Release Notes – Meeting Hub

StrataMax has been dedicated to meeting the needs of Strata Managers for over 20 years through the continual enhancement of our software suite. We are committed to providing new functionality to support you in servicing your clients and to provide opportunities for you to optimize efficiency within your office environment.

This document describes exciting new features and enhancements available in the above release.

A history of Release Notes can be reviewed on the [StrataMax Online Help](#)

THE COMPLETE STRATA MANAGEMENT SOLUTION

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Contents

1.   New features available in this release

Functionality has been added to Meeting Hub to support the following activities:

1.   Accurately record details of each individual attending the meeting (each person present as a pre-meeting attendee and each person physically present during the meeting).

2.   Record pre-meeting voting paper votes in Meeting Hub and populate those votes into the voting register.

3.   Populate the voting register with all pre-meeting votes cast via VoteMax.

4.   Review and manage all pre-meeting votes in one place

5.   Download a highly functional voting register in spreadsheet format which:
   - Is prepopulated with:
      - all registered attendees in Meeting Hub at the time of download
      - all declared pre-meeting votes in Meeting Hub at the time of download
   - Allows for manual entry and editing of:
      - Attendees
      - Motions
      - Votes
   - Auto calculates voting outcomes (with the ability to switch to or from a poll vote)

6.   Download an attendance register form for physically present meeting attendees to fill in as they join the meeting.

2.   Changes to existing functionality included in this release

2.1   CSV Vote Tally replaced by voting register download

The CSV file that previously contained details of votes cast via VoteMax has been replaced by the new offline voting register download.

2.2   Status rollback feature

A new status rollback feature has been added to the Meeting Details screen to offer the opportunity to roll the meeting status back to an earlier point after the meeting has progressed past Agenda Finalised status.

2.3   Voting window extended

The voting window has been extended. When creating new meetings, the voting window close time will default to 2 business hours prior to the scheduled meeting time (business hours calculated based on AEST) unless manually amended to an earlier closure time.

Existing meetings for which a closure time has already been set will not be affected by the change but can be manually adjusted to widen the voting window if required.

Previously, the default closure window was 6 business hours prior to the meeting time.

3.   Benefits of recording attendance in Meeting Hub

Recording meeting attendees in Meeting Hub provides the ability to:

- Swiftly record the individual that attended the meeting (not just the lot account name).
- Manage voting eligibility
- Receive alerts and warnings regarding the financial status of attendees or the presence of multiple attendees for the same lot to assist you in managing voting eligibility.
- Accurately record:
    - the means by which each set of votes was cast e.g. pre-meeting VoteMax vote, voting paper vote, vote cast while present at the meeting etc.
    - how the attendee attended the meeting e.g. present in person, present pre-meeting etc.
    - The capacity or multiple capacities in which an attendee attended a meeting (e.g. owner, proxy, power of attorney etc).
- Populate attendance data into an offline voting register for you to use during your meeting
- Use the attendance information in the voting register to easily copy and paste attendance information for each type of attendance group into your meeting Minutes.

4.   Meeting Overview screen
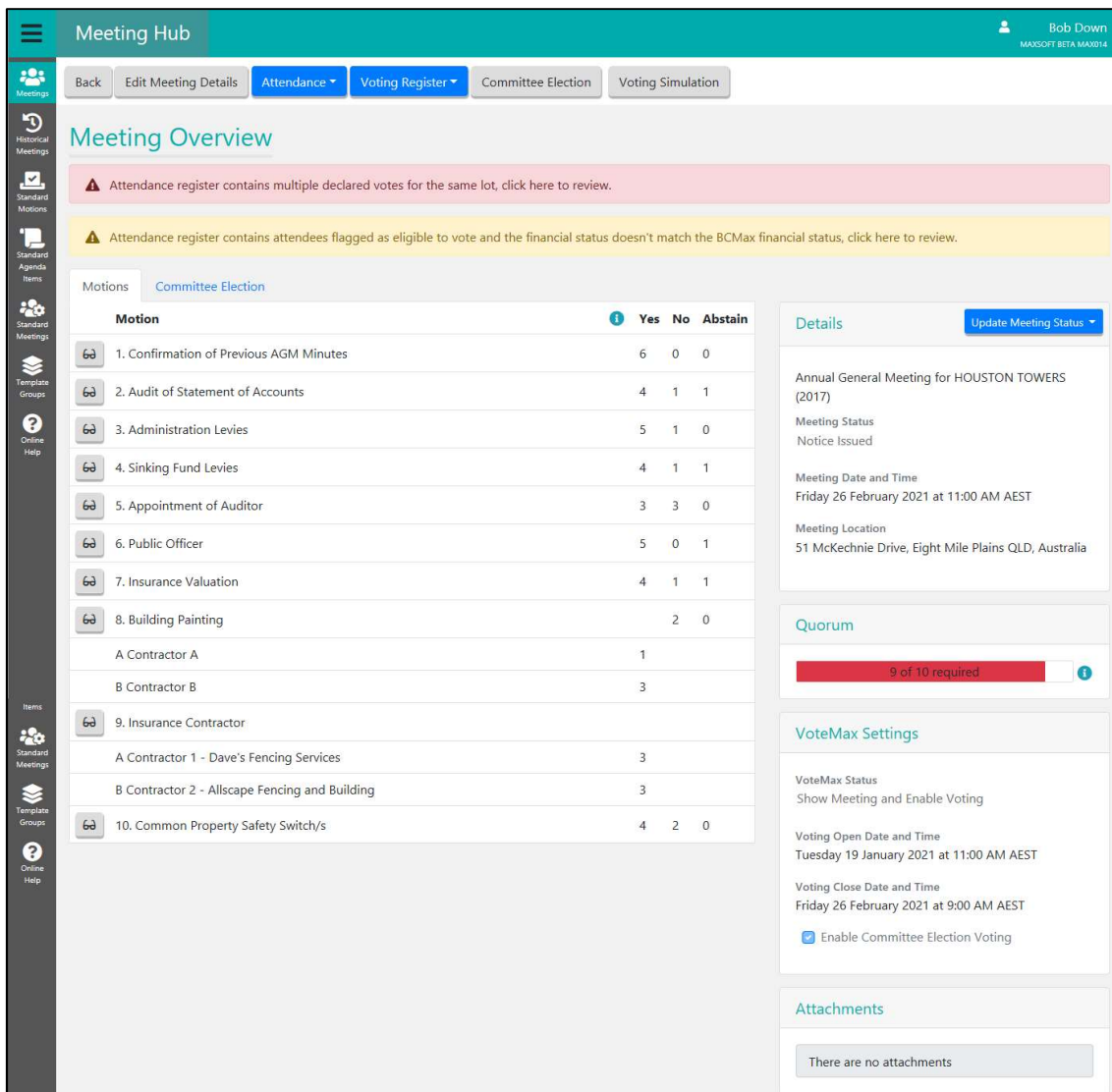
The 'Meeting Overview' screen is a central page providing access to everything that is needed to effectively manage active meetings. From this screen you can manage attendance, view an up to date count of pre-meeting votes and download the offline voting register.

4.1   Accessing the 'Meeting Overview' screen.

1. Navigate to the 'Meeting' list in Meeting Hub.
2. Click on the 'Active' menu item in the navigation pane on the left of the screen or scroll to the list of active meetings.
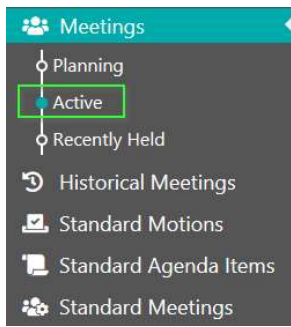
3. Click on a meeting in an active status such as 'Notice Issued' or 'Meeting Adjourned'.
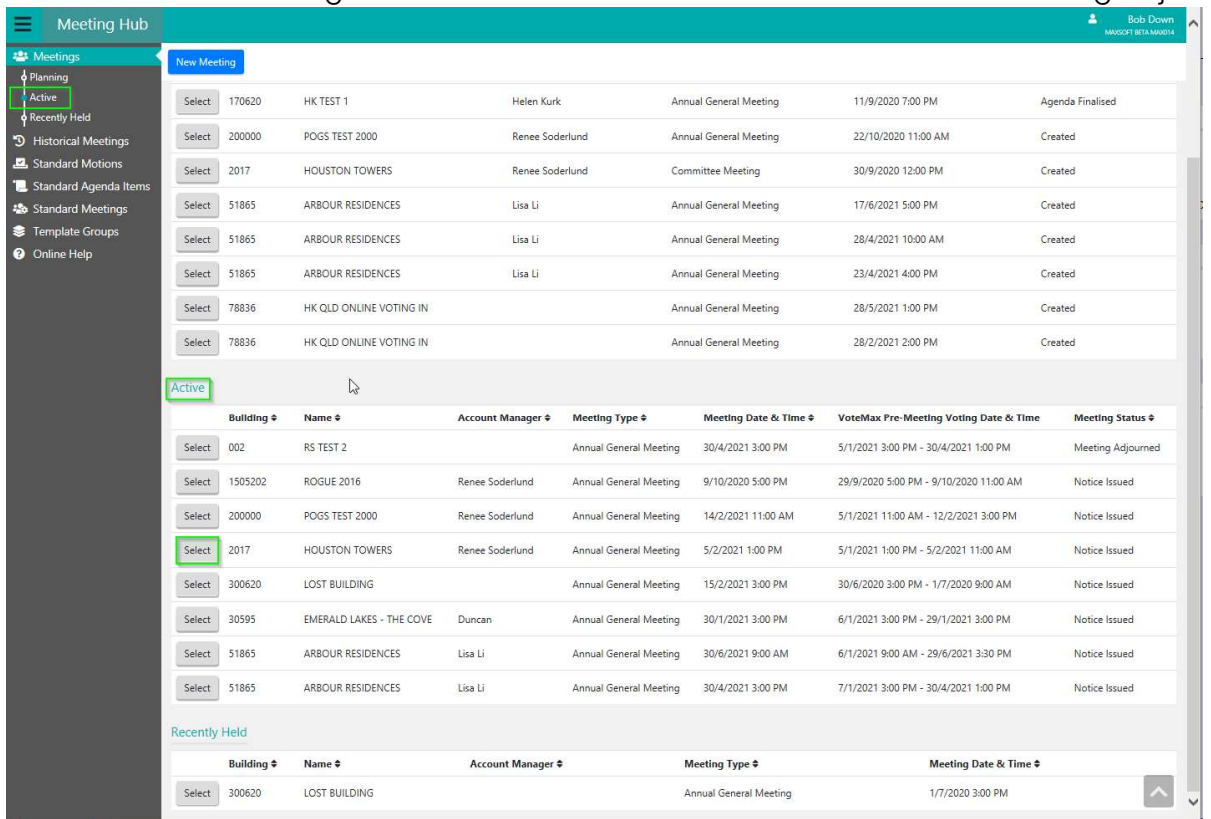
4. The 'Meeting Overview' screen will be displayed.

4.2   Meeting Overview – Motions

In the 'Motions' tab you will see a list of all of the motions for this meeting and any warnings regarding the registered attendees (e.g. if there are multiple attendees registered for the same lot or if attendees might be considered unfinancial).

For each motion you can view a tally of 'Yes', 'No' and 'Abstain' pre-meeting votes and if the meeting has a Committee Election, by clicking on the Committee Election tab you can view the votes cast for committee election nominees.

Note The tallies on the Motions and Committee Election tabs include any attendees that are flagged as being eligible to vote and financial. If the meeting includes a motion that allows unfinancial votes to be included in voting outcomes, the number of votes that can count towards the vote outcome may be higher than listed in this screen. For an accurate view of the vote counts in this scenario, please refer to the Vote Tallies in the offline voting register (See Section 18.4).

Tool tips 🛈 are available on the Motions and Committee Election tabs to remind you which attendees are included in the Meeting Overview tallies.

Click 👓 to see more details of a motion including:

- Description
- Body
- Explanatory Notes
- Voting Instructions

4.3   Meeting Overview - Attachments

The filenames of document attachments that have been attached to the meeting itself will be listed here. Document attachments that have been linked to a motion can be viewed by clicking on the motion and view the motion specific attachment from there.

4.4   Meeting Overview - Committee Election Information

Click on the 'Committee Election' tab in the 'Meeting Overview' screen
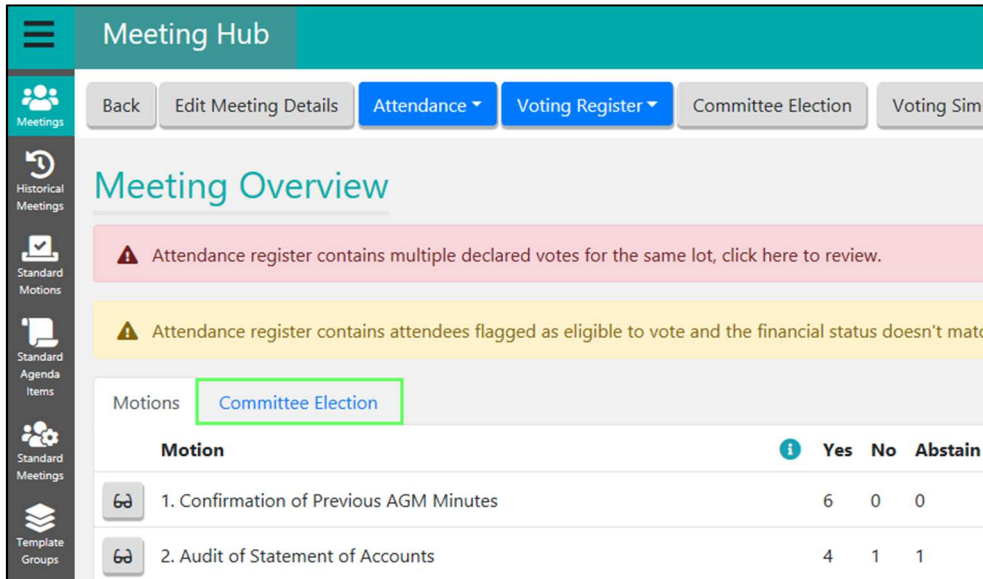
You will see a list of each committee position that is being elected, along with a list of the nominations for each position and the number of votes they have received.

4.4.1 Flagging committee election positions as 'elected unopposed'

Click the 'View' button to see more information about a committee election nominee.

As per existing functionality already available in Meeting Hub, the [icon] icon can be set to indicate that a position is unopposed. If you attempt to set this indicator when other nominations exist, a warning message will confirm that other nominations exist for this position.
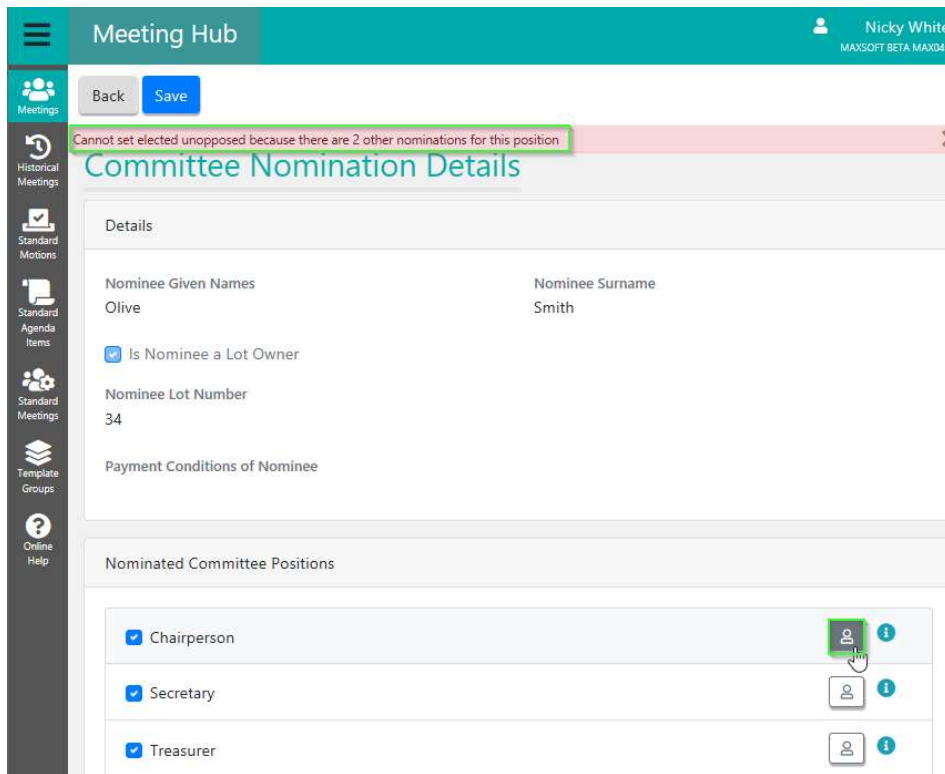
Effect of setting the 'elected unopposed' flag

a) Meeting Attendee Vote Details – Committee Election Tab

When voting for committee nominations on the Meeting Attendee Vote Details screen, a nominee who has been flagged as 'elected unopposed' will be unavailable for selection.
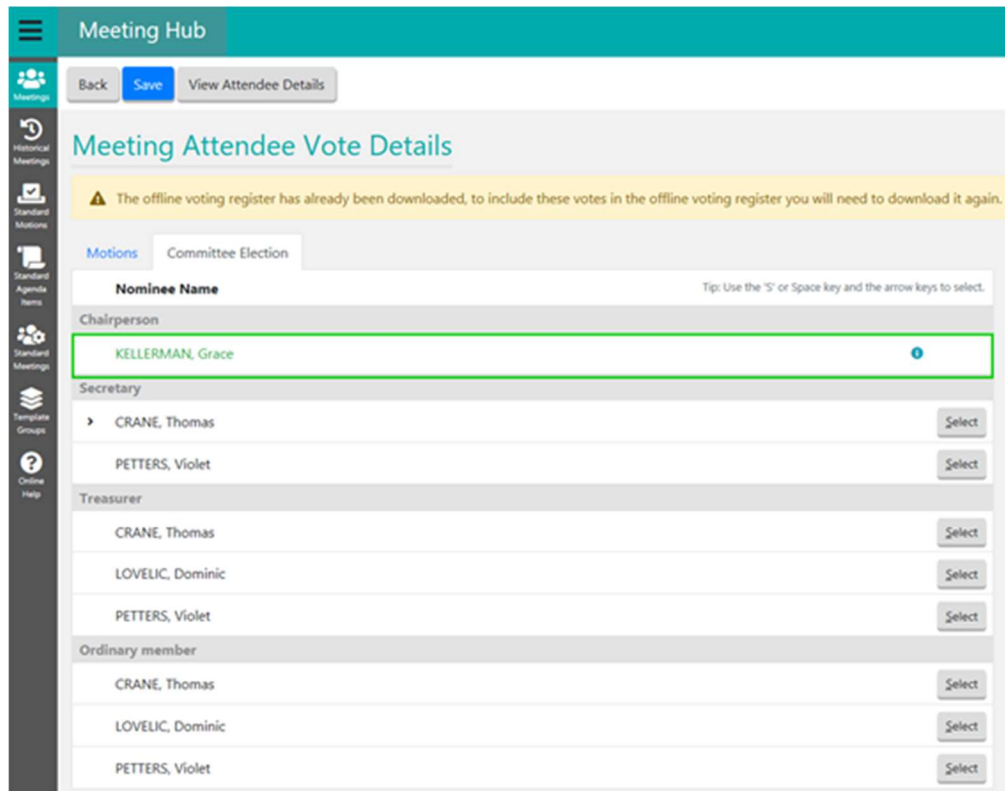
b) Meeting Overview – Committee Election tab
Any positions that have been elected unopposed will be highlighted and will not have a tally recorded.
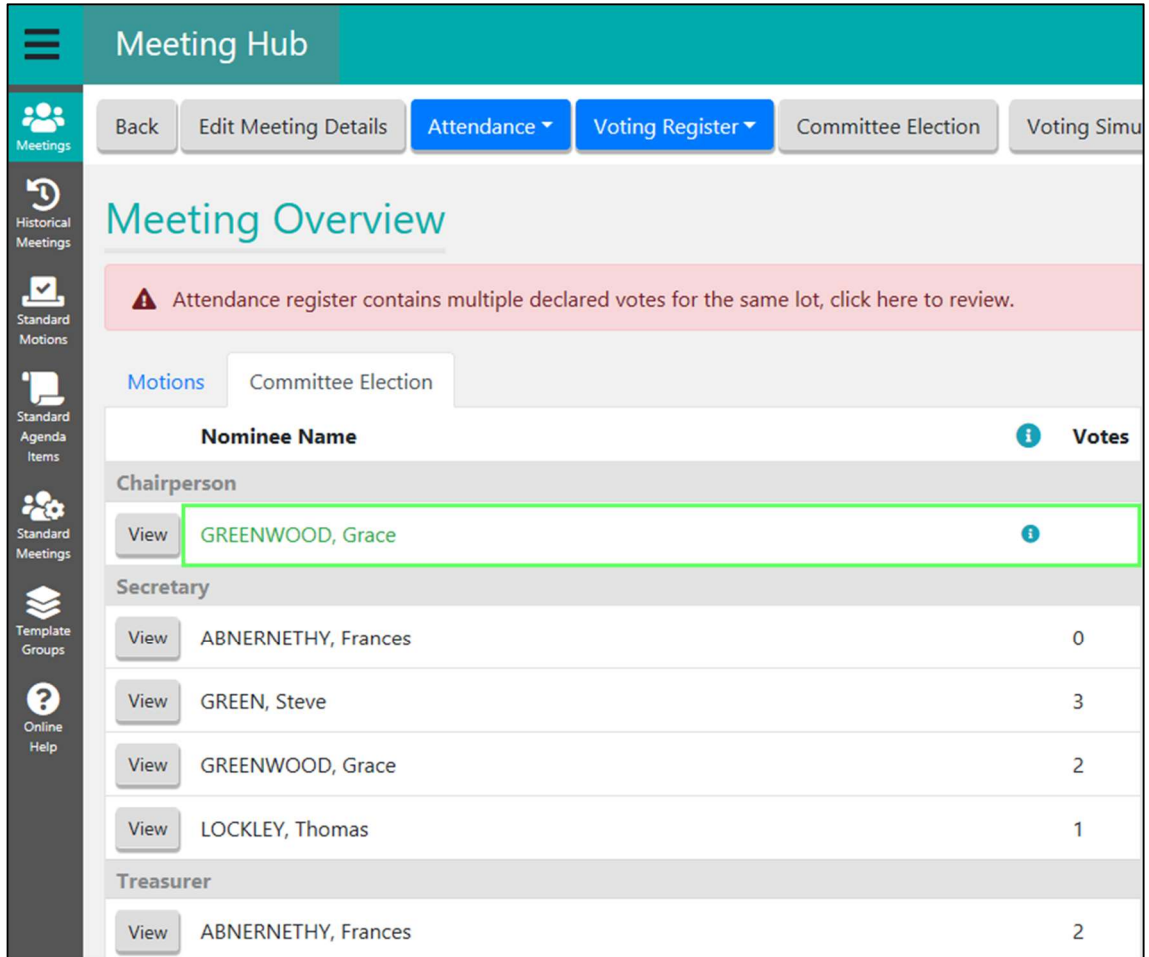
c) Offline Voting Register
Positions marked as 'Elected Unopposed' are presented in the spreadsheet but no votes will be recorded for these positions.

