	Voting Paper	Apology	No		Voting Paper	Present Pre-Meeting
	VoteMax at Meeting	Present at Meeting	Yes		VoteMax Pre-Meeting	Present Pre-Meeting
	VoteMax at Meeting	Present at Meeting	No		NIL*	NIL*
	In Person	Present at Meeting	Yes		In Person	Present Pre-Meeting
	In Person	Present at Meeting	No		NIL*	NIL*
	Non-Voting Attendee	Present at Meeting	No		NIL*	NIL*
	Non-Voting Attendee	Apology	No		NIL*	NIL*

* NIL – Attendance record should not be copied from the adjourned meeting to the reconvened meeting

1. In the *Meeting Overview* screen, click the blue *Adjourn Meeting* button along the top, and the *Adjourn Meeting* screen will then open.
2. **Meeting Open Date and Time** can be manually entered or selected from the calendar. If the meeting status is 'Meeting in Progress', the date is automatically populated with the date in the *Meeting Open Date and Time* field in the *Commence Meeting* page.
3. **Meeting Close Date and Time** can be manually entered or selected from the calendar.
4. **Meeting Chairperson** will search for existing attendees in the meeting or the *New Attendee* button can be clicked to add them manually. If the meeting status is 'Meeting in Progress', the field is automatically populated with the *Meeting Chairperson* field in the *Commence Meeting* page.
5. **Adjourned Reason** can be selected from a provided list, and on selection the **Adjourned Statement** field is populated with the same text, but can also be edited further. This is a mandatory section.

6. Use the *Quorum Present* tick box to indicate if meeting met quorum or not.

7. **Quorum Reason** is selected from a predetermined picklist based on criteria.

8. **Quorum Statement** is populated with the same text as the **Quorum Reason**, but can also be edited further. This is a mandatory section. If the meeting status is 'Meeting in Progress', the field is automatically populated with the information entered in the *Commence Meeting* page.

9. Click the blue *Next* button to be taken back to the *Reconvened Meeting* screen.

10. **Adjourned Meeting Date and Time** displays the scheduled date and time of the last adjourned meeting.

11. **Reconvened Meeting Date and Time** is prepopulated with a date and time that is exactly one week later than the latest *Adjourned Meeting Date and Time*.

12. The **Reconvened Meeting Location** and **Reconvened Meeting Location Details** are prepopulated with the *Meeting Location Details* of the latest adjourned meeting. However, these can be edited as required.

13. The *VoteMax Settings* section will be populated with the same values of the latest adjourned meeting, but can be updated as required.

14. Click the blue *Adjourn Meeting* button to save the reconvened meeting details and adjourned meeting details.

Cancel   Previous   **Adjourn Meeting** **14**

Reconvened Meeting

Meeting Date & Location

10

Adjourned Meeting Date and Time
Thursday 4 August 2022 at 1:00 PM

Reconvened Meeting Date and Time

| 17/9/2022 📅 | ⌃ 01 ⌄ | : | ⌃ 00 ⌄ | PM | AEST ℹ | **11** |

Reconvened Meeting Location

| . | 📍 |

12

Reconvened Meeting Location Details

E.g. Meeting room on level 1

VoteMax Settings **13**

☑ Show in VoteMax

> ☑ **Enable Pre-Meeting Voting**
>
> **Voting Open Date and Time**
>
> | 15/9/2022 📅 | ⌃ 03 ⌄ | : | ⌃ 00 ⌄ | PM | AEST ℹ |
>
> **Voting Close Date and Time**
>
> | 16/9/2022 📅 | ⌃ 03 ⌄ | : | ⌃ 00 ⌄ | PM | AEST ℹ |

> ☑ **Enable In Meeting Voting**
>
> **Join Meeting Date and Time**
>
> | 16/9/2022 📅 | ⌃ 01 ⌄ | : | ⌃ 00 ⌄ | PM | AEST ℹ |

15. In order to generate and then distribute the minutes of the adjourned meeting, you must ensure that the *Adjourned Minutes* template is selected in the *Template Groups* section at the bottom of

the *Meeting Overview* screen. See *Template Groups* for information on how to do this.