Meeting Adjournment

Last Modified on 08/07/2025 4:12 pm AEST

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.

Meeting Hub		Bob Down -
Back Save Attendance - Votin	g Adjourn Meeting Committee Election Voting Simulation	
Meeting Overview		
Motions	Details	Meeting Status 🔹
Motions Committee Election	Annual General Meeting for VA (4654)	RSITY TOWERS
Motion	Yes No Abstain Meeting Status	
1. Administration Levies	2 0 0 Notice Issued	
2. No Proxy Example	0 0 0 Meeting Date and Time Wednesday 8 December 2021 a	t 6:00 PM

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
	VoteMax Pre-Meeting	Present Pre-Meeting	Yes		VoteMax Pre-Meeting	Present Pre-Meeting
ING	VoteMax Pre-Meeting	Present Pre-Meeting	No	N	VoteMax Pre-Meeting	Present Pre-Meeting
MEETING	VoteMax Pre-Meeting	Present at Meeting	Yes	MEETIN	VoteMax Pre-Meeting	Present Pre-Meeting
	VoteMax Pre-Meeting	Present at Meeting	No	8	VoteMax Pre-Meeting	Present Pre-Meeting
ADJOURNED	Voting Paper	Present Pre-Meeting	Yes	VEN	Voting Paper	Present Pre-Meeting
oro	Voting Paper	Present Pre-Meeting	No	AT RECON	Voting Paper	Present Pre-Meeting
AT AD	Voting Paper	Present at Meeting	Yes	Ĭ.	Voting Paper	Present Pre-Meeting
N A	Voting Paper	Present at Meeting	No		Voting Paper	Present Pre-Meeting
00	Voting Paper	Apology	Yes	ğ	Voting Paper	Present Pre-Meeting
E RE	Voting Paper	Apology	No	Ë	Voting Paper	Present Pre-Meeting
ANC	VoteMax at Meeting	Present at Meeting	Yes	NC N	VoteMax Pre-Meeting	Present Pre-Meeting
ATTENDANCE RECORD	VoteMax at Meeting	Present at Meeting	No	ATTENDANCE RECORD	NIL [*]	NIL*
ATT	In Person	Present at Meeting	Yes	Ę	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.
- 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.
- 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.

Meeting Hub		Bob Down - MAXSOFT BETA MAX017
ancel Next		
djourn Meetii	ng	
Adjourned Meeting Details		
Meeting Open Date and Time	2	
8/3/2022	🗰 11 : 00 AM AEST 🚯	
Meeting Close Date and Time	~ ~ 3	
8/3/2022	🗰 11 : 30 AM AEST 🚯	
Meeting Chairperson	— • •	4
Type to search attendees.		4 New Attendee
Adjournment Information		
Adjourned Reason Quorum was not met	_	¢
Adjournment Statement	5	
★ ★ B I ⊻ A	· <u>A</u> · b · b · b · b · c = = = c = c · · c · · c · · c · c · c · · c · · c	· Ξ · Ξ Ξ =·
Quorum was not met		
		4 WORDS

- 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.

uorum		_														Quo	rum		2	of 1	1 requ	ired	
Quoru	m Pres	ent 6																					
uorum Re	eason									G									Quor	um P	Require	ed	
Less tha	n 25% (of the	voters	for th	ne m	eeting	were	e pre	esent	· ·							\$		11				
uorum St		t 7⊻	A	- A	÷			-			Ŧ	3	=	x. :	X²	:=	- 1	= -		葿		_	
'he Chai																						8	nodat
1odule)																					enc (A	ccomm	liouat