5. Meeting Hub Quorum Indicator

The Meeting Overview and Attendance Register screens provide a quorum indicator which allows you to easily determine if quorum has been met.

When quorum has not been met the bar will display in red. When quorum has been met, the bar will turn green.
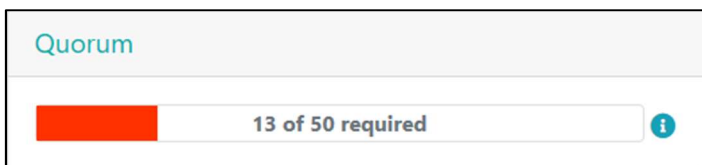
Quorum is calculated by comparing the quorum figure manually entered to the Meeting Details screen to the number of attendees considered to be present for the meeting (present pre-meeting and present at the meeting) who are also eligible to vote.
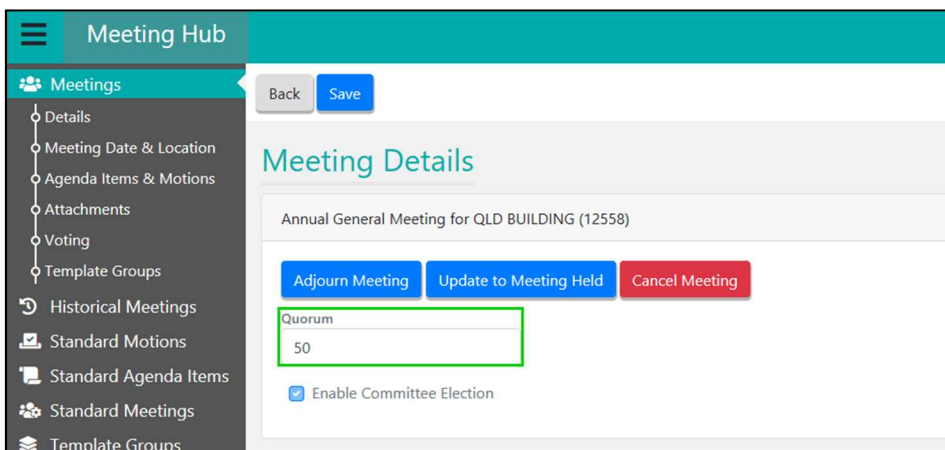
A tool tip is available if you hover over the ℹ next to the quorum indicator to explain how quorum is calculated.

6. Updating the meeting status in Meeting Hub

When a meeting has progressed to an active status such as 'Notice Issued' or 'Meeting Adjourned' no further changes can be made to the details of the meeting. You can however, change the status of the meeting to progress it or to roll-back the meeting to a status which does allow changes to be made.

The following meeting statuses are available to progress the status of a meeting:

- Adjourn Meeting
- Update to Meeting Held

Selecting the following statuses will roll-back the meeting status:

- Agenda Finalised
- Draft Agenda Issued

6.1 Updating the meeting status via the Edit Meeting Details button

To change the meeting status via the 'Edit Meeting Details' button proceed as follows:

1. Navigate to the 'Meeting Overview' screen.
2. Click the 'Edit Meeting Details' button.
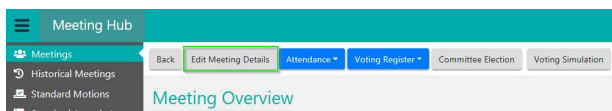
3. Either click the red 'Rollback Status' button to move to an earlier status or click a blue status button to move the status forward.
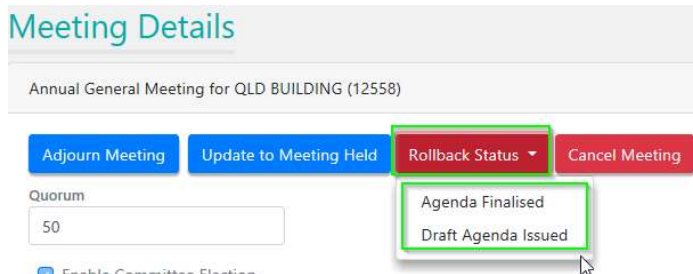
Note: If you click 'Adjourn Meeting', you will be required to enter a reason for adjourning the meeting, as well as an adjusted meeting date, time and location.

6.2   Updating the meeting status via the Update Meeting Status button

1. Navigate to the 'Meeting Overview' screen.
2. Select a status from the 'Update Meeting Status' button.
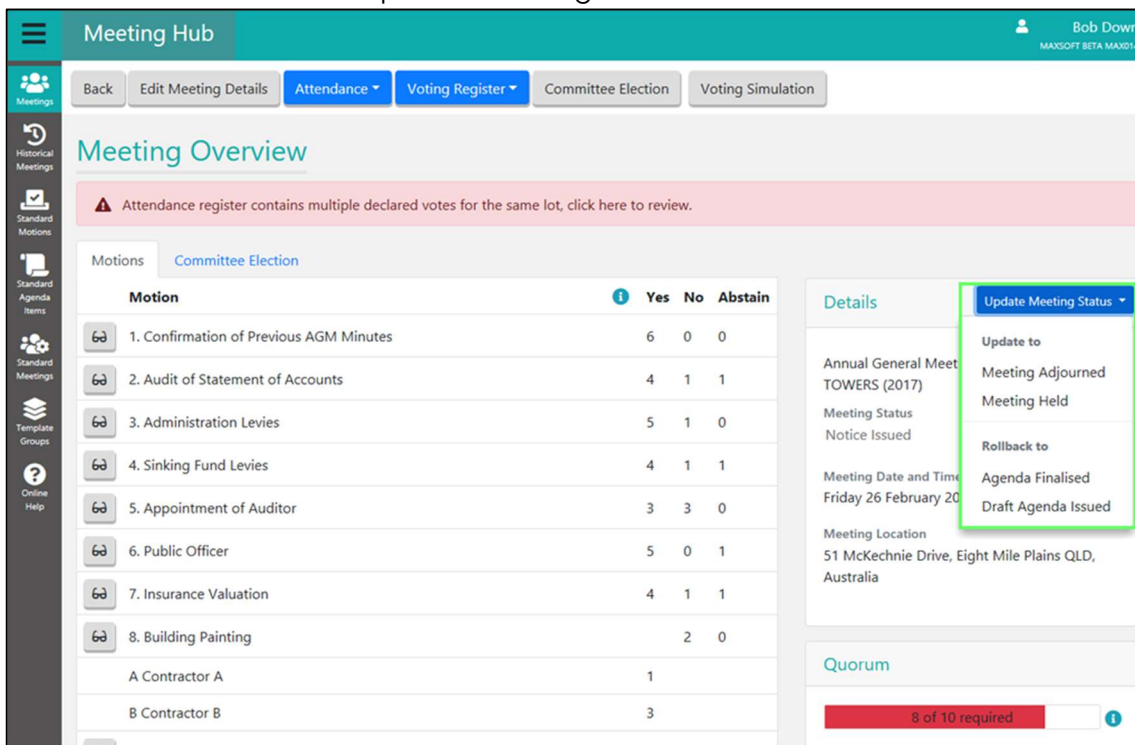
3. If you have selected a status of 'Meeting Adjourned' you will be asked to enter a reason and provide a new meeting date, time and location.

7.   Cancelling a meeting in Meeting Hub.

1. Navigate to the 'Meeting Overview' screen.
2. Click the 'Edit Meeting Details' button.
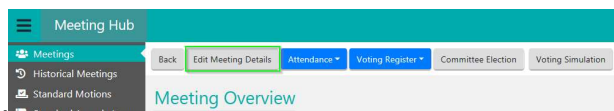
3. Click the 'Cancel Meeting' button.
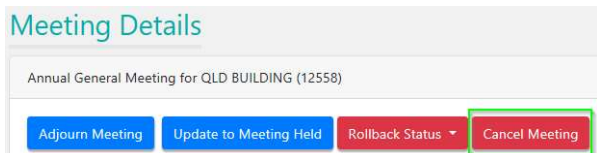
4. Click the 'Yes' button to confirm.
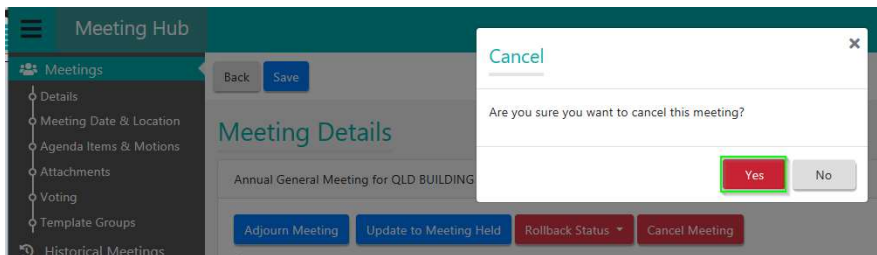
Clicking 'No' will prevent the cancellation from taking effect and will return you to the 'Meeting Details' screen.

8. Managing attendance in Meeting Hub

The Meeting Hub Attendance Register provides a centralised place from which to create and manage meeting attendees, including attendees which have been system generated as a result of votes cast via VoteMax.

8.1 Accessing the 'Attendance Register' screen.

1. Navigate to the 'Meeting Overview' screen.
2. Click the Attendance button.
3. Select the 'Manage' option from the drop down.
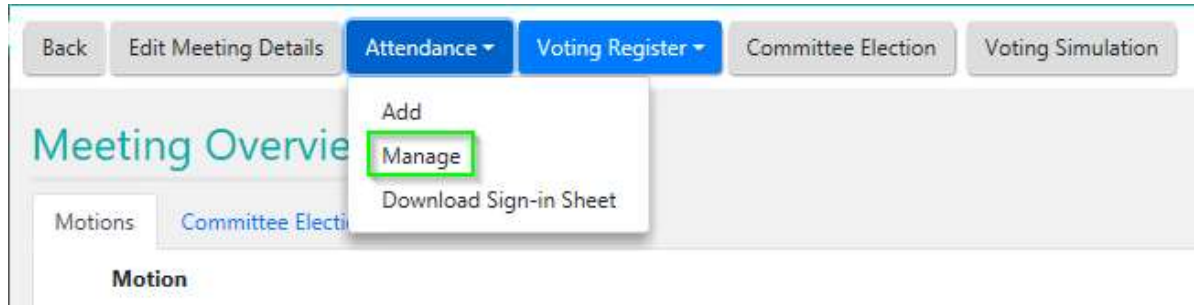
8.2 Financial in BCMax' Indicator

For each attendee who is representing a lot, the 'Financial in BCMax' Yes\No indicator will confirm whether the data currently available in BCMax suggests that the Lot is financial. If the current BCMax data suggests that the lot is financial a Yes will be displayed and if unfinancial in BCmax a 'No' will be displayed.

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	☑	☑
Gillie	Canter	Other		Non-Voting Attendee	Present at Meeting	+			☐
Alex	Correa	Owner	1	Voting Paper	Present Pre-Meeting	☰	Yes	☑	☑
Philly	Davis	Company Nominee	2	In Person	Present at Meeting	+	Yes	☑	☑
Grace	Goldman	Owner	14	Voting Paper	Present Pre-Meeting	+	No	☐	☑
Yuri	Gurriel	Owner	6	VoteMax Pre-Meeting	Present Pre-Meeting	☰	Yes	☑	☐

This indicator is NOT used in vote outcome calculations it is merely provided as supporting information to assist the manager in deciding for themselves whether they consider the attendee financial for voting purposes.

8.3 Financial' Flag

The Financial Flag is used by a Meeting Hub user to define whether or not the attendee is considered financial for voting purposes.

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	☑	☑
Gillie	Canter	Other		Non-Voting Attendee	Present at Meeting	+			☐
Alex	Correa	Owner	1	Voting Paper	Present Pre-Meeting	☰	Yes	☑	☑
Philly	Davis	Company Nominee	2	In Person	Present at Meeting	+	Yes	☑	☑
Grace	Goldman	Owner	14	Voting Paper	Present Pre-Meeting	+	No	☐	☑
Yuri	Gurriel	Owner	6	VoteMax Pre-Meeting	Present Pre-Meeting	☰	Yes	☑	☐

8.3.1 Financial Flag Defaults to Ticked (Financial)

By default the 'Financial' flag is always set to Financial (tick) indicating that the attendee is considered financial for voting purposes. This will be the case even if the 'Financial in BCMax' field for this attendee shows a 'No' indicating that the BCMax data suggests that the lot may be unfinancial.

The 'Financial' flag will only ever be removed if a meeting hub user manually removes the tick to indicate that the user considers the attendee's position to be unfinancial.

If the 'Financial in BCMax' indicator is set to No and the 'Financial' flag is ticked indicating that the lot will be considered financial for voting purposes, 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.

8.4 'Eligible to Vote' Flag

The 'Eligible to Vote' flag is available for Meeting Hub users to flag an attendee as ineligible to vote for a reason that is not related to their financial status (e.g. if an owner attends the meeting along with their co-owner only one is eligible to vote and the other must be flagged as ineligible to vote (duplicated attendee for lot).

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	☑	☑
Gillie	Canter	Other		Non-Voting Attendee	Present at Meeting	+			☐
Alex	Correa	Owner	1	Voting Paper	Present Pre-Meeting	☰	Yes	☑	☑
Philly	Davis	Company Nominee	2	In Person	Present at Meeting	+	Yes	☑	☑
Grace	Goldman	Owner	14	Voting Paper	Present Pre-Meeting	+	No	☐	☑
Yuri	Gurriel	Owner	6	VoteMax Pre-Meeting	Present Pre-Meeting	☰	Yes	☑	☐

8.4.1 Default Setting

By default the 'Eligible to Vote' Flag is always set to eligible (ticked) unless:

- The attendee is attending in a voting capacity of 'Non Voting Attendee' in which case the check box will not be displayed at all.

OR

- The flag has been manually switched off (unticked) by a meeting hub user. In this scenario the check box will be visible but it will be empty.

8.4.2 When to manually switch off the 'Eligible to Vote Flag'

The 'Eligible to vote' flag is only used to identify attendees who may be disqualified from voting because another owner or representative is present for the same lot who will be voting instead ('duplicate attendee for lot) or if there is a reason why the attendee's capacity may not be considered valid for voting purposes (e.g. the attendee is attempting to represent too many lots as a Proxy).

Important: Do not adjust the eligible to vote flag if the attendee is not eligible to vote because they are unfinancial. If the attendee is unfinancial simply untick the 'Financial' flag instead. This will ensure that if motions are voted on which legislatively require the inclusion of unfinancial votes, the vote calculation results will include the unfinancial votes. If you mark an attendee as ineligible to vote, their votes will always be excluded from vote calculations and tallies.

8.5 Managing attendance records using the Attendance Register screen

All functionality required to manage attendance can be accessed via this screen including:

- Adding attendees (Add Attendance Button)
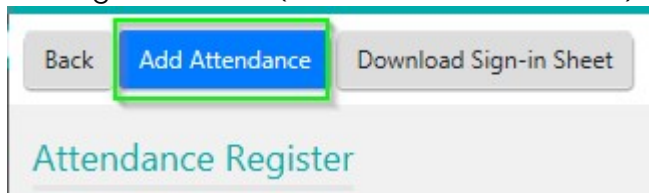
- Viewing Votes already cast for this lot by clicking the ⊟ icon in the 'Votes' column.

  Withdrawing votes already cast for this attendee by clicking the ⊟ icon in the 'Votes' column to access the 'Votes' screen and clicking the 'Withdraw Votes' button
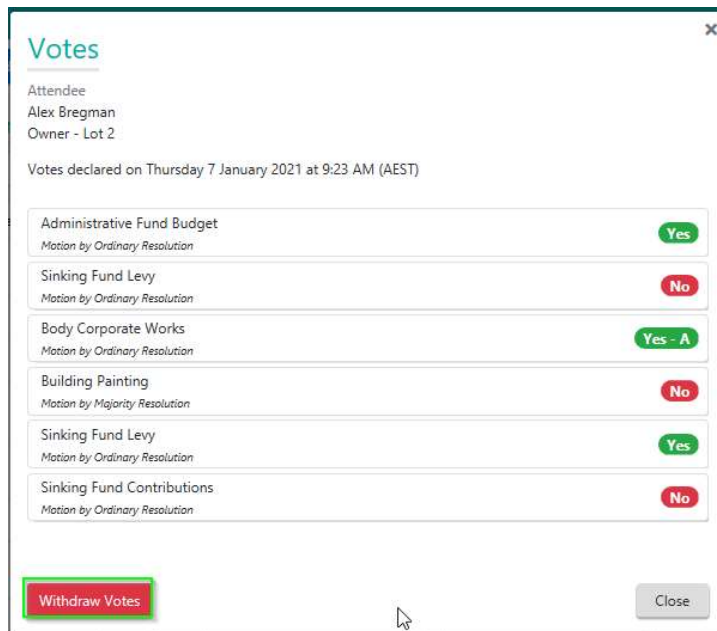
- Adding Voting Paper Votes by clicking the ➕ icon in the 'Votes' column to Access the Meeting Attendee Vote Details screen.
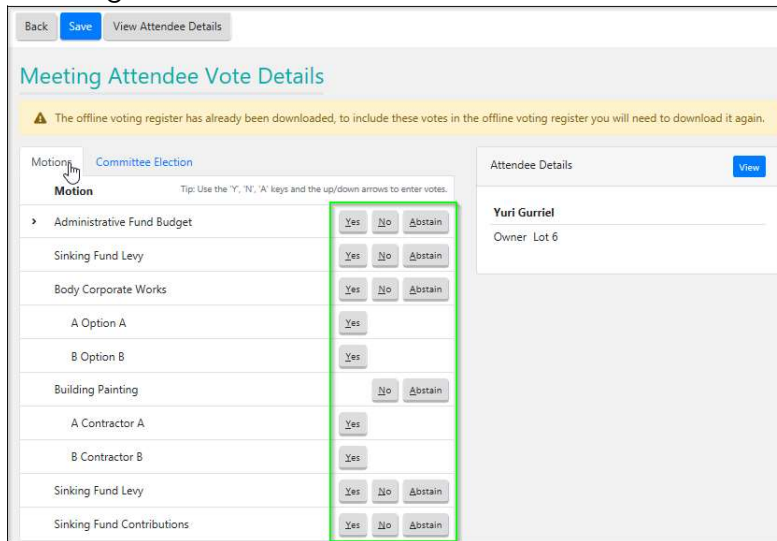
- Editing an attendance record by clicking on the ✏️ pencil icon to access the Edit Attendance screen:
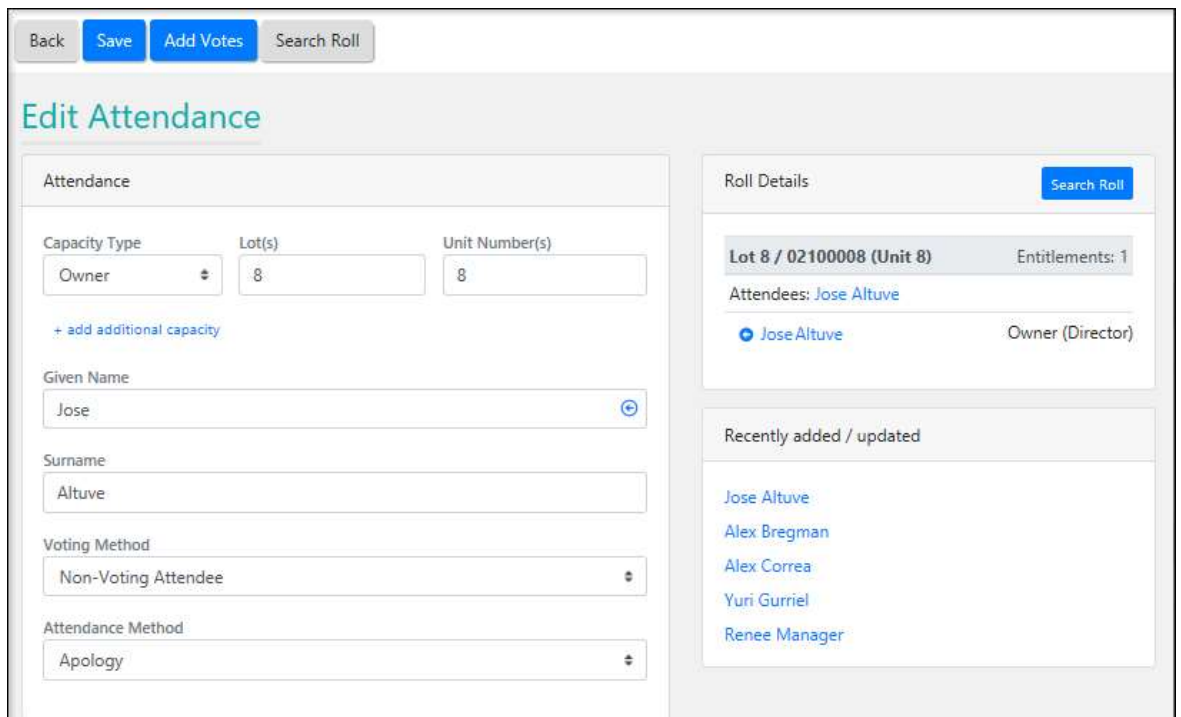
- Deleting an attendance record by clicking the red bin icon 🗑️
  You will be asked to confirm before deletion occurs. If votes have been cast to the attendee the will be deleted along with this attendance record.

- Viewing the financial status of the attendee via an Owner Info report generated by clicking on the Yes\No entry for the lot in the 'Financial' column.
- Managing voting eligibility via the checkbox ☑ in the 'Eligible to Vote' column.
- If votes have been cast for this attendance record, removal of the eligibility to vote flag will withdraw the votes.

9. Adding attendees

9.1 Importance of adding attendees accurately to Meeting Hub

Recording attendance accurately in Meeting Hub is critical to ensuring that:

- The content of the voting register is accurate.
- All eligible votes are counted.
- All ineligible votes are excluded.
- Attendees can be correctly categorised for inclusion in the required attendance group(s) within the Minutes.

Initially creating accurate attendance groups within the Minutes can be achieved by filtering attendees by capacity, voting method and attendance method in the voting register.

In future releases, the system will utilise this information to automatically populate attendee names into the correct attendance groups within the Minutes.

9.2 Accessing the Add Attendance screen
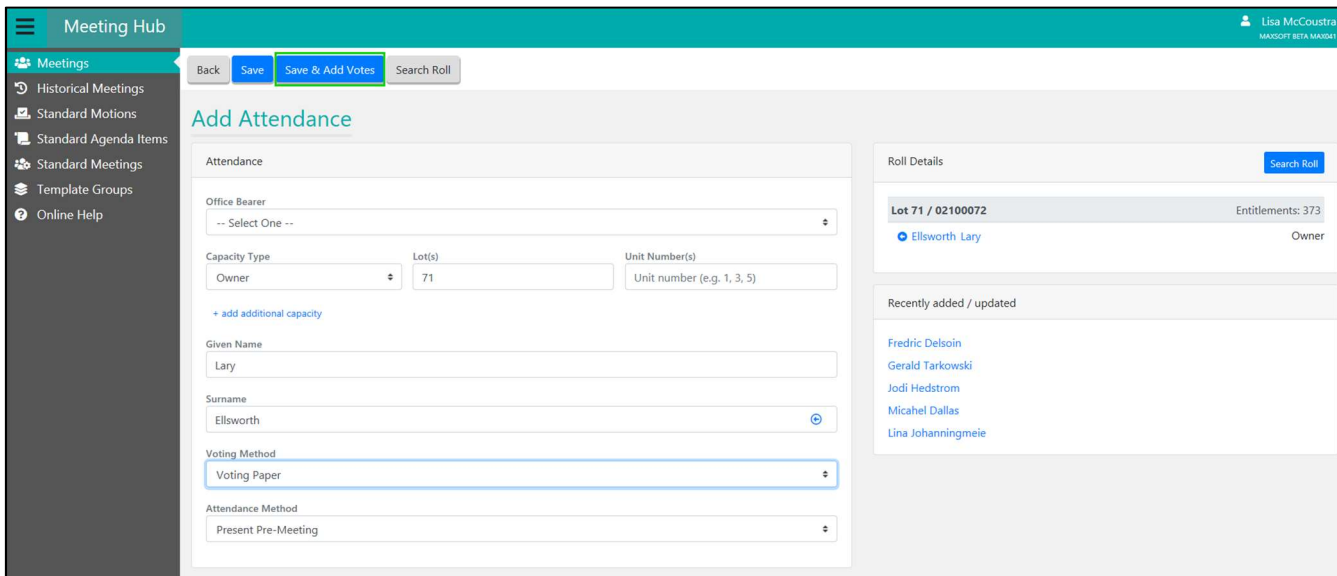
The 'Add Attendance' screen can be accessed from:

- The Meeting Overview Screen – Attendance button – 'Add' Option
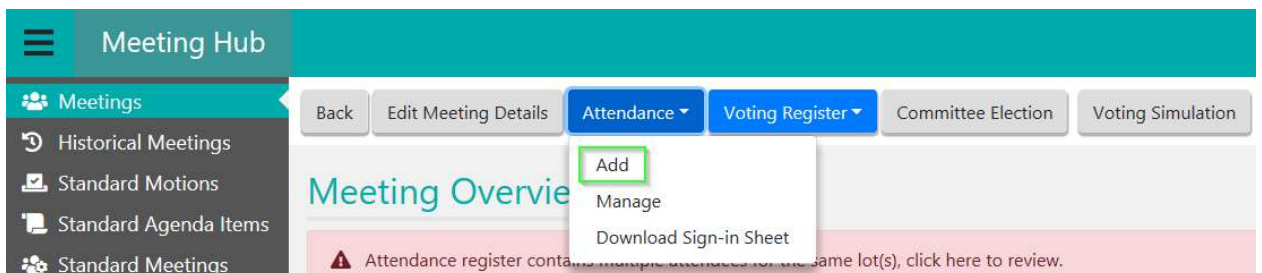
- The Attendance Register – Add Attendance button.
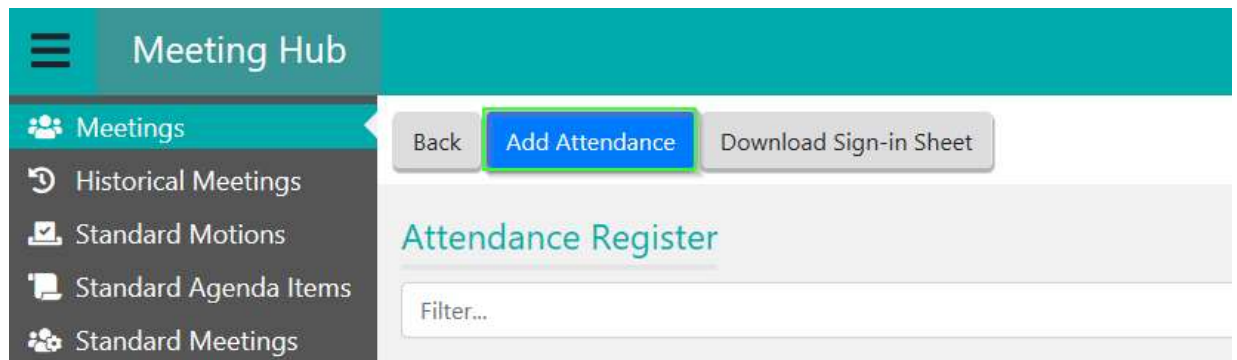
9.3 Enter lot number or unit number

When creating attendance records you can either enter the Lot number or the Unit number. When one or more Lot or Unit number is added, roll information associated with those lots will be displayed in the Roll Details section of the screen.

9.4 Auto population of attendee names

The Add Attendance screen provides fields for completion on the left and information from roll on the right which can be selected to automatically populate data into the attendee fields to avoid the need for typing.

Note: The system will move automatically to the next field when you use the auto populate feature – there is no need to tab between fields.

To populate data into the name fields:

1. Hover the mouse over the given name element of a name in the Roll Details section until the name is underlined, then click to select and populate this part of the name into the Given Name field.
2. Select the surname in the roll details area to repeat the process for the surname.

Note To select the entire name field, click the 🔵 icon next to the name that you wish to add.
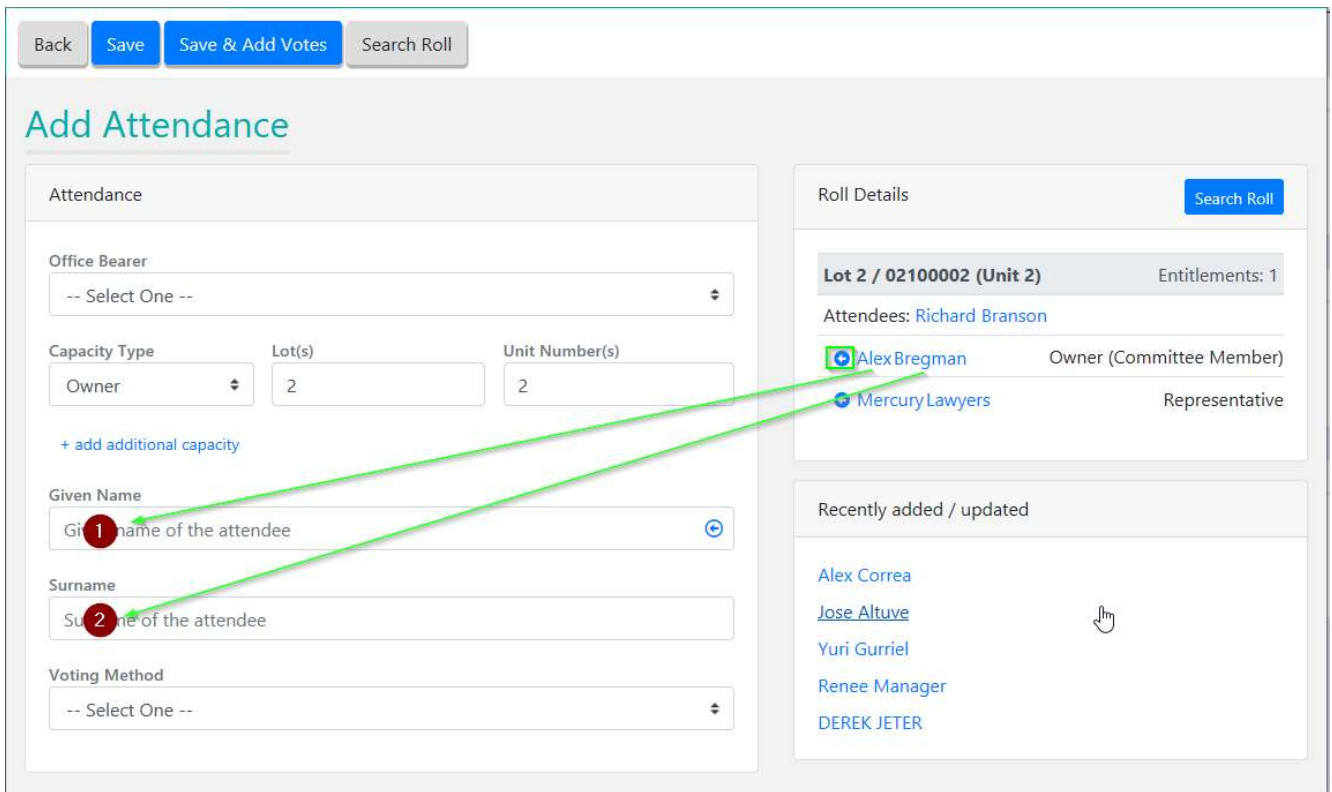
9.5 Search roll

The Search Roll screen allows you to search the building roll by the following information:

- Lot Number
- Unit Number
- Capacity
- Name
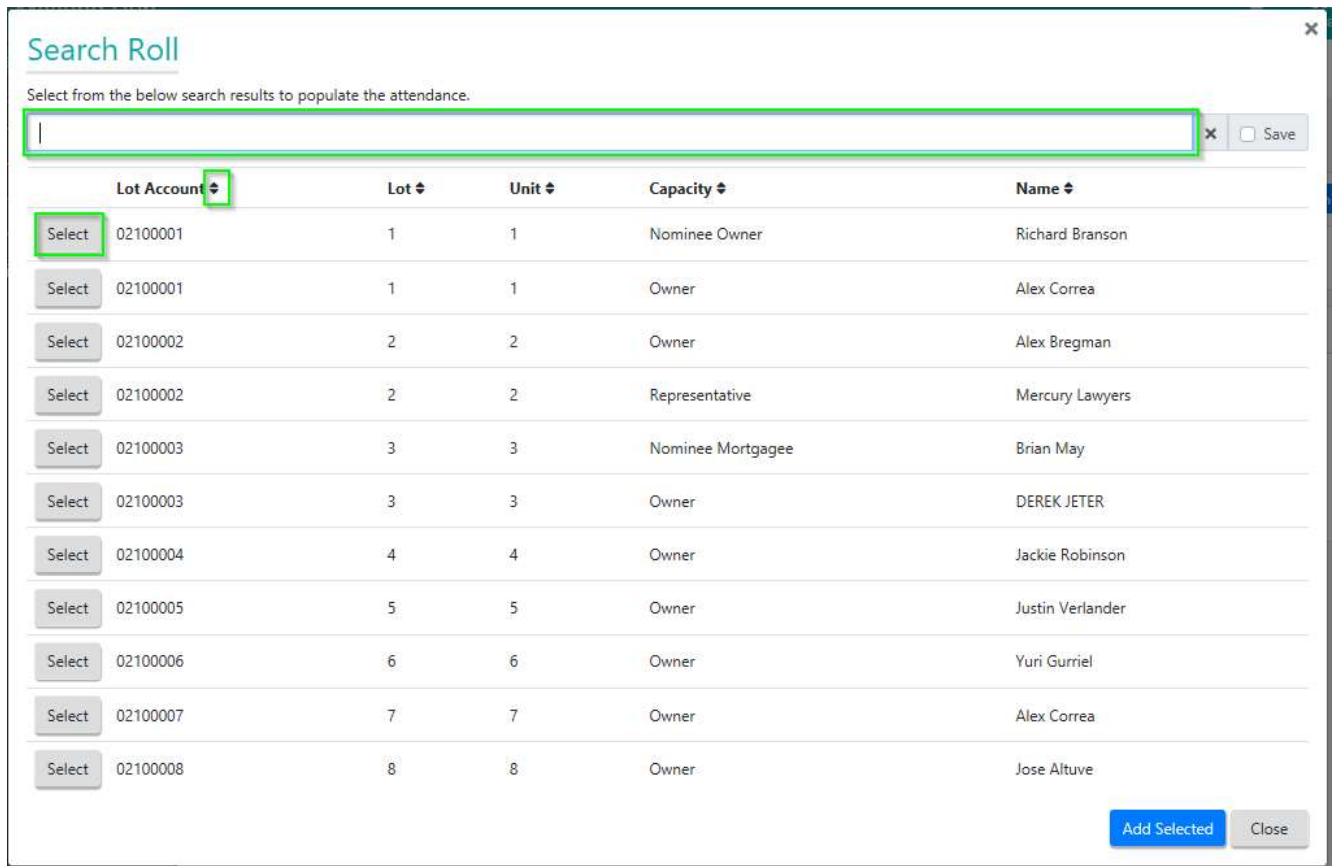
The system will automatically search and display roll details for your meeting's building. Those results can be further refined by typing into the search bar.

You can sort the results using the arrows (⬍) next to the column names.

Select one or more lots by clicking the 'Select' button adjacent to the required attendee to add the roll information for that attendee into the 'Roll Details' area of the 'Add Attendance' screen to support swift population of the data into the 'Add Attendance' fields.

9.6   Swift creation of office bearer attendance records

If the attendee is an office bearer the relevant position can be selected in the office bearer dropdown list. This will populate the Capacity Type, Given Name, Surname, Lot(s) and Unit Number(s) held in roll for this Office Bearer position.

The only field that needs to be manually entered is the Voting Method.

9.7   Creating attendance records for individuals with multiple lots and voting capacities

In most scenarios only one attendance record should be created per individual regardless of how many lots or voting capacities they represent.

The Add Attendance' screen provides the ability to enter multiple lots and capacities per attendance record provide that the voting method and attendance method are the same for all.

Similarly, only one attendance record is required if a person voted via VoteMax before the meeting (which auto creates an attendance record) but also attended the meeting as a non-voting attendee. In this scenario changing the attendance method from 'Present Pre-Meeting' to 'Present at Meeting' is all that is required.

9.8   Managing VoteMax system generated voting records

Attendance records are created automatically by VoteMax when a voter casts their votes online via VoteMax.

To preserve the integrity of voting records created by an owner, VoteMax attendee names, capacities and voting methods cannot be edited.

The following changes can be made to a VoteMax attendee record:

- Mark as ineligible to vote (which will withdraw the votes).
- Reinstate VoteMax votes which were manually withdrawn via Meeting Hub
- Change the Attendance Method.

Note: VoteMax generated attendance records cannot be deleted.

9.9   Scenarios that require two attendance records for the same individual

There are very few scenarios that would dictate the need to create more than one attendance record for the same attendee. One scenario that would require this is:

- An individual who voted online before the meeting via VoteMax for their own lot(s) also wishes to vote during the meeting in a different capacity for different lots. (Refer to section 10.2 for how to do this.)

10. How to add attendees for a range of scenarios

10.1   VoteMax pre-meeting vote & attends meeting as a non-voting attendee

If a voter cast their vote online prior to the meeting via VoteMax but still attends the meeting as a non-voting attendee, the attendance method on the existing attendance record for this attendee should be amended to 'Present at Meeting'.

10.2   VoteMax pre-meeting vote & attends meeting to vote in another capacity

The VoteMax generated attendance record should remain in place and does not need to be changed.

A new attendance record should be created for the new capacity.

Since the Lot for which the individual is attending the meeting to vote for is different to the lot that they cast votes for online, the additional attendance record will not be considered a duplicate and will not generate an alert.

1. From the meeting Overview screen click the 'Attendance' button and select Add (or go to the Attendance register and click the 'Add Attendance' button).
2. Select a Capacity Type of 'Proxy'.
3. Enter the lot number(s) that the Proxy is representing in the Lot(s) field.
4. Select or enter the attendee's Given Name.
5. Select or enter the attendee's Surname.
6. Select the Voting Method 'In Person'.
7. Click the 'Save' button.

Note : There should now be two records for the same attendee on the 'Attendance Register' screen for different lots, one with a capacity of 'Owner' and one with a capacity of 'Proxy'. These will be recognised by the system as separate valid records and will not generate an alert.

8. If you downloaded the Offline Voting Register prior to making these changes, remember to re-download it when you have finished adding and editing attendees and votes so that all changes are included.

10.3 VoteMax pre-meeting & attends the meeting to vote from the floor instead

If an attendee wishes to supersede a VoteMax vote by voting from the floor at the meeting in person, the VoteMax attendance record must be rendered ineligible to vote and the VoteMax Vote withdrawn.

To maintain the integrity of online votes we are unable to change the Voting Method for an attendance record that was created via VoteMax but we can mark the vote as ineligible by reason 'Duplicate attendee for Lot' which will withdraw the online votes from any voting calculations.

A second attendance record should be created to register the lot owner as voting in person. These actions can either be performed in Meeting Hub prior to downloading the offline voting register OR the changes can be made in the offline voting register spreadsheet itself if access to meeting hub or if it is not practical to re-download the voting register. (Please refer to section 17.1 for details of how to add and edit attendees directly in a copy of the offline voting register that has already been downloaded.)

If using Meeting Hub to do this prior the start of the meeting, proceed as follows:

1. Navigate to the 'Attendance Register' screen.
2. Click 'Add Attendance' button.
3. Enter 'Owner' in Capacity Type.
4. Enter the lot number in Lot(s).
5. Click the attendee's given name from the Roll Details.

6. Click the attendee's surname from the Roll Details.
7. Select the Voting Method - 'In Person'.
8. Click the 'Save' button.
9. Click the 'Back' button.
10. Locate the attendee on the 'Attendance Register' screen.

You can filter the list of attendees by clicking the filter toggle at the top of each column or by typing in the filter bar as shown below:
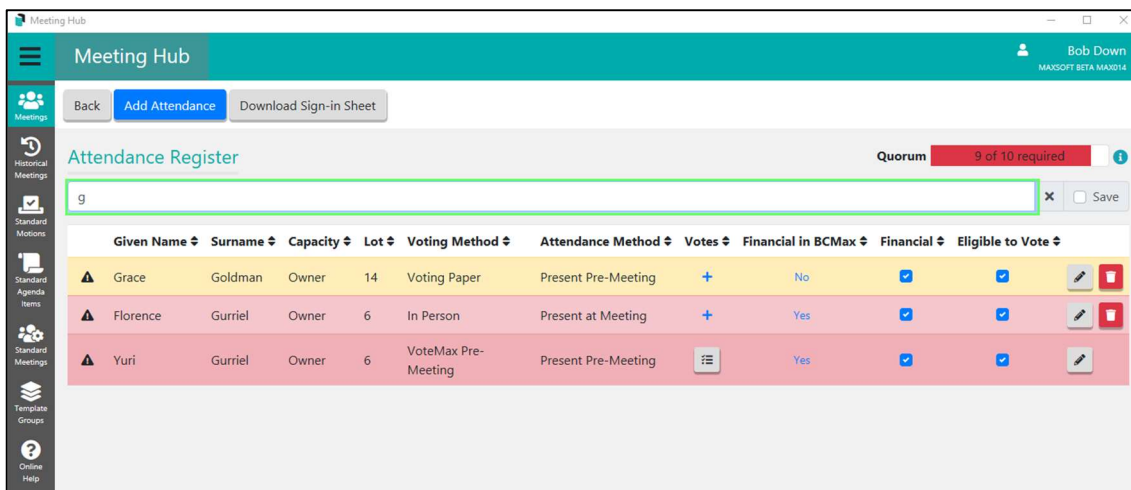
Note : When the attendee is located they will be flagged as being in error because more than one attendee is listed as eligible to vote for the same lot.

11. For the attendee with the Voting Method - 'VoteMax Pre-Meeting' click the 'Eligible to Vote' checkbox to remove the tick. This will force the withdrawal of any votes attached to this record.
12. Select 'Duplicate Attendee for Lot' from the Reason dropdown.
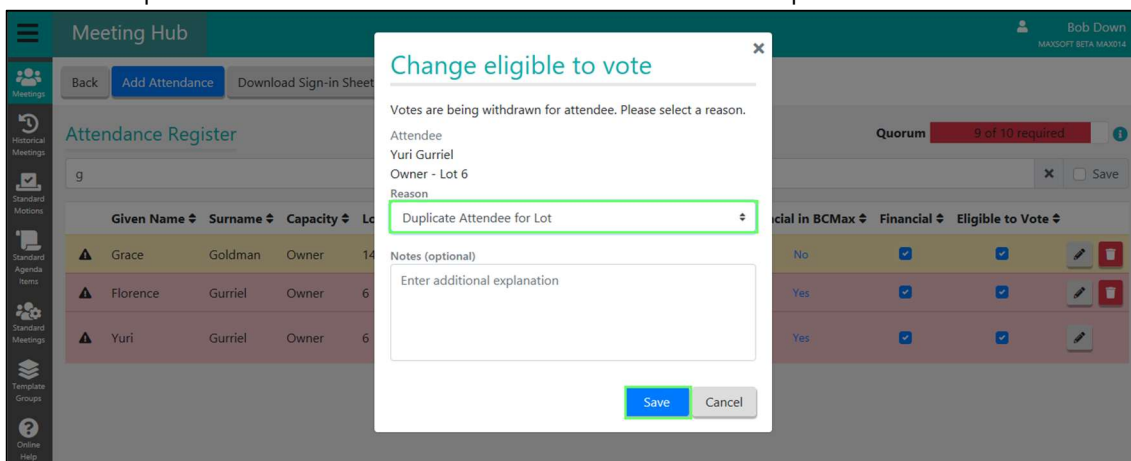
13. Enter Notes if desired.