- 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 Reconvened Meeting Adjourned Meeting Date and Time Thursday 4 August 2022 at 1:00 PM Reconvened Meeting Date and Time 17/9/2022	Meeting Hub	Bob Down - Maxsoft Beta Max042
Meeting Date & Location Adjourned Meeting Date and Time Thursday 4 August 2022 at 1:00 PM Reconvened Meeting Date and Time 17/9/2022 100 PM AEST Reconvened Meeting Location 12 Reconvened Meeting Location 12 Reconvened Meeting Location Details E.g. Meeting room on level 1 VoteMax Settings 2 Show in VoteMax C Enable Pre-Meeting Voting 15/9/2022 1 0 PM AEST 1 () PM AE		
Adjourned Meeting Date and Time Thursday 4 August 2022 at 1:00 PM Reconvened Meeting Date and Time 17/9/2022 10 PM AEST Reconvened Meeting Location Reconvened Meeting Location Details E.g. Meeting room on level 1 VoteMax Settings 2 Show in VoteMax C Enable Pre-Meeting Voting Voting Open Date and Time 15/9/2022 13 C Enable Pre-Meeting Voting Voting Close Date and Time 16/9/2022 2 Meeting Voting C Enable In Meeting Voting Join Meeting Date and Time 16/9/2022 10 10 10 10 10 10 10 10 10 10	Reconvened Meeting	
Adjourned Meeting Date and Time Thursday 4 August 2022 at 1:00 PM Reconvened Meeting Date and Time 17/9/2022 B Reconvened Meeting Location Reconvened Meeting Location Details E.g. Meeting room on level 1 VoteMax Settings C Show in VoteMax C Enable Pre-Meeting Voting 15/9/2022 C C C C C Enable Pre-Meeting Voting 15/9/2022 C C C Enable In Meeting Voting C C Enable In Meeting Voting Join Meeting Date and Time C C Enable In Meeting Voting C C Enable In Meeting Voting C C C Enable In Meeting Voting C C C Enable In Meeting Voting C C C Enable In Meeting Voting C C C Enable In Meeting Voting C C C C C C C C C C C C C		
17/9/2022 Image: Conveneed Meeting Location Reconveneed Meeting Location Details E.g. Meeting room on level 1 VoteMax Settings Image: Conveneed Meeting Voting Voting Open Date and Time 15/9/2022 Image: Conveneed Meeting Voting Voting Close Date and Time 16/9/2022 Image: Conveneed Meeting Voting Image: Close Date and Time	Adjourned Meeting Date and Time Thursday 4 August 2022 at 1:00 PM	
Reconvened Meeting Location Reconvened Meeting Location Details E.g. Meeting room on level 1 VoteMax Settings Show in VoteMax C Enable Pre-Meeting Voting Voting Open Date and Time 15/9/2022 03 0 PM AEST Location AEST C Enable In Meeting Voting Join Meeting Date and Time		
Reconvened Meeting Location Details E.g. Meeting room on level 1 VoteMax Settings 13 Show in VoteMax Image: Show in Vote	17/9/2022	
Reconvened Meeting Location Details E.g. Meeting room on level 1 VoteMax Settings 2 Show in VoteMax Image: Contract of the set of	Reconvened Meeting Location	
Reconvened Meeting Location Details E.g. Meeting room on level 1 VoteMax Settings Image: Show in VoteMax Image: Show in VoteMax <	. 12	•
VoteMax Settings Show in VoteMax Enable Pre-Meeting Voting Voting Open Date and Time 15/9/2022 3 : 00 PM AEST Voting Close Date and Time 16/9/2022 AEST Loin Meeting Voting		
 Show in VoteMax Enable Pre-Meeting Voting Voting Open Date and Time 15/9/2022 03 00 PM AEST Voting Close Date and Time 03 00 PM AEST Table In Meeting Voting Join Meeting Date and Time 	E.g. Meeting room on level 1	
15/9/2022 Image: Strain Str		
15/9/2022 Image: Strain Str	Voting Open Date and Time	
Voting Close Date and Time 16/9/2022 03 • PM AEST • </td <td></td> <td>3</td>		3
16/9/2022 03 00 PM AEST Image: Constraint of the second se	Voting Close Date and Time	
 Enable In Meeting Voting Join Meeting Date and Time 		3
Join Meeting Date and Time		
	Enable In Meeting Voting	
	Join Meeting Date and Time	
		B

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.

Template Groups	
Add	Notice Minutes Adjourned Minutes
ALL STATES - General Meeting Minutes (Optional Adjourned Cover Page) - OTS V3.1	