14. Click the 'Save' button.
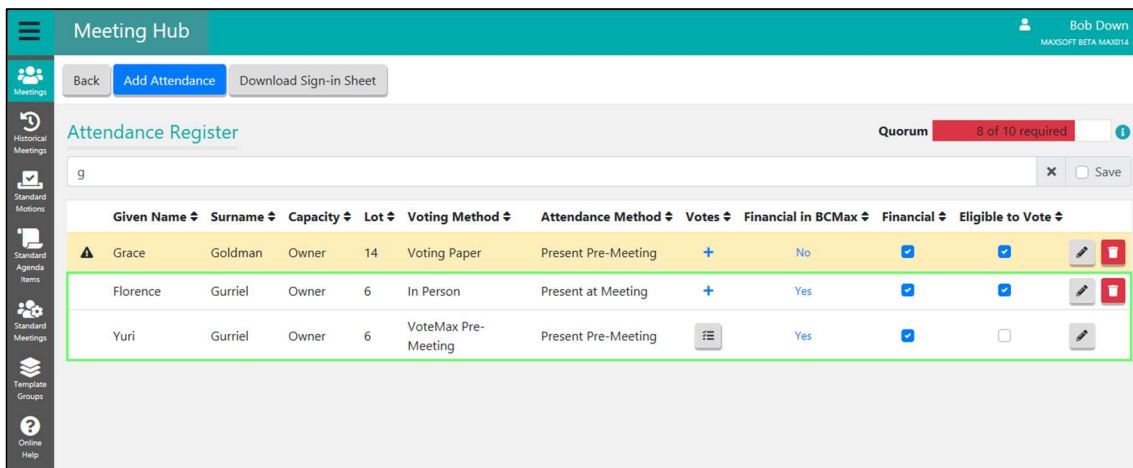
15. If you downloaded the Offline Voting Register prior to making these changes, remember to re-download it when you have finished adding and editing attendees and votes so that all changes are included.

10.4 Attending in person for own lot and as proxy for a different lot

One attendance record should be created with two capacities i.e. Owner and Proxy.

1. Navigate to the 'Add Attendance' screen.
2. Ensure Capacity Type is set to 'Owner'.
3. Enter the owner's lot number(s) in the Lot(s) field
4. Click on the lot owners Given Name in the Roll details section
5. Click on the lot owner Surname in the Roll details section
6. Select 'In Person' from the Voting Method dropdown
7. Click the '+ Add Additional Capacity' button
8. Select a Capacity of 'Proxy'.
9. Enter the lot number(s) that the attendee is a Proxy for in the Lot(s) field.
10. Click the 'Save' button.
11. If you downloaded the Offline Voting Register prior to making these changes, remember to re-download it when you have finished adding and editing attendees and votes so that all changes are included.

10.5 Proxy attending the meeting in person

1. Navigate to the 'Add Attendance' screen.
2. Select 'Proxy' as the Capacity type.
3. Enter the lot number in the Lot(s) field.
4. Click the attendee's Given Name in the Roll Details section.
5. Click the attendee's Surname in the Roll Details section.
6. Select the Voting Method - 'In Person'.
7. Click the 'Save' button.

8. If you downloaded the Offline Voting Register prior to making these changes, remember to re-download it when you have finished adding and editing attendees and votes so that all changes are included.

10.6 Pre-meeting voting paper vote

1. Navigate to the 'Add Attendance' screen.
2. Ensure a Capacity type of 'Owner is selected.
3. Enter the lot number in the Lot(s) field.
4. Click the attendee's Given Name in the Roll details section.
5. Click the attendee's Surname in the Roll Details section.
6. Select the Voting Method - 'Voting Paper'.
7. Select the Attendance Method – 'Present Pre-Meeting'.
8. Click the 'Save and Add Votes' button to add the voting paper votes or just click the 'Save' button if you intend to add the votes later.
9. If you downloaded the Offline Voting Register prior to making these changes, remember to re-download it when you have finished adding and editing attendees and votes so that all changes are included.

10.7 Pre-Meeting VoteMax vote superseded by proxy in person at the meeting.

An attendance record for the lot owner will be system generated by VoteMax when the lot owner declares their vote via VoteMax.

A second attendance record will need to be manually created for the proxy to capture the proxy's votes.

Since there will be multiple people registered to vote for the same lot, the attendance record for the owner will need to be marked as ineligible to vote.

If you are comfortable that the owner's online vote should be superseded, proceed as follows:

1. Navigate to the 'Attendance Register' screen.
2. Click the 'Add Attendance' button.

3. Select a Capacity Type of 'Proxy'.
4. Enter the lot number to be represented in the Lot(s) field.
5. Click on the Proxy's given name in the Roll Details section (or type it into the 'Given Name' field).
6. Click on the Proxy's surname in the Roll Details section (or type it into the 'Surname 'field).
7. Select the Voting Method – 'In Person'.
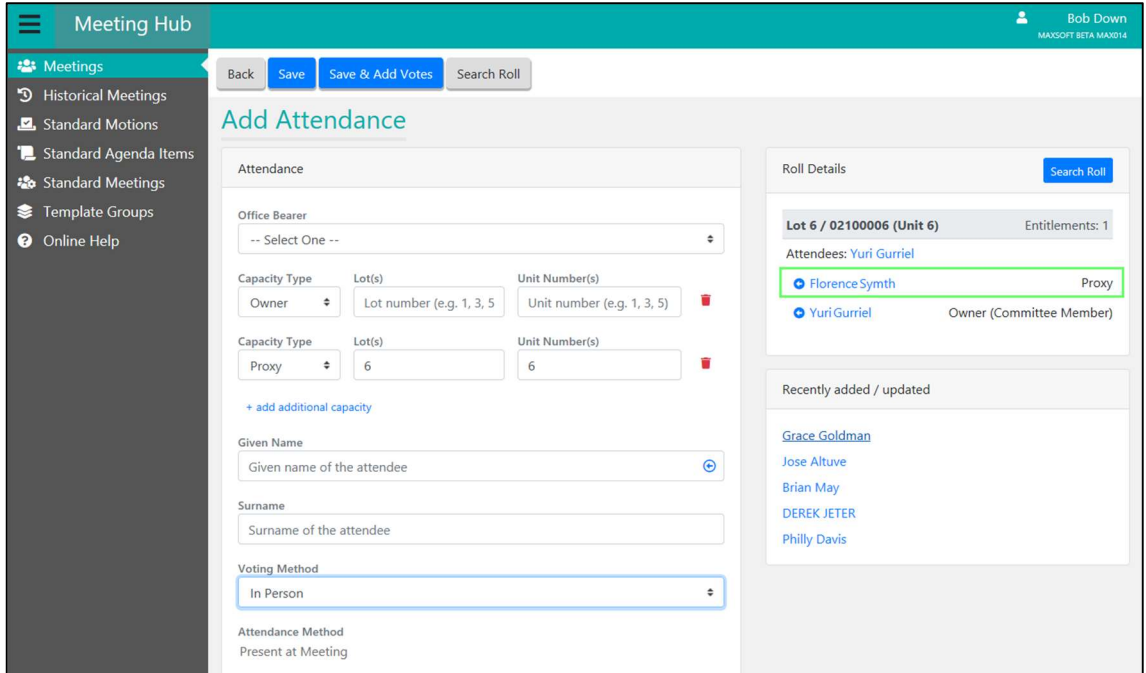
8. Click the 'Save' button.
9. Click the 'Back' button.
10. Filter by lot number to locate the attendance records on the 'Attendance Register' screen for the lot owner and the proxy.
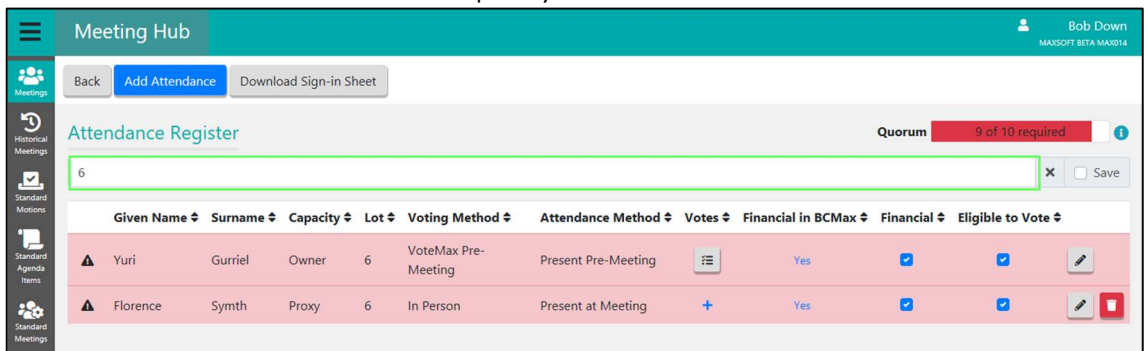
11. For the Lot Owner, click the 'Eligible to Vote' checkbox to remove the tick. This will prevent any votes for this attendee from being included in any motion outcome calculations.

12. Select 'Duplicate Attendee for Lot' from the Reason dropdown.
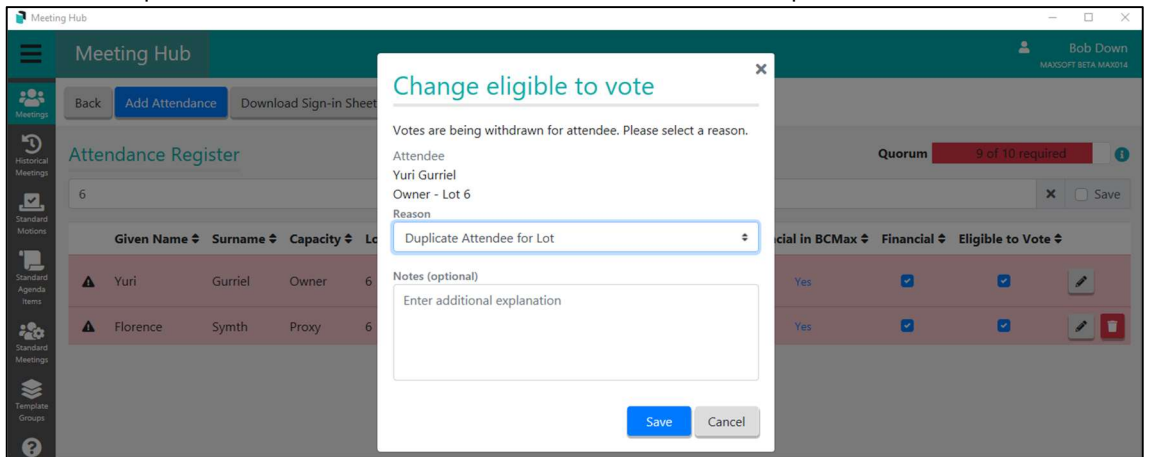
13. Enter Notes if desired.
14. Click the 'Save' button.
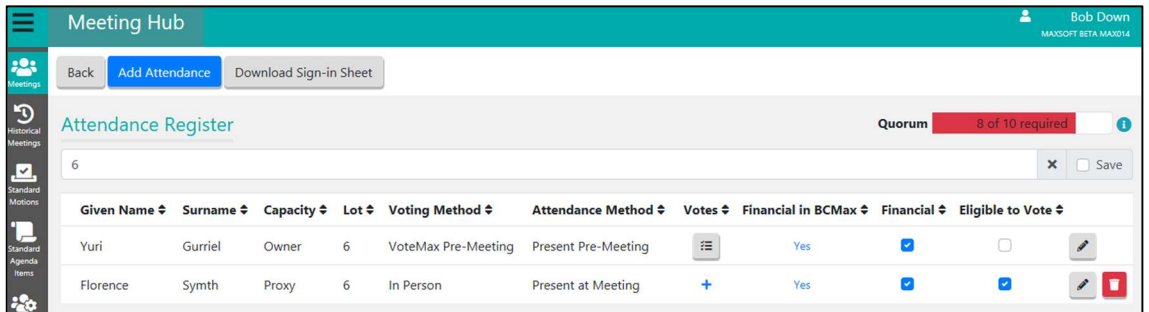
15. If you downloaded the Offline Voting Register prior to making these changes, remember to re-download it when you have finished adding and editing attendees and votes so that all changes are included.

10.8 Tenant not entitled to vote

A tenant is a non-voting attendee at a meeting. An attendance record can be created for a Tenant as follows:

1. Navigate to the 'Add Attendance' screen.
2. Select a Capacity Type of 'Other'.
3. Type in a 'Reason Attending'
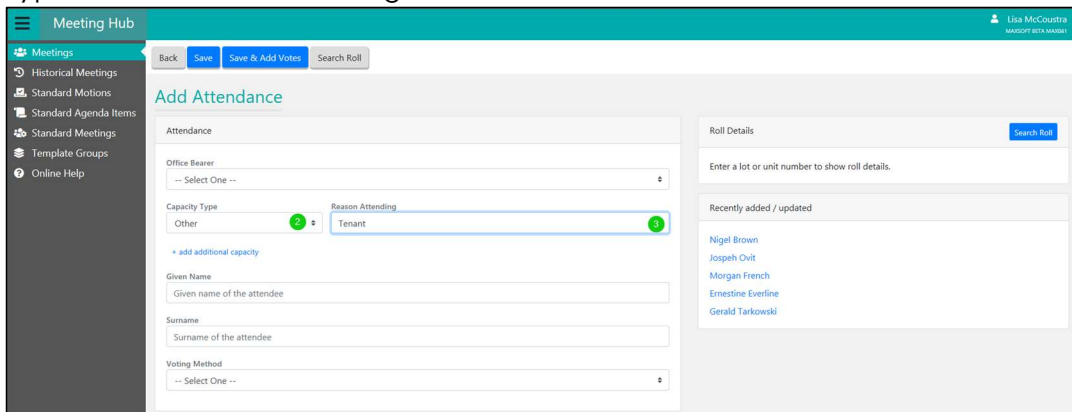
4. Enter the attendee's Given Name (or select by clicking on the name in roll details if the tenant is recorded in roll).
5. Enter the attendee's Surname (or select from roll details if available).
6. Select the Voting Method – 'Non-Voting Attendee'.
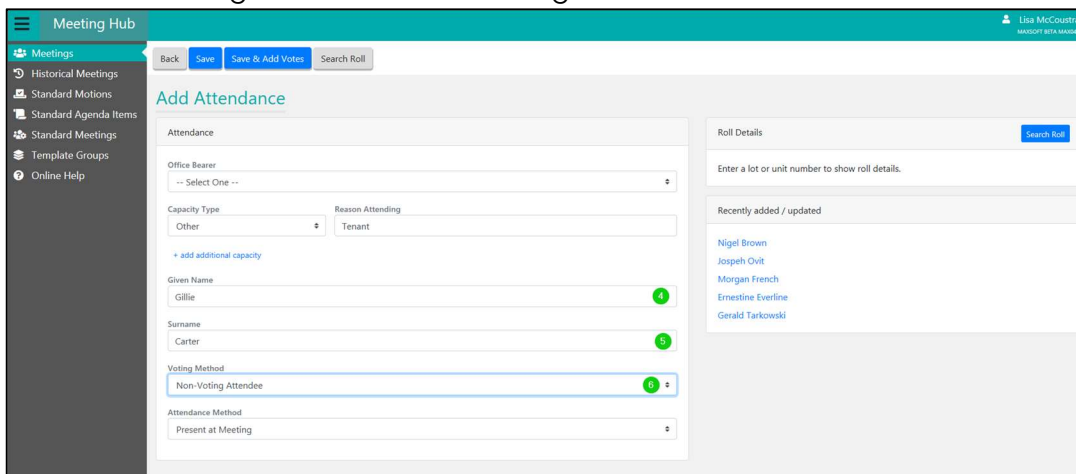
7. Click the 'Save' button.

Note: The attendee will be recorded as ineligible to vote.
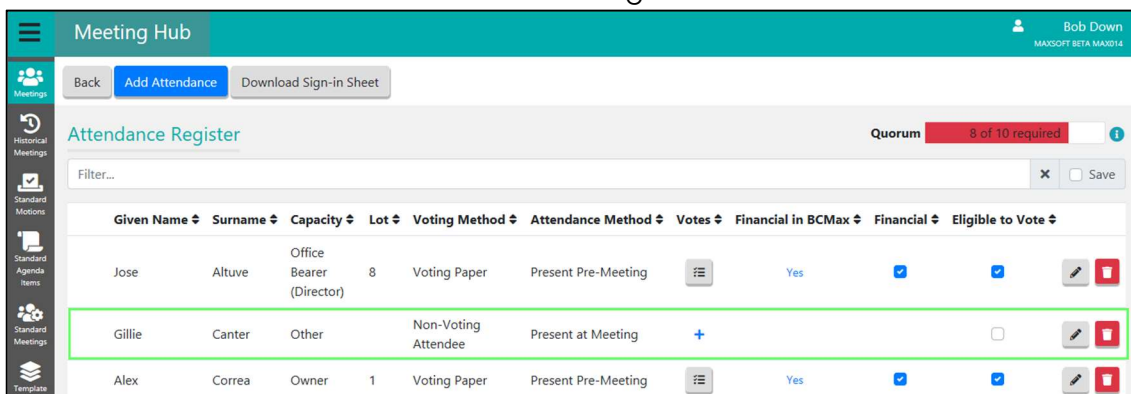
8. If you downloaded the Offline Voting Register prior to making these changes, remember to re-download it when you have finished adding and editing attendees and votes so that all changes are included.

10.9 Recording an apology for non-attendance

1. Create an attendance record with an appropriate capacity or select an existing attendance record from the Attendance register.
2. Select the Voting Method 'Non Voting Attendee'.
3. Select the Attendance Method 'Apology'.
4. Click the 'Save' button.
5. If you downloaded the Offline Voting Register prior to making these changes, remember to re-download it when you have finished adding and editing attendees and votes so that all changes are included.

10.10 Lot owner attending a committee meeting

1. Navigate to the 'Add Attendance' screen.
2. Select 'Owner' from Capacity Type.
   Note: The Default will be 'Office Bearer'.
3. Enter the lot number in the Lot(s) field.
4. Click the attendees Given Name in the Roll Details section.
5. Click the attendees Surname in the Roll Details section.
6. Select the Voting Method – 'Non-Voting Attendee'.

7. Click the 'Save' button.
8. If you downloaded the Offline Voting Register prior to making these changes, remember to re-download it when you have finished adding and editing attendees and votes so that all changes are included.

11. Managing alerts

The system will provide the following alerts to assist with the management of attendees:

- Multiple attendees have voted for the same lot.
- Multiple attendees are attending for the same lot.
- Unfinancial attendees are attending.

Alerts are displayed on the 'Meeting Overview' and 'Attendance Register' screens.

Meeting Overview screen

The 'Meeting Overview' screen will display alerts at the top of the screen.

Click on an alert to open the 'Attendance Register' screen to manage each issue.
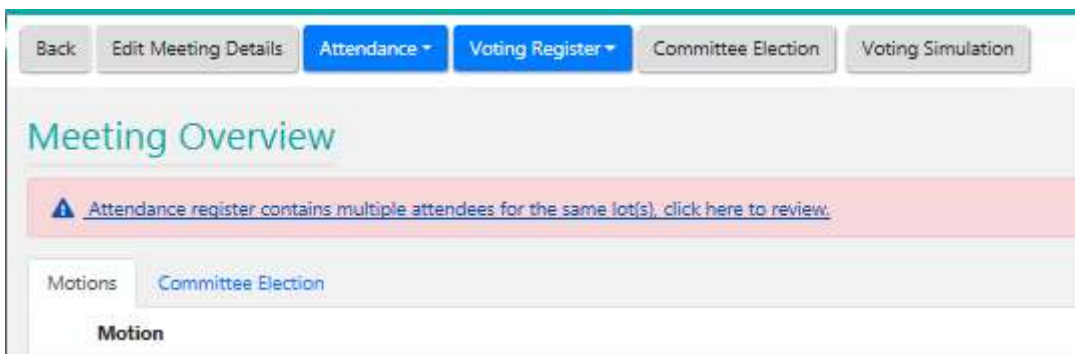
Attendance Register screen

Alerts on the 'Attendance Register' screen are displayed for each attendee that has a potential issue.

Hover the mouse over the alert icon to display the reason for the alert
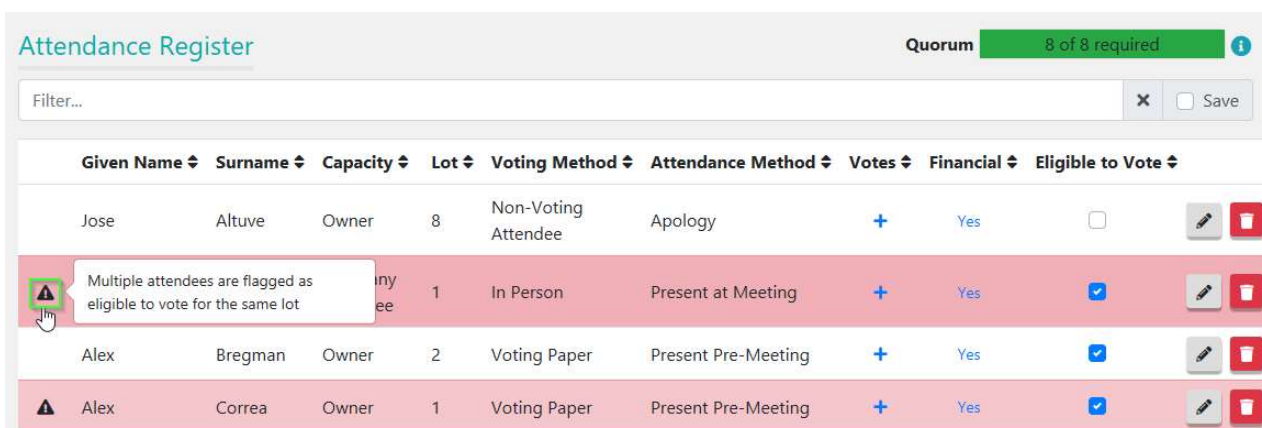
11.1   Duplicate attendees

It is possible that situations will arise where multiple attendance records for the same lot have been either intentionally or accidently entered.

It is acceptable to have more than one attendance record for the same lot, but only one should be marked as eligible to vote.

If more than one eligible to vote attendance record exists for the same lot, Meeting Hub will draw your attention to it through Alerts on the 'Meeting Overview' and 'Attendance Register' screens and require you to address the problem by removing vote eligibility from all but one of the records.

11.1.1   De-duplication process

1. Navigate to the 'Attendance Register' screen.
2. Locate the duplicate records which will be highlighted in pink.
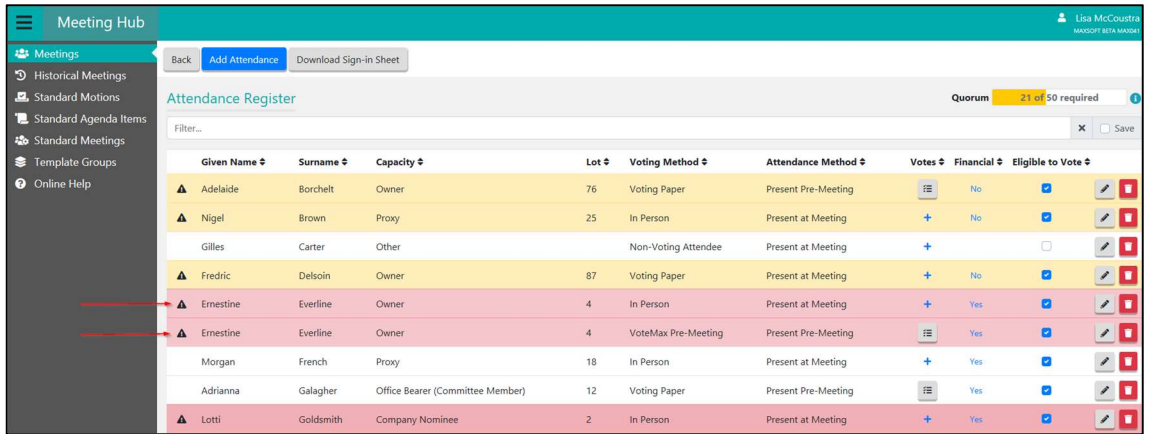
3. Determine which votes will be retained.

    Note: You can click on the [icon] icon in the 'Votes' column to view the votes for each attendee.

4. Click the 'Eligible to Vote' checkbox to remove the tick for the attendance record for which votes will NOT be retained – this action will withdraw the votes for this attendance record ensuring that they are excluded from vote outcome calculations.
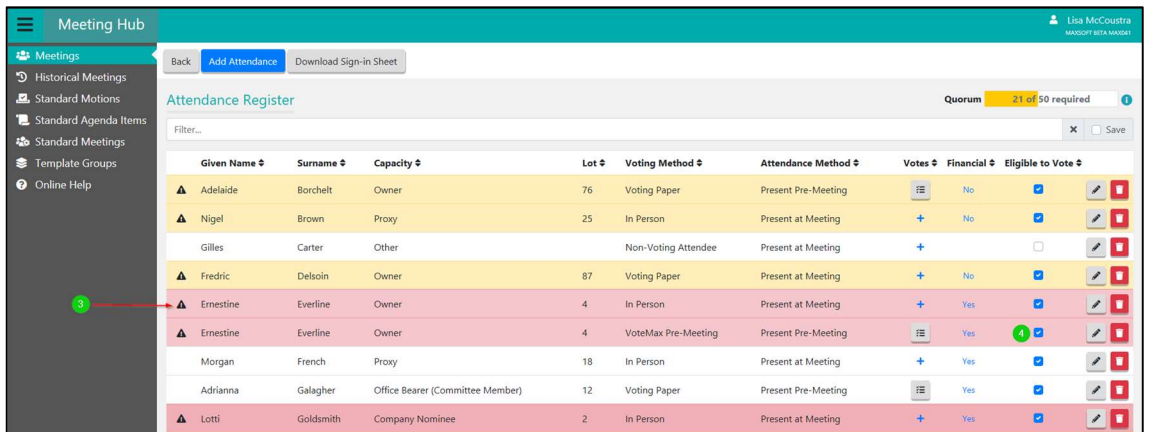
    Note: If you have already downloaded the offline voting register you must download it again for it to be updated with this change.

5. Select 'Duplicate Attendee for Lot' from the 'Reason' dropdown.
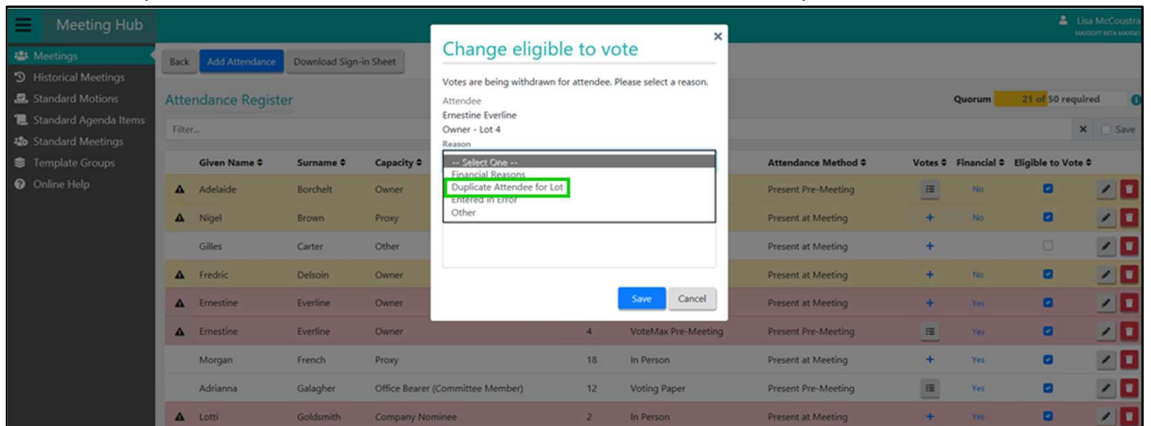
6. Click the 'Save' button.

The duplicate record has been resolved.
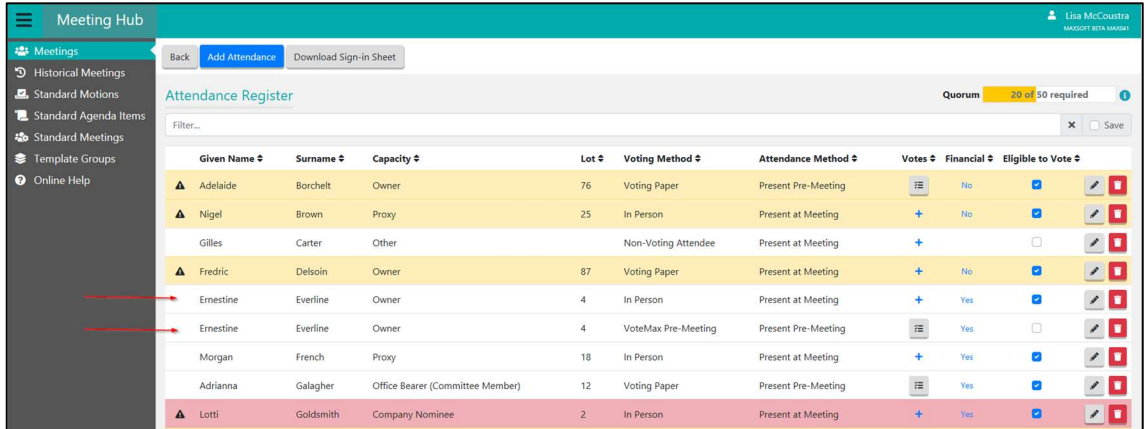
11.2 Managing attendance records for unfinancial lots

Meeting Hub will display an alert if an attendee's 'Financial' flag is ticked to indicate they are considered financial for voting purposes but the 'Financial in BCMax' indicator suggests that they may be unfinancial. Refer to section 8 of this document for more information regarding the 'Financial in BCMax' indicator, the 'Financial' flag, and the 'Eligible to Vote' flag and how to use them to achieve an accurately calculated vote result.

Important: Do not adjust the eligible to vote flag if the attendee is ineligible to vote purely because they are unfinancial. If the attendee is unfinancial simply untick the 'Financial' flag instead. This will ensure that if motions are voted on which legislatively require the inclusion of unfinancial votes, the vote calculation results will include the unfinancial votes. If you mark an attendee as ineligible to vote, their votes will always be excluded from vote calculations and tallies.
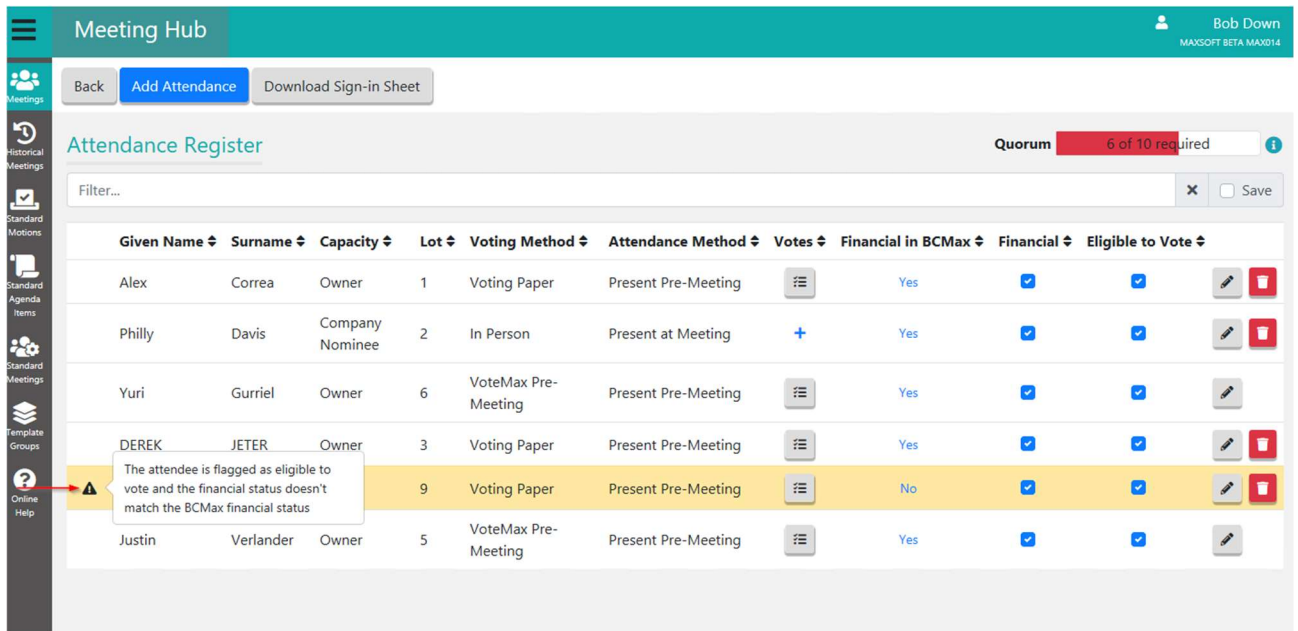
11.2.1 Setting an attendance record as unfinancial

1. Navigate to the 'Attendance Register' screen.
2. Locate the attendance record.
3. Click the 'Financial' checkbox to remove the tick for the attendance record.
4. When the below message pops up click the 'Yes' button.
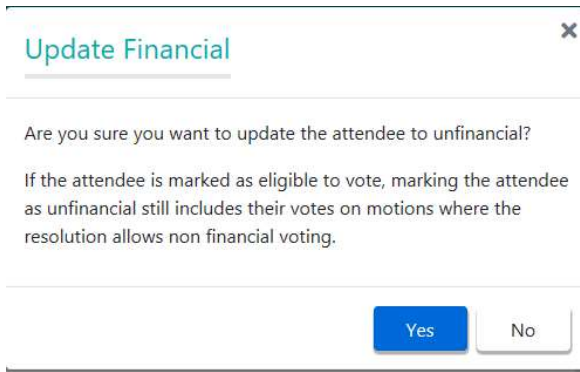
11.2.2 Reviewing the BCMax financial status of a lot

To access financial information about a given Lot, proceed as follows:

1. Navigate to the 'Attendance Register' screen.
2. Locate the attendance record.
3. Click on the 'Financial in BCMax' button.

4. Click 'Open'.
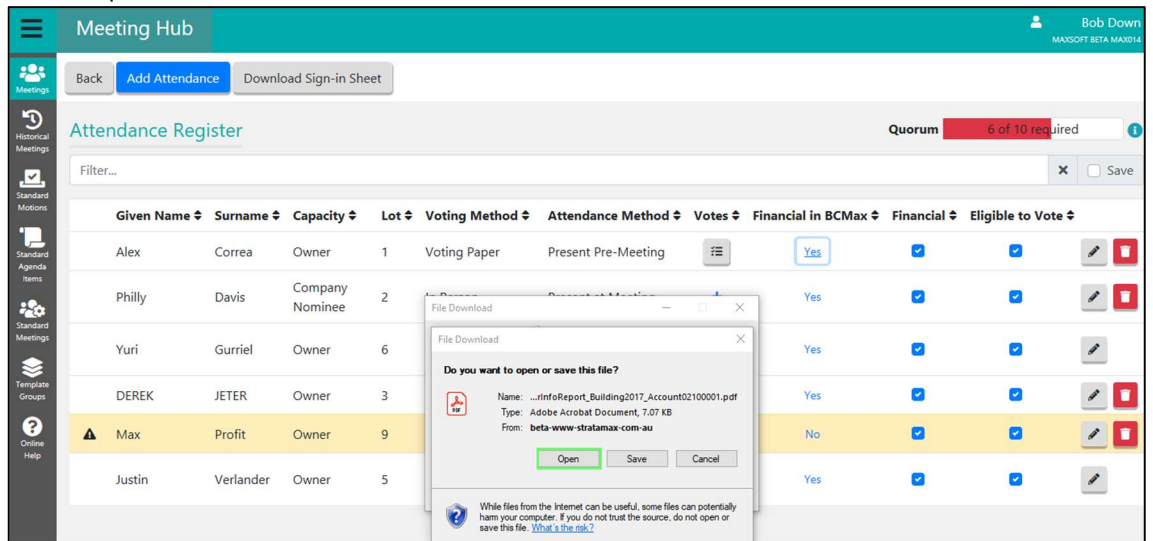
5. The following information will be provided:

12. Editing an attendance record

To edit an attendance record, proceed as follows:

1. Navigate to the 'Attendance Register'.
2. Locate the attendance record.
3. Click the attendee or click the ✏ on the attendance record.

4. The 'Edit Attendance' screen will be displayed.

Note: For VoteMax auto generated attendance records you can only change the attendance method.

12.1 Changing the voting method

The voting method is used in Meeting Hub to show how an attendee is intending to vote for a meeting. Options currently available are:

- In Person
- Voting Paper
- Non Voting Attendee

Note: A voting method of 'VoteMax Pre-Meeting' is applied to system generated attendance records when pre-meeting votes are cast via VoteMax.

12.1.1 Why should I change an attendee's voting method?

During the life of a meeting an attendee may decide to change the way that they would like to vote. It is important to be able to capture the final method that the attendee uses to cast their votes.

Capturing the correct voting method along with an appropriate capacity and attendance method is important for the efficient and accurate creation of attendee lists in the Minutes after the meeting.

12.1.2 How to change a voting method

1. Navigate to the 'Attendance Register' screen.
2. Locate the attendance record to be updated.
3. Select the desired voting method from the 'Voting Method' dropdown.
4. If votes have been declared you will receive the following message.
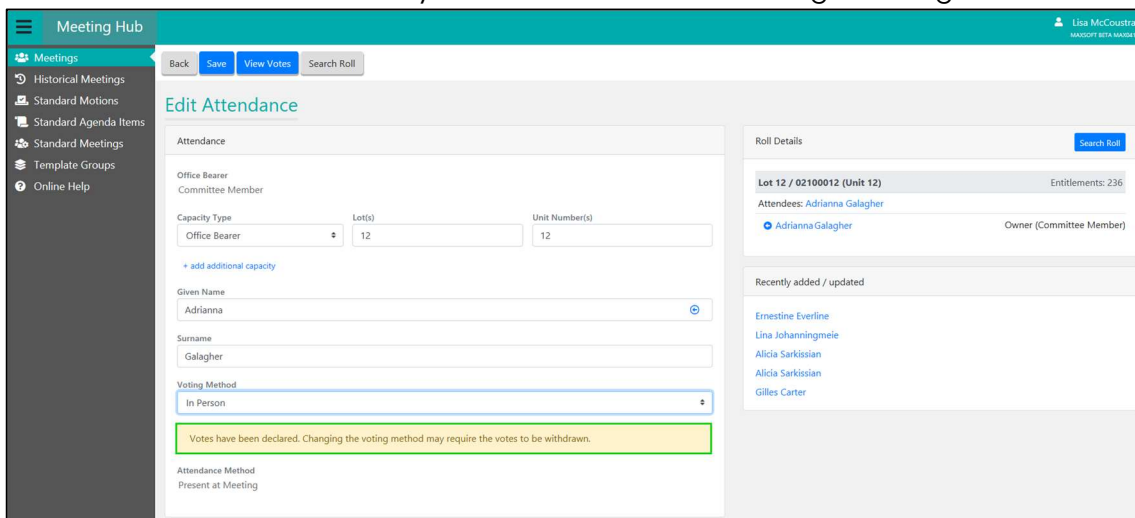
5. Click the 'Save' button.
6. Click the 'Yes' button.
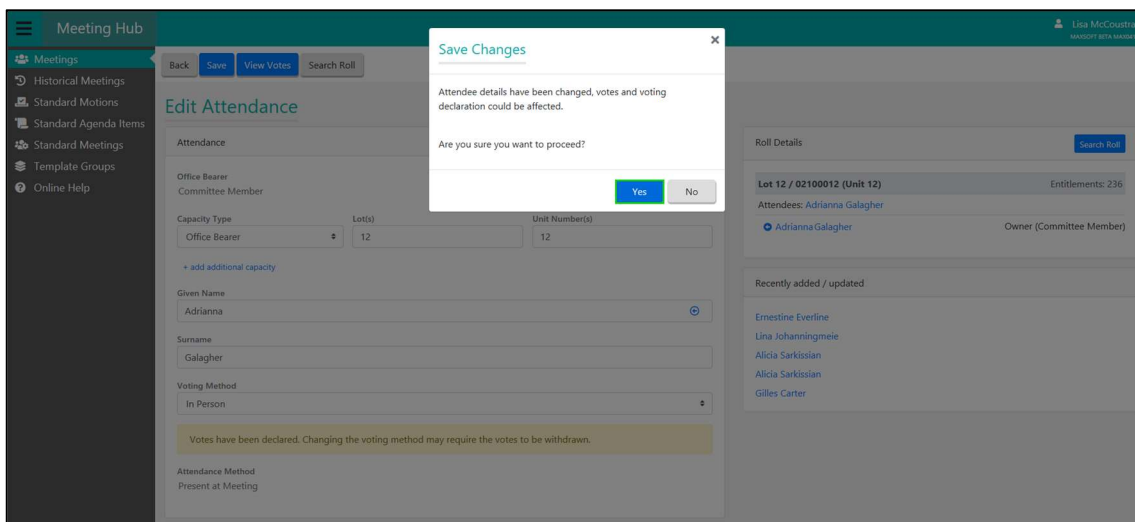
12.2 Changing the attendance method

The attendance method is used in Meeting Hub to indicate whether the attendee was physically present at the meeting, voted pre-meeting or sent in an apology. This information is used when creating attendee lists in the Minutes that need to be grouped by method of attendance.

The following options are available:

- **Present at Meeting -** the attendee is physically attending the meeting.
- **Present Pre-Meeting** - the attendee has voted via VoteMax or Voting Paper before the meeting has commenced.
- **Apology -** the attendee has given notice to the body corporate manager that they will not be attending the meeting. Selection of the 'Apology' voting method will automatically set the Attendance Method to 'Non-Voting Attendee' and the eligibility flag will be unticked rendering the attendee 'ineligible to vote'.

12.2.1 Why should I change an attendee's attendance method?

The attendance method should be used to accurately reflect how the attendee attended the meeting. If an attendee changes the way that they are attending a meeting, (e.g. they voted online via VoteMax and then decided that they wanted to attend the meeting), the attendance method should be updated to reflect that they are attending in person.

Note: Capturing the correct attendance method for an attendee is important for the efficient and accurate creation of attendee lists in the Minutes post meeting.

12.2.2 How do I change the attendance method?

1. Navigate to the 'Attendance Register' screen.
2. Locate the attendance record to be updated.
3. Select the desired attendance method from the 'Attendance Method' dropdown.
4. Click the 'Save' button.
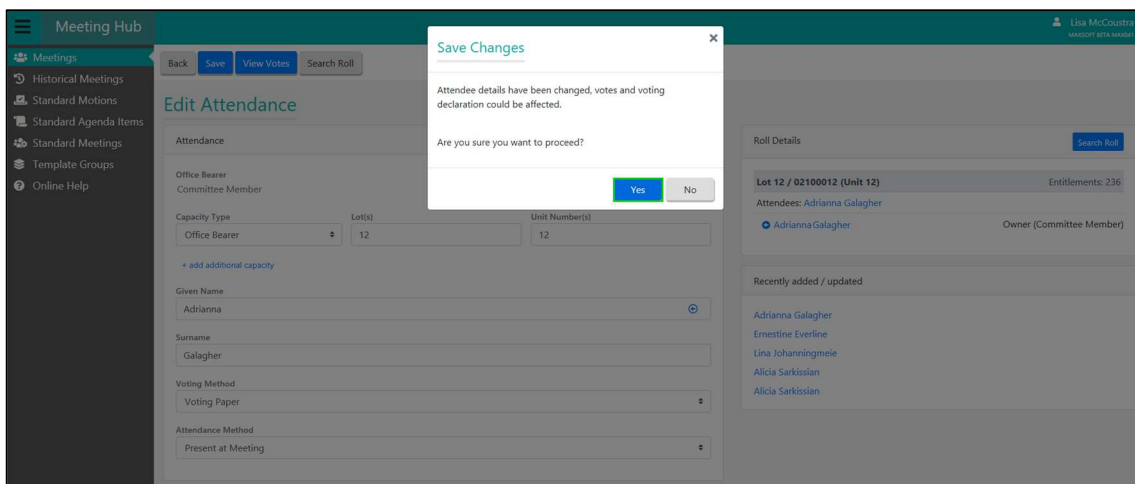
12.3 Deleting an attendance record

As a general rule, attendance records should be amended rather than deleted unless the record was created in error.

Note: Deletion is irreversible. Once deleted, the attendance record and any votes associated with it cannot be reinstated and if required again would have to be manually recreated.

For this reason, VoteMax attendance records cannot be deleted.

12.3.1 Deleting an attendance record without votes

1.   Navigate to the 'Attendance Register' screen.
2.   Locate the attendance record you want to remove.
3.   Click the button.
4.   Click the 'Yes' button.
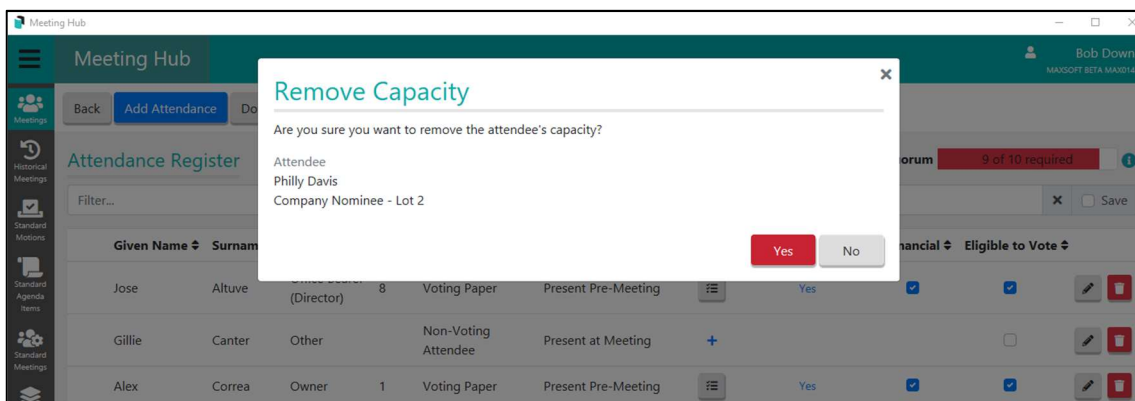
12.3.2 Deleting an attendance record with votes

1.   Navigate to the 'Attendance Register' screen.
2.   Locate the attendance record you want to remove.
3.   Click the button.
4.   Select a reason from the 'Reason' dropdown to remove the capacity.
5.   Click the 'Proceed' button.
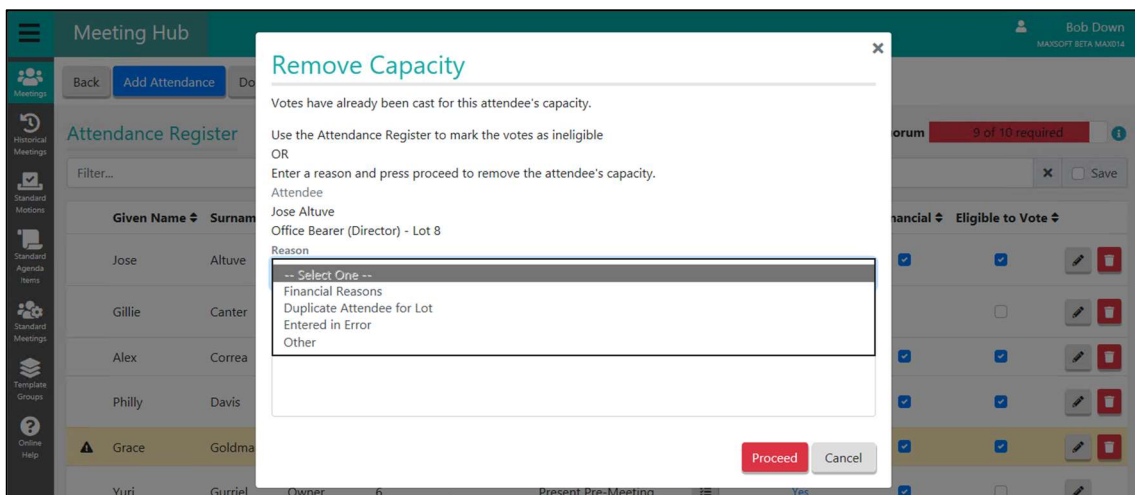
13. Managing vote eligibility

The 'Eligible to Vote' checkbox is used to identify which attendees votes will be taken into consideration when calculating vote outcomes.

If the 'Eligible to Vote' flag is removed (the checkbox is unticked), votes for this attendee will not be included in any vote calculations – regardless of motion type.

If the 'Eligible to Vote' checkbox is ticked for an attendance record in Meeting Hub prior to download of the voting register, votes recorded for that attendance record will be included in voting calculations within the Offline Voting Register. (Further considerations of eligibility to vote will be applied by the logic in the offline voting register in relation to the attendee's Financial status for voting. Inclusion or exclusion of votes from an unfinancial attendee will be dependent upon state legislation for the type of motion in question.)

IMPORTANT: If you wish to mark an attendee as unfinancial, simply untick the 'Finanacial' check box for this attendee. This will ensure that votes for this attendee are only included in vote outcome calculations which are required to include votes from unfinancial attendees. Do not untick the 'Eligible to Vote' tick box unless you want to exclude this attendee's votes from all voting calculations regardless of motion type.

13.1 Determination of eligibility to vote.

All attendees are by default considered eligible to vote unless they have been added with a voting capacity of 'Non Voting Attendee'.

If multiple attendance records exist for the same lot, the system will alert you to these situations to allow you to decide whether to turn the flag off and render one or more attendance record ineligible to vote.

13.1.1 Setting and removing the eligible to vote flag

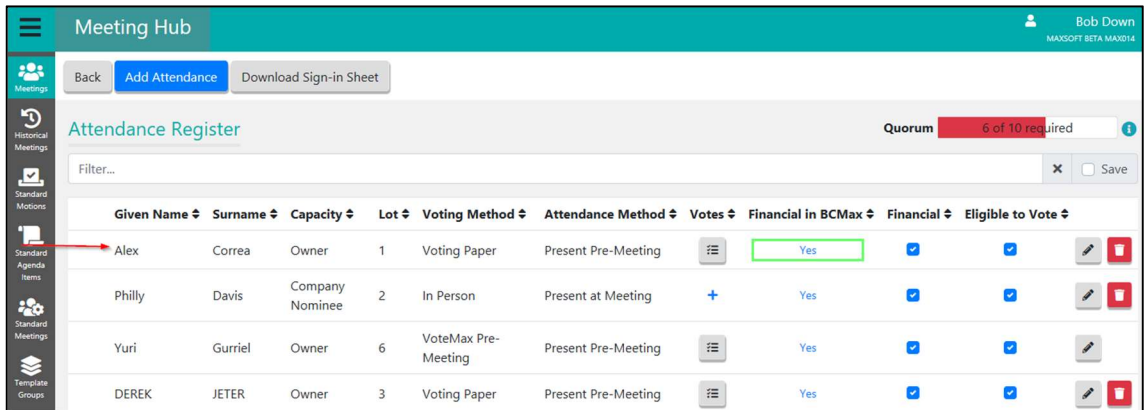1. Navigate to the 'Attendance Register' screen.
2. Locate the attendance record.
3. Click the Eligible to Vote tick box to toggle the flag on or off.

The Eligible to Vote tick box toggles on and off each time you click the box. An attendee is eligible to vote when the tick box has a tick like this ☑.   The eligible to vote flag is off when it looks like this: ☐

Note: If you untick the Eligible to Vote check box for an attendance record that already has votes recorded, the 'Change eligible to vote' window will appear and will confirm that the Votes for this attendee will be withdrawn.

14. Adding voting paper votes to Meeting Hub

14.1 Adding votes once for all lots and capacities

Votes can be added using the Add votes screen accessed from the Add attendance screen. When this method is used, one set of votes is recorded for all associated lots and capacities.

14.2 Adding votes separately to each lot or capacity

Create the attendance record with a Voting method of 'Voting Paper' (refer to section 10 for instructions on how to add attendees).

From the Attendance Register click the ✚ 'Add Votes' icon on the relevant row relating to the lot for which you wish to add votes.
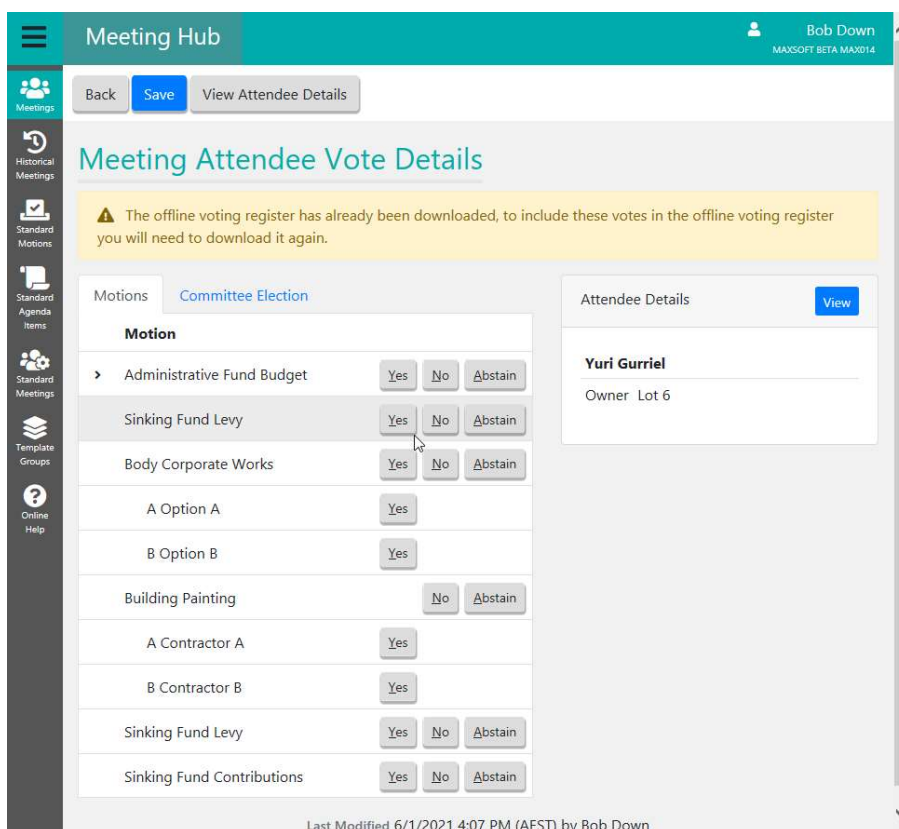
To enter votes for Motions

1. Click on the 'Motions' tab.
2. For a standard motion, click the 'Yes', 'No' or 'Abstain' button.
   For a Vote on Options Only motion, click the 'Yes' button for one of the options.
3. For a Motion with Alternatives, click the 'No', 'Abstain', or one of the 'Yes' buttons.

Note: If you want to change your voting selection for a motion, click on an alternative button. For example: To change from 'Yes', click on 'No' or 'Abstain'.

To enter votes for Committee Elections

1. Click on the 'Committee Election' tab'
2. Click the 'Select' button for one nominee for the Chairperson.
3. Click the 'Select' button for one nominee for the Secretary.

4. Click the 'Select' button for one nominee for the Treasurer.
5. Click 'Select' buttons for ordinary members.

Note: You can tab between the fields and use the 'S' shortcut key to select a nominee.

6. Click the 'Save' button.

15. Preparing the Sign in Sheet

To support attendance registration at meetings, a printable sign in sheet can be downloaded prior to going to the meeting.

1. Navigate to the 'Meeting Overview' screen.
2. Select 'Download Sign-in Sheet' from the 'Attendance' button.
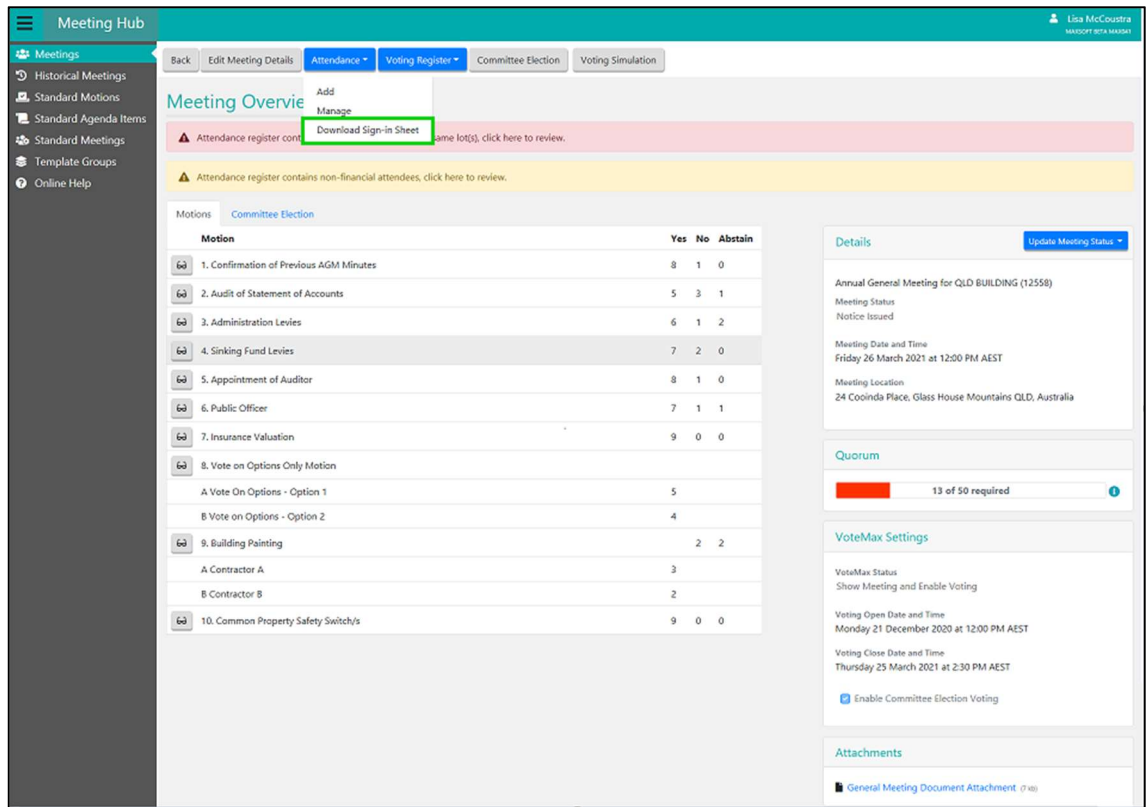
3. Click 'Open'.
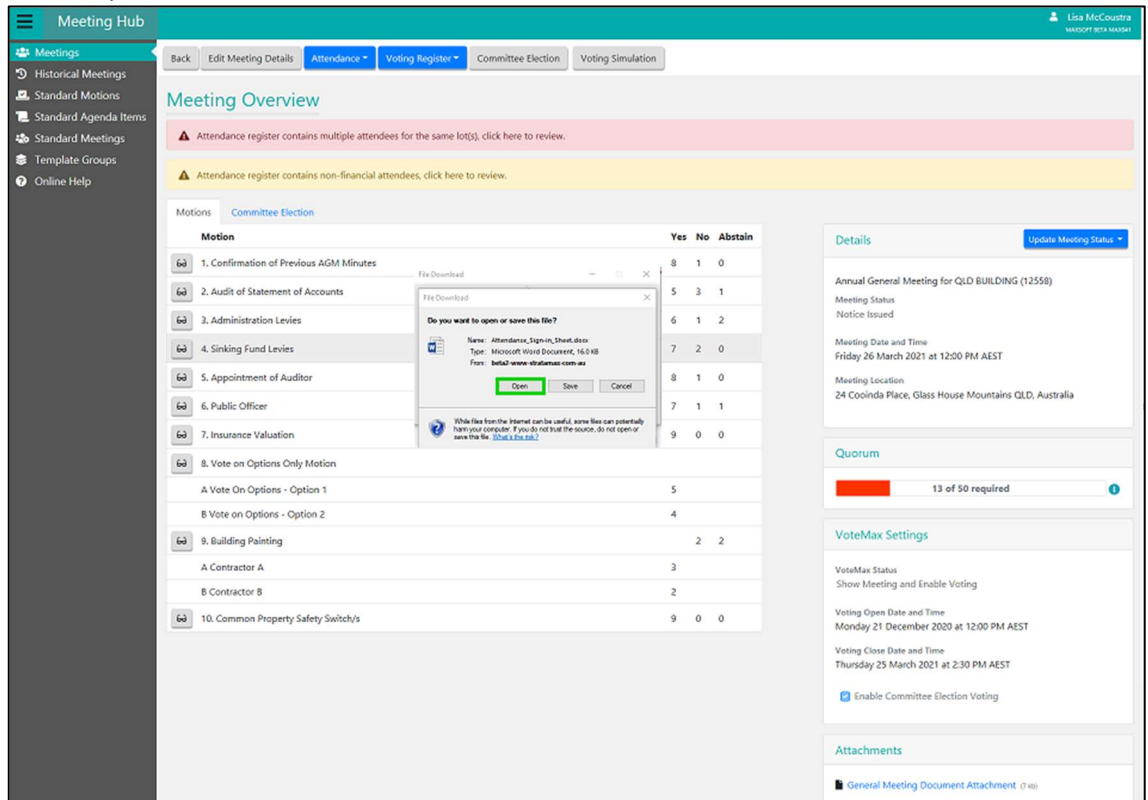
4. Print the sign-in sheet.

16. Downloading the Offline Voting Register

The Offline Voting Register is a powerful tool for offline meeting management. When downloaded via Meeting Hub, the spreadsheet will be pre-populated with the details of all pre-meeting votes cast via VoteMax or added manually as voting papers and all meeting attendees that existed in Meeting Hub before the spreadsheet was downloaded.

Once downloaded, the attendance and voting details of voters who attend the meeting in person can be entered directly to it.

The Offline Voting Register can be used to collect attendee votes during the meeting and calculate the result of a motion.

Standalone Nature of the Offline Voting Register

The offline voting register is a standalone tool. It does not receive updates from or send updates to Meeting Hub once it has been downloaded. Any changes applied to Meeting hub after it has been downloaded will only be included in the spreadsheet if you download a fresh version after the changes have been applied in Meeting Hub.

Similarly, if you make local changes in a downloaded copy of the spreadsheet and then download a fresh copy, your local changes will not be included in the new download.

(In future releases an integrated voting register will be added to Meeting Hub and the offline voting register will be used for offline back up purposes only.)

16.1 Offline Voting Register Date/Time Stamp

The file name of the offline voting register includes the download date and time (hours minutes and seconds) to make it easy for you to determine which is the latest version if you have downloaded it more than once.

16.2 When should I download the Offline Voting Register

It is expected that managers will use a mobile device of some type (e.g. laptop, tablet etc) with connectivity to the internet to support management of the meeting and will therefore have access to Meeting Hub which will allow for the entry of attendees into Meeting Hub at the meeting prior to the commencement of proceedings.

However, there are inevitably times when internet connections are not available. As a result, it is recommended that you download the Offline Voting Register and save it to your device at the following points in time:

1) **After the voting window has closed but before leaving the office to attend the meeting.**
This will provide a fall-back option if you cannot use the internet for any reason at the meeting venue. If downloaded after the voting window has closed, it will be pre-populated with all pre-meeting votes,

2) **At the meeting, after adding the meeting attendees to Meeting Hub immediately before commencement of the meeting.**
This will allow you to utilise Meeting Hub for swift attendance record creation and ensure that all meeting attendees and pre-meeting votes are populated to the offline voting register.

IMPORTANT – Any changes made to attendance or voting records in Meeting Hub, after the offline voting register has been downloaded, will not be reflected in the register until you download it again.

16.3 Protected View

The Offline Voting Register is a Microsoft Excel Spreadsheet. If your implementation of Excel has 'Protected View' settings applied in the 'Trust Center' settings (recommended for security purposes), the offline voting register will always require you to 'Enable Editing' before use.

Note: Some of the downloaded data will not be displayed in the spreadsheet until you 'Enable editing'.

The instructions in this document assume that 'Protected View' is on.
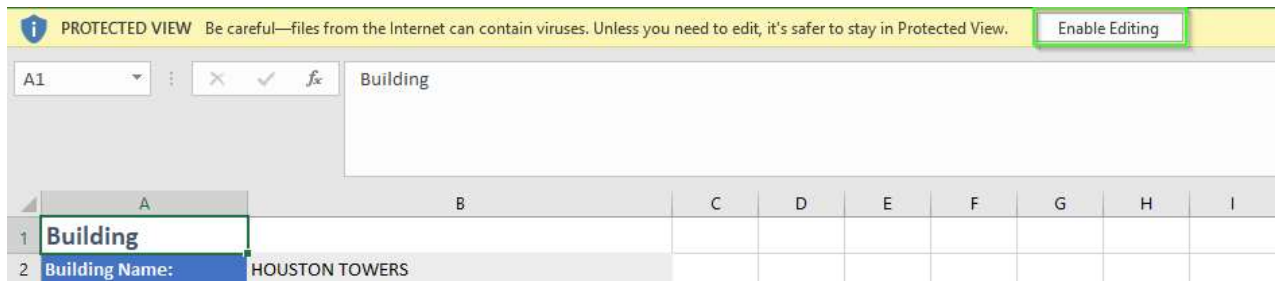
16.4 How to download the Offline Voting Register

1. Navigate to the 'Meeting Overview' screen and select 'Export' from the 'Voting Register' button.
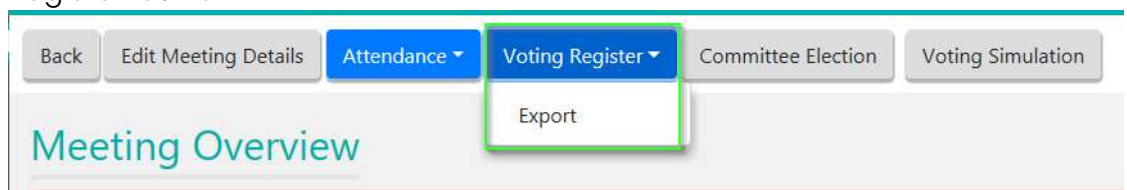
2. The following message will be displayed
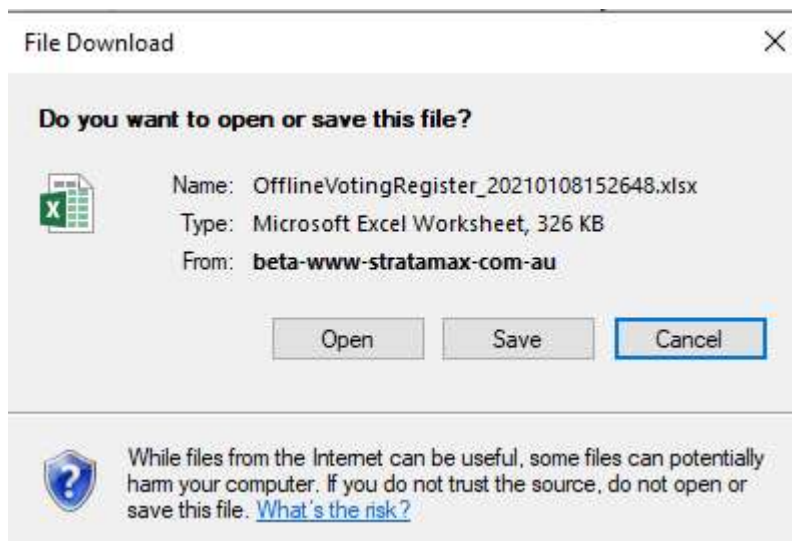
3. To save it to your device, click save and nominate an appropriate location to save it to.
4. To open the spreadsheet without first saving it, click 'Open' and if opened in 'Protected View' click the 'Enable editing' button in the message bar.

Note: If selecting the 'Open' option, ensure that you manually save the spreadsheet somewhere on your device before closing, or risk losing that copy of the spreadsheet.

17. Using the Offline Voting Register

All instructions assume that you have already downloaded the offline register as per the instructions in section 16 and you have enabled editing.

IMPORTANT: Do not edit the offline voting register until all changes that you intend to apply to meeting Hub are complete and you are sure that you are not going to need to download a refreshed copy again. Any new downloads of the voting register from Meeting Hub will **not** include any local changes that you made in a prior spreadsheet download.

17.1 Adding attendees to the Offline Voting Register

The offline voting register will be pre-populated with all attendance records that existed in Meeting Hub immediately prior to download.

If you wish to add more attendance records directly into the offline voting register follow the instructions below.

Note: a separate entry is required for each lot so that votes can be captured accurately per lot.

1. Navigate to the 'Voting Register' tab.
2. Locate the last meeting attendee listed in the worksheet
3. Enter a new attendance record for the lot in the next available row.

Note: If the attendee is representing multiple lots, create a new entry for each lot.

4. Enter the lot number in Column A – Lot Number

Note: If you have entered a valid lot number for the building, data will auto-populate Column H - 'Financial in BCMax?' and Column K– 'Entitlements'.

										Number	1	2	3
Quorum Required:	10									Title	Confirmation of Previo	Audit of Statement of	Administration Levies
Current Voters:	9									Type	Motion	Motion	Motion
Quorum Met?	No									Resolution Required	Ordinary	Special	Ordinary
										Poll Required			
										Use if ruled out of order			
										Out of order reason			
										Calculated Result	Carried	Carried	Carried
										Manual Result			
										Totals - Y	6	4	5
										Totals - N	0	1	1
										Totals - A	0	1	0
										Alternatives Totals			

Lot Number	Office	Given Name	Surname	Capacity	Voting Method	Attendance Method	Financial in BCN	Financial	Eligible	Entitlements	Motion 1 Votes	Motion 2 Votes	Motion 3 Votes
1		Alex	Correa	Owner	Voting Paper	Present Pre-Meeting	Y	Y	Y	1	Y	Y	Y
2		Philly	Davis	Company Non	In Person	Present at Meeting	Y	Y	Y	1			
3		DEREK	JETER	Owner	Voting Paper	Present Pre-Meeting	Y	Y	Y	1	Y	Y	Y
3		Brian	May	Mortgagee	Voting Paper	Present Pre-Meeting	Y	Y	Y	1	Y	A	N
5		Justin	Verlander	Owner	VoteMax Pre-Meeting	Present Pre-Meeting	Y	Y	Y	1	Y	Y	Y
6		Yuri	Gurriel	Owner	VoteMax Pre-Meeting	Present Pre-Meeting	Y	Y	N	1	Y	Y	A
6		Florence	Symth	Proxy	In Person	Present at Meeting	Y	Y	Y	1			
8	Director	Jose	Altuve	Office Bearer	Voting Paper	Present Pre-Meeting	Y	Y	Y	1	Y	Y	Y
9		Max	Profit	Owner	Voting Paper	Present Pre-Meeting	Y	Y	Y	2	Y	N	Y
14		Grace	Goldman	Owner	Voting Paper	Present Pre-Meeting	N	Y	Y	2			
		Gillie	Canter	Other (Tenant	Non-Voting Attendee	Present at Meeting		N					
4								Y		1			

5. Enter the attendee's given name in Column C – Given Name.
6. Enter the attendee's surname in Column D – Surname.
7. Select the attendee's capacity in Column E from the dropdown list.
8. Select 'In Person' from the voting method dropdown in Column F.
9. Select 'Present at Meeting' from the attendance method dropdown in Column G.
10. Select 'Y' from the 'Financial' drop down if you consider the attendee financial for voting purposes, otherwise select 'N'
11. Select 'Y' from the 'Eligible to Vote' dropdown in column I if the attendee is eligible to vote or select 'N' if they will be a non voting attendee.
12. Click Save to save your changes.

17.2 Adding votes to the Offline Voting Register

17.2.1 Adding votes for motions by attendee

1. Navigate to the 'Voting Register' tab.
2. Locate the attendee to add votes for.

										Number	1	2	3
Quorum Required:	10									Title	Confirmation of Previo	Audit of Statement of	Administration Levies
Current Voters:	10									Type	Motion	Motion	Motion
Quorum Met?	Yes									Resolution Required	Ordinary	Special	Ordinary
										Poll Required			
										Use if ruled out of order			
										Out of order reason			
										Calculated Result	Carried	Carried	Carried
										Manual Result			
										Totals - Y	6	4	5
										Totals - N	0	1	1
										Totals - A	0	1	0
										Alternatives Totals			

Lot Number	Office	Given Name	Surname	Capacity	Voting Method	Attendance Method	Financial in BCN	Financial	Eligible	Entitlements	Motion 1 Votes	Motion 2 Votes	Motion 3 Votes
1		Alex	Correa	Owner	Voting Paper	Present Pre-Meeting	Y	Y	Y	1	Y	Y	Y
2		Philly	Davis	Company Non	In Person	Present at Meeting	Y	Y	Y	1			
3		DEREK	JETER	Owner	Voting Paper	Present Pre-Meeting	Y	Y	Y	1	Y	Y	Y
3		Brian	May	Mortgagee	Voting Paper	Present Pre-Meeting	Y	Y	Y	1	Y	A	N
5		Justin	Verlander	Owner	VoteMax Pre-Meeting	Present Pre-Meeting	Y	Y	Y	1	Y	Y	Y
6		Yuri	Gurriel	Owner	VoteMax Pre-Meeting	Present Pre-Meeting	Y	Y	N	1	Y	Y	A
6		Florence	Symth	Proxy	In Person	Present at Meeting	Y	Y	Y	1			
8	Director	Jose	Altuve	Office Bearer	Voting Paper	Present Pre-Meeting	Y	Y	Y	1	Y	Y	Y
9		Max	Profit	Owner	Voting Paper	Present Pre-Meeting	Y	Y	Y	2	Y	N	Y
14		Grace	Goldman	Owner	Voting Paper	Present Pre-Meeting	N	Y	Y	2			
		Gillie	Canter	Other (Tenant	Non-Voting Attendee	Present at Meeting		N					
4		Jackie	Robinson	Owner	In Person	Present at Meeting	Y	Y	Y	1			

3. In the column for the Motion 1, select the attendee's response for motion 1 using the dropdown.

4.

Note: If the Motion has a type of 'Motion with Alternatives' the dropdown list will include 'N', 'A' and 'Y-A', (Yes for option A) Y-B' (Yes for option B) etc for each of the alternatives.

If the Motion has a type of 'Vote on Options Only' the dropdown list will include the options 'Y-A' (Yes for Option A) Y-B' (Yes for option B) etc for each of the alternatives.
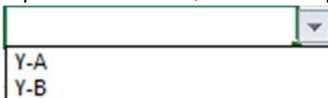
5.   Repeat the process for the rest of the motions.

17.2.2 Adding votes for committee elections to the Offline Voting Register

1.   Navigate to the 'Committee Election' tab.
2.   Navigate to cell C2 and confirm if proxies should be included in the vote count
3.   Navigate to cell C3 and confirm if unfinancial lots should be included in the vote count.
4.   Locate the attendee you want to add votes for.

Note: If you are adding a new attendee you will need to add the following information:

a)   Lot number in Column A. (Although containing a number, this field is formatted as 'text')
b)   Given Name in Column C.
c)   Surname in Column D.
d)   Capacity in Column E – select from the dropdown list.
e)   Voting Method in Column F – select from the dropdown list.
f)   Attendance Method in Column G – select from the dropdown list.
g)   'Financial' Column I - select Y or N from the dropdown list
h)   Eligible to Vote in Column J – select Y or N from the dropdown list.

5.   Enter 'Y' in the column of the preferred nominations for first committee position on the spreadsheet that is not listed as 'unopposed'.

6. Repeat this process for all other positions which are not unopposed.

17.2.3 Adding a motion to the meeting agenda

1. Navigate to the 'Motions' tab.
2. Locate the last Motion in the tab. (Motions must be entered on the next available free row after all existing motions.)
3. Add the new motion in the next row

Note: New motions must be entered after all existing motions.

4. Enter the title of the motion in Column B – Title.
5. Select the type of motion from the drop down list in Column C.

	A	B	C	D	E	F	G	H
1	Motion Number	Title	Type	Resolution Required	Number of Alternatives	Alt A Title	Alt B Title	Alt C Title
2	1	Administrative Fund Budget	Motion	Ordinary				
3	2	Sinking Fund Levy	Motion	Ordinary				
4	3	Body Corporate Works	Motion With Alternatives	Ordinary	2	Option A	Option B	
5	4	Building Painting	Motion With Alternatives	Majority	2	Contractor A	Contractor B	
6	5	Sinking Fund Levy	Motion	Ordinary				
7	6	Sinking Fund Contributions	Motion	Ordinary				
8	7	Change of Body Corporate Manager	Vote on Options Only	Ordinary	3	Option A Cream	Option B Blue	Option C Green
9	8							
10	9		Motion					
11	10		Motion with Alternatives					
12	11		Vote on Options Only					
13	12							

6. Select the resolution required from the drop down list in Column D.

	A	B	C	D	E	F	G	H
1	Motion Number	Title	Type	Resolution Required	Number of Alternatives	Alt A Title	Alt B Title	Alt C Title
2	1	Administrative Fund Budget	Motion	Ordinary				
3	2	Sinking Fund Levy	Motion	Ordinary				
4	3	Body Corporate Works	Motion With Alternatives	Ordinary	2	Option A	Option B	
5	4	Building Painting	Motion With Alternatives	Majority	2	Contractor A	Contractor B	
6	5	Sinking Fund Levy	Motion	Ordinary				
7	6	Sinking Fund Contributions	Motion	Ordinary				
8	7	Change of Body Corporate Manager	Vote on Options Only	Ordinary	3	Option A Cream	Option B Blue	Option C Green
9	8		Vote on Options Only					
10	9			Majority				
11	10			Ordinary				
12	11			Special				
13	12			Without Dissent				

7. If you selected a motion type of 'Motion with Alternatives', or 'Vote on Options Only', select the number of alternatives that will be offered from the dropdown list in the 'Number of Alternatives' column.
8. Add a Title for each alternative.

	A	B	C	D	E	F	G	H
1	Motion Number	Title	Type	Resolution Required	Number of Alternatives	Alt A Title	Alt B Title	Alt C Title
2	1	Administrative Fund Budget	Motion	Ordinary				
3	2	Sinking Fund Levy	Motion	Ordinary				
4	3	Body Corporate Works	Motion With Alternatives	Ordinary	2	Option A	Option B	
5	4	Building Painting	Motion With Alternatives	Majority	2	Contractor A	Contractor B	
6	5	Sinking Fund Levy	Motion	Ordinary				
7	6	Sinking Fund Contributions	Motion	Ordinary				
8	7	Repair or Replace Air Con Unit in Gym	Vote on Options Only	Ordinary	2	Option A Replace	Option B Repair	
9	8	Paint Colour for front of building 1	Vote on Options Only	Majority	3	Option A Cream	Option B Blue	Option C Green
10	9							
11	10							
12	11							
13	12							

17.2.4 Ruling a motion out of order

1. Navigate to the 'Voting Register' tab.
2. Locate the row with the heading 'Use if ruled out of order'.
3. Locate the motion to be ruled out of order.

4. Select 'Motion ruled out of order' from drop down.

Number	1	2	3
Title	Confirmation of Previo	Audit of Statement of A	Administration Levies
Type	Motion	Motion	Motion
Resolution Required	Ordinary	Special	Ordinary
Poll Required			
Use if ruled out of order		▼	
Out of order reason		Motion ruled out of order	
Calculated Result	Carried	Carried	Carried
Manual Result			
Totals - Y	6	4	5
Totals - N	0	1	1
Totals - A	0	1	0
Alternatives Totals			
Eligible ▼ Entitlements ▼	Motion 1 Votes ▼	Motion 2 Votes ▼	Motion 3 Votes ▼

5. In the row with the heading 'out of order reason', enter the reason the motion was ruled out of order.

Number	1	2	3
Title	Confirmation of Previo	Audit of Statement of A	Administration Levies
Type	Motion	Motion	Motion
Resolution Required	Ordinary	Special	Ordinary
Poll Required			
Use if ruled out of order		Motion ruled out of order	
Out of order reason		Conflicts with legislation	
Calculated Result	Carried	Ruled out of order	Carried
Manual Result			
Totals - Y	6	4	5
Totals - N	0	1	1
Totals - A	0	1	0
Alternatives Totals			
Eligible ▼ Entitlements ▼	Motion 1 Votes ▼	Motion 2 Votes ▼	Motion 3 Votes ▼

17.3 Recording votes for multiple lots at the same time

For this scenario we will add the following votes to each motion using the voting tally tab:

- 15 'Yes' votes
- 10 'No' votes
- 2 'Abstain votes

Please use the following instructions:

1. Navigate to the 'Voting Tally' tab.

Enter the 'Yes' Votes.

2. Locate Motion 1 (Column C).
3. Locate where 'Y' responses are entered (row 16).
4. Enter the required value enter 15.

Note: If the Motion is a Motion with Alternatives, you can enter the number of responses for each alternative in the Y-A, Y-B etc rows.

Note: As you enter values 'Totals – Y', 'Totals – N' and 'Totals – A', values will be updated (rows 11, 12 and 13).

Enter the 'No' Votes.

5. Remain in the same Motion (Motion 1 – Column C).
6. Locate where 'N' responses are entered (row 17).
7. Enter the required value 10.

Enter the 'Abstain' Votes.

8. Remain in the same Motion (Motion 1 – Column C).
9. Locate where 'A' responses are entered (row 18).
10. Enter the required value 2

11. Repeat the steps to add the yes, no and abstain votes for the remainder of the motions.

17.3.1 Calculating votes using a poll

1. Navigate to the 'Voting Register' tab'.
2. Locate the Motion you wish to calculate using a Poll.
3. Locate the row with the heading 'Poll Required' (row 6).

4. Select 'Y' from the dropdown list.

Note: The 'Totals – Y', 'Totals – N' and 'Totals – A' all change when 'Poll Requested' is changed to 'Y'.

17.4 Viewing the vote outcome for a motion

The results of a motion can be seen in several places in the Offline Voting Register including the:

- 'Voting Register' tab
- 'Results' tab

Please use the following instructions:

17.4.1 Via Voting Register tab

1. Download the 'Offline Voting Register'.
2. If opened in 'Protected View' click the 'Enable editing' button in the message bar.
3. Navigate to the 'Voting Register' tab.
4. Locate the row with the heading 'Calculated Result' (row 9). This contains the result of the motion.

Note: If the result contains 'Managers Decision' it means the calculation has resulted in a split decision and requires a decision by chance. To enter a decision, see the next section for instructions.

	A	B	C	D	H	I	J	K	R	S	T	U
1	Quorum Required:	10					Number		7	8	9	10
2	Current Voters:	10					Title		Insurance Valuation	Building Painting	Insurance Contractor	Common Property Safe
3	Quorum Met?	Yes					Type		Motion	Motion With Alternativ	Vote on Options Only	Motion
4							Resolution Required		Without Dissent	Majority	Without Dissent	Special
5							Poll Required					
7							Use if ruled out of order					
8							Out of order reason					
9							Calculated Result		Defeated	Defeated	Manager Decision	Carried
10							Manual Result					
11							Totals - Y		4	4	6	4
12							Totals - N		1	2	0	2
13							Totals - A		1	0		0
14							Alternatives Totals					
15	Lot Number		Office	Given Name	Surname	Financial in BCN	Financia	Eligible	Entitlements	Motion 7 Votes	Motion 8 Votes	Motion 9 Votes	Motion 10 Votes
16	1			Alex	Correa	Y	Y	Y	10	Y	Y-B	Y-A	Y
17	2			Philly	Davis	Y	Y	Y	10				
18	3			DEREK	JETER	Y	Y	Y	10	N	N	Y-A	N
19	3			Brian	May	Y	Y	Y	10	A	N	Y-A	N
20	5			Justin	Verlander	Y	Y	Y	10	Y	Y-B	Y-B	Y

17.4.2 Via Results Tab

1. Download the 'Offline Voting Register'.
2. If opened in 'Protected View' click the 'Enable editing' button in the message bar.
3. Navigate to the 'Results' tab.
4. Locate the 'Result' column (column H). This contains the results of the motions.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Motion Number	Title	Type	Required Resolution	Poll Required	Out of Order	Calc Result	Result	Y	N	A	Y-A	Y-B	Y-C
2	1	Confirmation of Previous AGM Minutes	Motion	Ordinary			Carried	Carried	20	10	2			
3	2	Audit of Statement of Accounts	Motion	Special		Y	Ruled out of or	Ruled out of order	19	11	2			
4	3	Administration Levies	Motion	Ordinary	Y		Carried	Carried	998	236	482			
5	4	Sinking Fund Levies	Motion	Ordinary			Carried	Carried	19	11	2			
6	5	Appointment of Auditor	Motion	Ordinary			Carried	Carried	19	11	2			
7	6	Public Officer	Motion	Ordinary			Carried	Carried	20	10	2			
8	7	Insurance Valuation	Motion	Without Dissent			Defeated	Defeated	28	13	2			
9	8	Sinking Fund Budget	Motion	Ordinary			Carried	Carried	19	11	2			
10	9	Sinking Fund Contributions	Motion	Ordinary			Carried	Carried	18	11	3			
11	10	Sinking Fund Forecast	Motion	Ordinary			Carried	Carried	20	10	2			
12	11	Sinking Fund Levy	Motion	Ordinary			Carried	Carried	20	10	2			
13	12	Common Property Safety Switch/s	Motion	Special			Defeated	Defeated	19	11	2			
14	13	Revegetation of Common Area	Motion with A	Ordinary			Manager Decis	Manager Decision	12	10	2	6	6	

17.5 Viewing Committee Election results in the Offline Voting Register

1. Navigate to the 'Committee Election' tab.
2. Locate the row with the heading 'Count' (row 4). The count will show you how many votes each nominee has achieved to date.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1												Chairperson	Secretary				Treasurer
2	Include Proxy in Results	N				WARNING: You have entered votes for attendees that are not eligible to vote.						Greenwood	Abnernethy	Green, Stev	Greenwood	Lockley, Thc	Abnernethy
3	Include Unfinancial in Results	N				See highlighted cells or change defaults in Cells C2 and C3.						Elected	Unopposed				
4											Votes	0	0	3	2	0	2
6	Lot Number	Office Held	Given Name	Surname	Capacity	Voting Method	Attendance Method	Financial in BCM	Financial	Eligible to Vote	Entitlements						
7	1		Alex	Correa	Owner	Voting Paper	Present Pre-Meeting	Y	Y	Y	10		Y			Y	
8	2		Philly	Davis	Company Non	In Person	Present at Meeting	Y	Y	Y	10						
9	3		DEREK	JETER	Owner	Voting Paper	Present Pre-Meeting	Y	Y	Y	10		Y				
10	3		Brian	May	Mortgagee	Voting Paper	Present Pre-Meeting	Y	Y	N	10				Y		

Note: The default setting is to exclude proxies and committee members that are not financial from the count. If you want to include them you can change the corresponding setting from 'N' to 'Y'.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1												Chairperson	Secretary	
2	Include Proxy in Results	N				WARNING: You have entered votes for attendees that are not eligible to vote.						Greenwood	Abnernethy	Green, Stev
3	Include Unfinancial in Results	N				See highlighted cells or change defaults in Cells C2 and C3.						Elected	Unopposed	
4											Votes	0	0	3
6	Lot Number	Office Held	Given Name	Surname	Capacity	Voting Method	Attendance Method	Financial in BCM	Financial	Eligible to Vote	Entitlements			
7	1		Alex	Correa	Owner	Voting Paper	Present Pre-Meeting	Y	Y	Y	10		Y	
8	2		Philly	Davis	Company Non	In Person	Present at Meeting	Y	Y	Y	10			
9	3		DEREK	JETER	Owner	Voting Paper	Present Pre-Meeting	Y	Y	Y	10		Y	
10	3		Brian	May	Mortgagee	Voting Paper	Present Pre-Meeting	Y	N		10			

17.6 Over-ruling the calculated result of a motion in the Offline Voting Register

Please use the following instructions:

1. Download the 'Offline Voting Register'.
2. If opened in 'Protected View' click the 'Enable editing' button in the message bar.
3. Navigate to the 'Voting Register' tab.
4. Locate the motion you want to set the outcome for.
5. Locate the row with the heading 'Manual Result' (row 10).
6. Enter the desired outcome.

	A	B	C	D	H	I	J	K	L	M	N
1	Quorum Required:	10					Number		1	2	3
2	Current Voters:	10					Title		Confirmation of Previo	Audit of Statement of A	Administration Levies
3	Quorum Met?	Yes					Type		Motion	Motion	Motion
4							Resolution Required		Ordinary	Special	Ordinary
6							Poll Required		N		
7							Use if ruled out of order				
8							Out of order reason				
9							Calculated Result		Carried	Carried	Carried
10							Manual Result		Defeated		
11							Totals - Y		5	4	5
12							Totals - N		1	1	1
13							Totals - A		0	1	0
14							Alternatives Totals				
15	Lot Number	Office I	Given Name	Surname	Financial in BCM	Financia	Eligible	Entitlements	Motion 1 Votes	Motion 2 Votes	Motion 3 Votes
16	1		Alex	Correa	Y	Y	Y	10	Y	Y	Y
17	2		Philly	Davis	Y	Y	Y	10			
18	3		DEREK	JETER	Y	Y	Y	10	Y	Y	Y
19	3		Brian	May	Y	Y	Y	10	N	A	N
20	5		Justin	Verlander	Y	Y	Y	10	Y	Y	Y
21	6		Yuri	Gurriel	Y	Y	N	10	Y	Y	A
22	6		Florence	Symth	Y	Y	Y	10			
23	8	Director	Jose	Altuve	Y	Y	Y	10	Y	Y	Y
24	9		Max	Profit	Y	Y	Y	20	Y	N	Y
25	14		Grace	Goldman	N	Y	Y	20			

17.7 Offline Voting Register – Quorum Indicator

17.7.1 Via the 'Overview' tab.

1. Navigate to the 'Overview' tab.
2. Quorum is displayed in the 'Quorum Met?' row.
   a. If it has been met ('Yes'), it will be green.

	A	B
1	Building	
2	Building Name:	QLD BUILDING
3	Building Number:	12558
4	Regulatory Module:	Standard
5	Building Type:	B.F.P.
6	Lots with Entitlements:	100
7	Entitlements:	25498
8		
9	Meeting	
10	Meeting Type:	Annual General Meeting
11	Legislative State:	QLD
12	Legislative Act:	Body Corporate and Community Management Act 1997
13	Meeting Date:	26/03/2021
14	Meeting Location:	24 Cooinda Place, Glass House Mountains QLD, Australia, QLD
15	Meeting Open Time:	
16	Meeting Close Time:	
17	Quorum Required:	50
18	Current Attendees:	51
19	Quorum Met?	Yes
20	Meeting Chairperson:	Rachel Poncio

    b. If it has not been met ('No'), it will be red.

17.7.2 Via the 'Voting Register' tab.

If quorum has been met ('Yes'), it will be green.

If it has not been met ('No'), it will be red.

18. FAQ

18.1 What is an Active Meeting?

An active meeting is a meeting with a status of 'Meeting Adjourned', 'Notice Issued' or 'Meeting in Progress'.

18.2 How does Meeting Hub determine eligibility or ineligibility to vote?

The system does not decide whether an attendee is eligible to vote, it recognises that it is the manager's prerogative to make that decision. However, it will provide alerts to assist the manager in identifying scenarios that may warrant review.

By default, all new attendance records are listed as both 'Financial' and 'Eligible to Vote' unless their voting method is registered as 'Non Voting Attendee' in which case they will be considered ineligible to vote and no eligible to vote checkbox option will be offered. Alerts are provided to indicate that an attendee's eligibility to vote may need to be reviewed or

their financial status may need to be reviewed but the decision to flag an attendance record as unfinancial or to remove vote eligibility entirely is completely user driven.

18.3 Why can't I access the Meeting Overview for my meeting?

The 'Meeting Overview' screen can only be accessed for meetings with the following statuses:

- Meeting Adjourned
- Meeting In Progress
- Notice Issued
- Meeting Held

18.4 Why can't I find the Vote Tally (CSV file)?

The vote tally, that used to be accessed via the 'Meeting Details' page has been replaced by the Offline Voting Register. To locate the Vote Tally within the download the offline voting register spreadsheet proceed as follows:

1. Navigate to the 'Vote Tally' tab.

18.5 Where can I find the Committee Election Tally?

The Committee Election tally, that used to be accessed via the Meeting Details page can now be viewed in the committee election tab of the Meeting Overview Page:

The offline voting register also provides an election tally in the 'Committee Election' tab.

18.6 Can the same attendee cast different votes for the same meeting?

Meeting hub caters for the possibility that an individual may wish to cast different votes for different lots or capacities – for example if casting different votes for their own lot to the votes they may cast as a representative\proxy.

A separate entry is created in the Meeting Hub Attendance Register and Offline voting register for each Lot for which an attendee is present (either present pre-meeting or present at meeting) regardless of whether one or multiple attendance records exist for the attendee hence different votes can be recorded for each of the attendee's lots or voting capacities.

18.7 How do I exclude an attendee's votes from all vote calculatons?

This is achieved by unticking the 'Eligible to Vote' flag. Note that if you only want to flag the attendee as unfinancial do not change the 'Eligible to Vote' flag – simply untick the Financial flag instead. Leaving the attendee as eligible to vote but flagging them as unfinancial will ensure that this attendee's votes are included in the vote outcome calculations for any motions that are required under legislation to include votes for unfinancial lots.

However if you do wish to flag an attendance record as ineligible to vote, proceed as detailed below.

18.7.1 In Meeting Hub

1. Navigate to the 'Attendance Register' screen.
2. Locate the attendance record that is not eligible to vote.
3. Click the 'Eligible to Vote' checkbox to remove the tick.
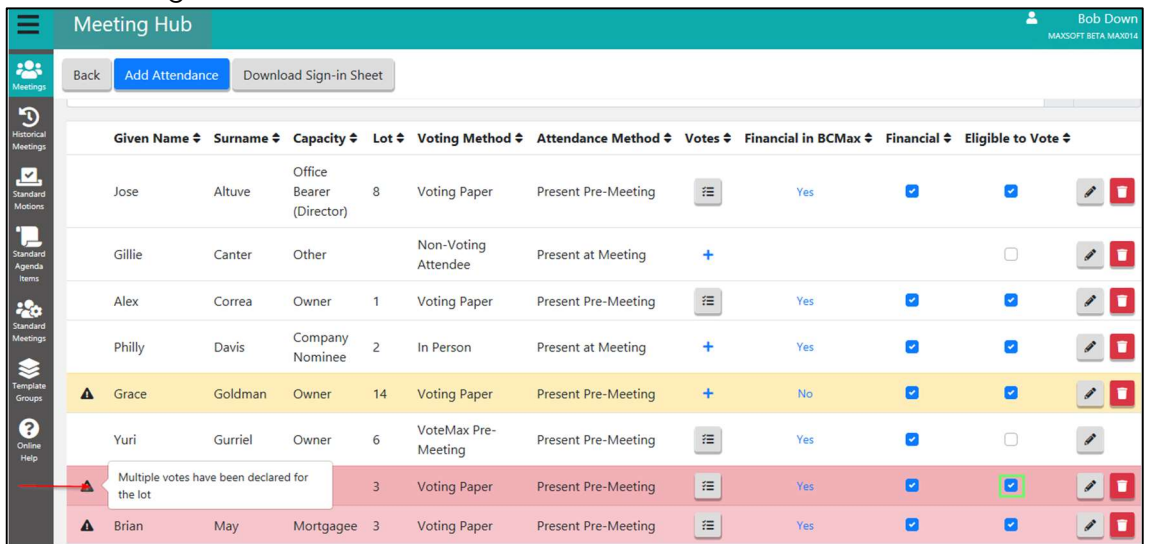
4. Select a reason from the 'Reason' dropdown.
5. Add a note if you wish.
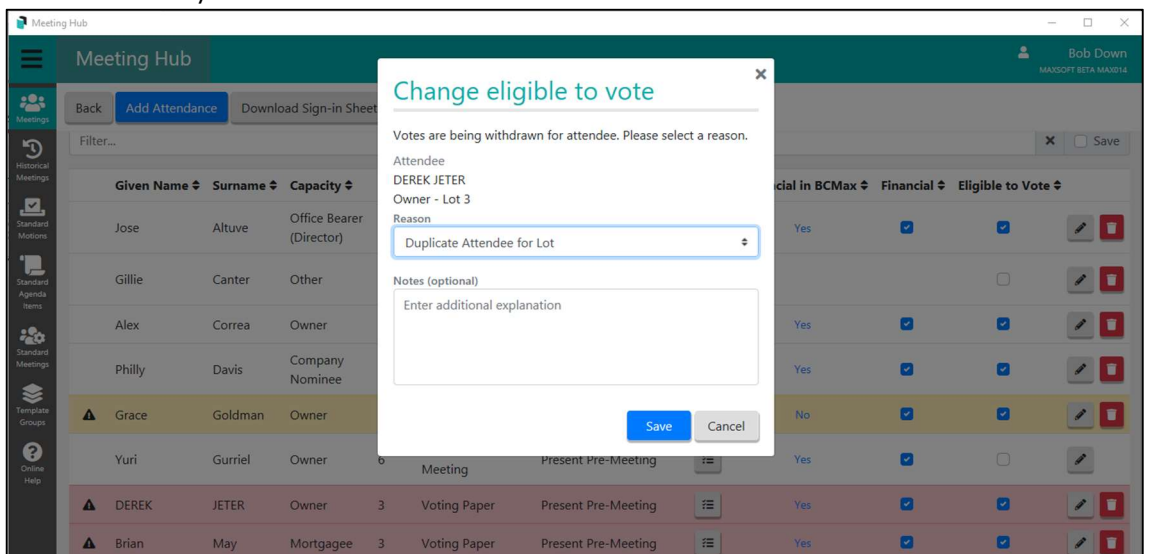
6. Click the 'Save' button.
7. If you have previously downloaded the offline voting register, download it again to include this change.

18.7.2 In the Offline Voting Register

1. Navigate to the 'Voting Register tab.
2. Locate the row for the attendance record that you wish to change vote eligibility for.
3. Go to the 'Eligible to Vote' field (Column I for that row).
4. Select Y or N from the dropdown list.
5. Save the spreadsheet.

18.8 Why can't I change the attendance method from 'Present at Meeting'?

An attendance method cannot be changed from 'Present at Meeting' if the voting method is set to 'In Person'.
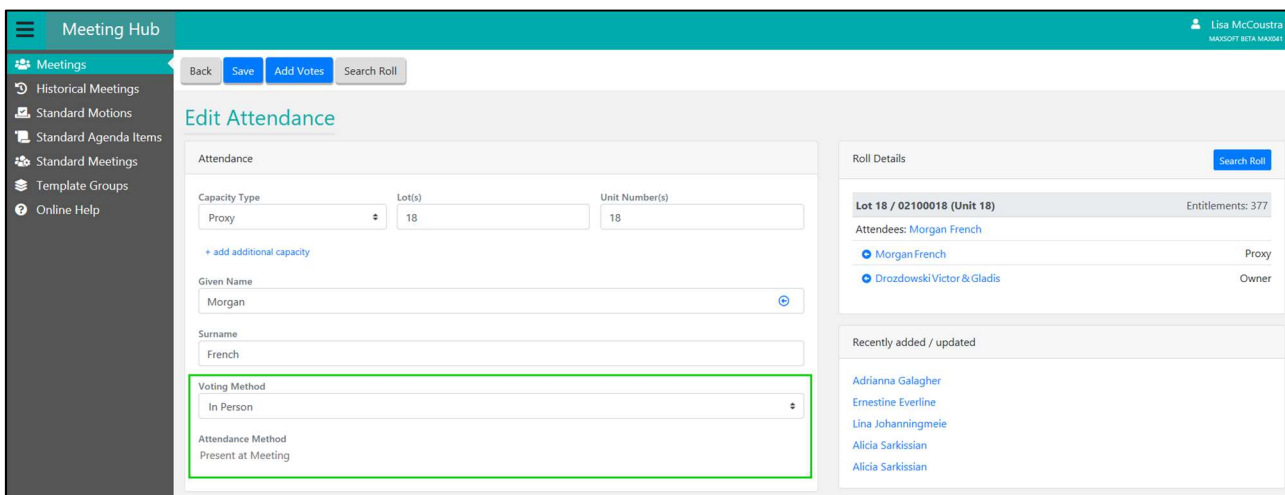
18.9 Why doesn't the delete button appear for an attendance record?

If the attendee voted online via VoteMax, you will be unable to delete their attendance record.
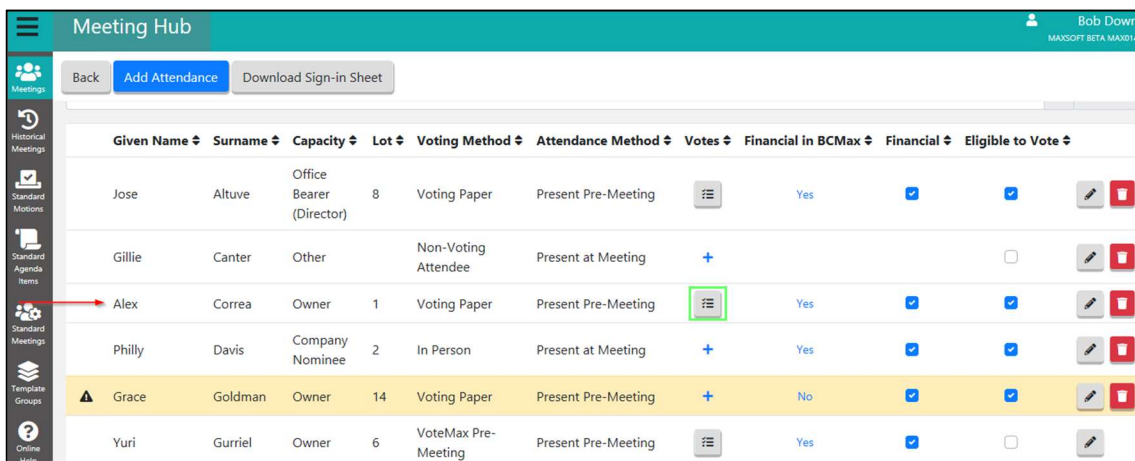
An attendee that was created by VoteMax will have a voting method of 'VoteMax Pre-Meeting'.

18.10 Where can I view an attendee's votes?

You can view your attendee's votes on the 'Votes' screen. Please use the following instructions:
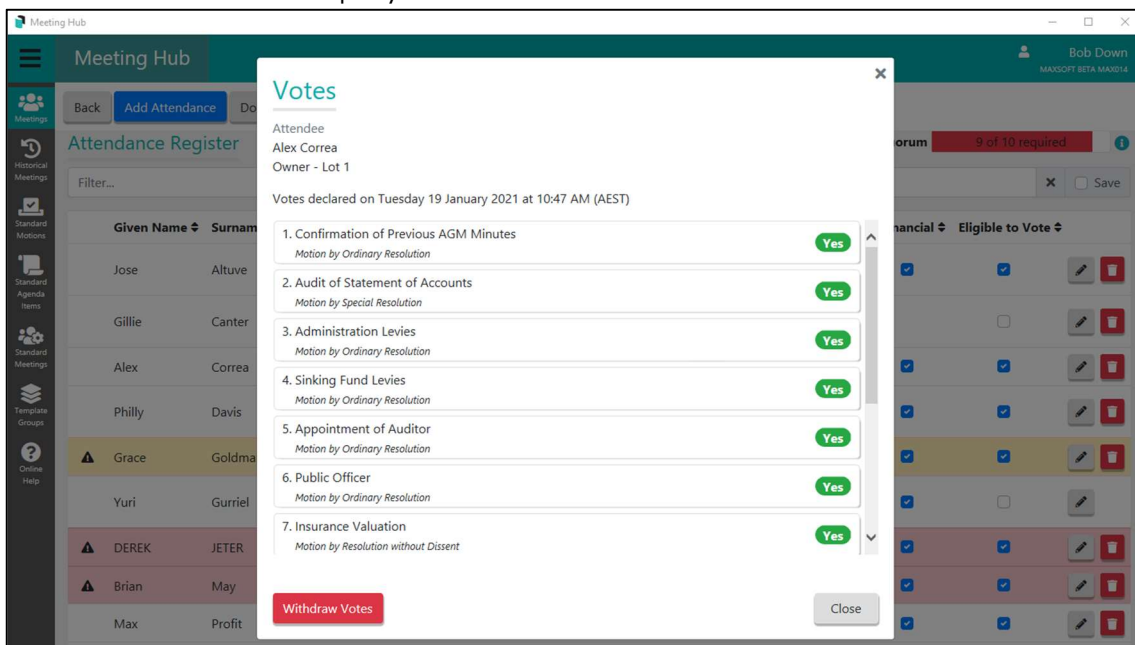
1. Navigate to the 'Attendance Register' screen.
2. Locate the attendee whose votes you want to view.

3. Click the ⊞ button.

The 'Votes' screen is displayed.

18.11 Why can't I add pre-meeting votes for my attendee?

You are only able to enter pre-meeting votes when the attendee's Voting Method is set to 'Voting Paper'. It may be that you are attempting to add votes to an attendee that has another Voting Method, such as 'In Person'.

**Scenario**: The attendee highlighted below does not have any votes added. They have a voting method of 'In Person'.
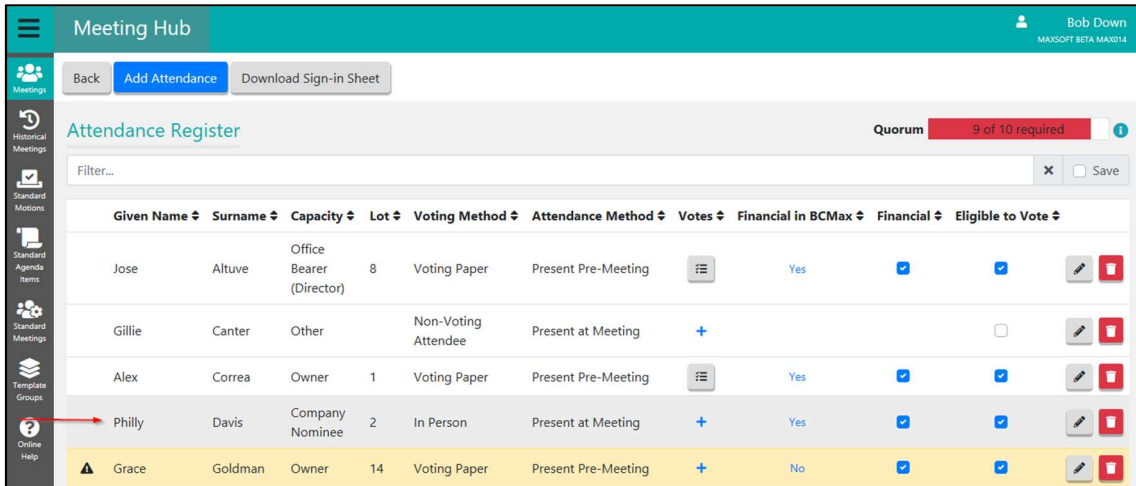
After clicking the ✚ button to add votes, the following error is displayed.
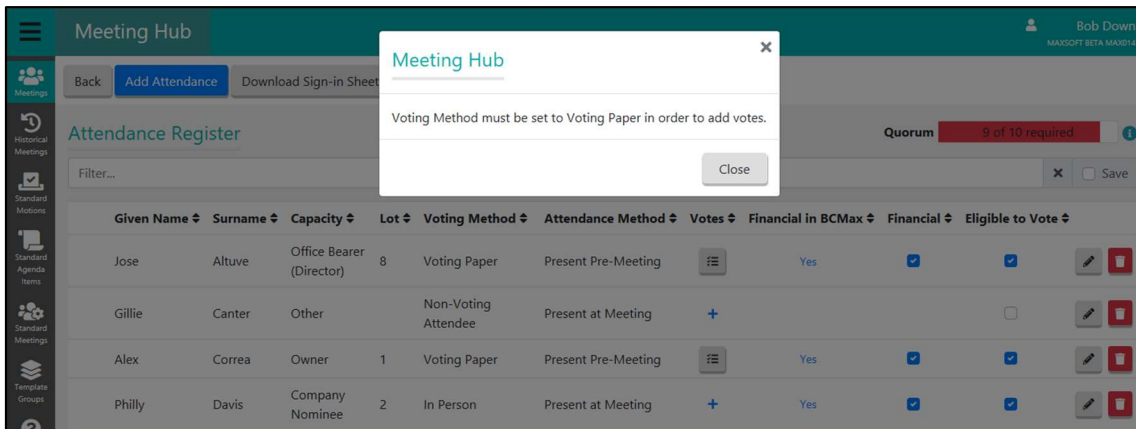
To update an attendance record to allow pre-meeting votes to be added, please use the following instructions:

1. Navigate to the 'Attendance Register' screen.
2. Locate the attendee to edit.
3. Click on the attendee or click the ✎ button.
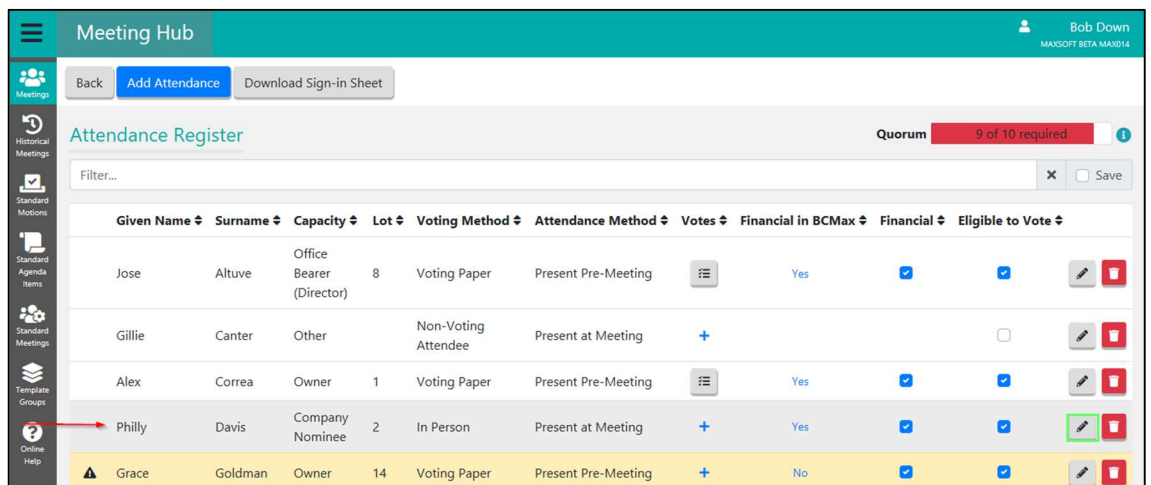
4. Select 'Voting Paper' from the Voting Method dropdown

5. Click the 'Add Votes' button.
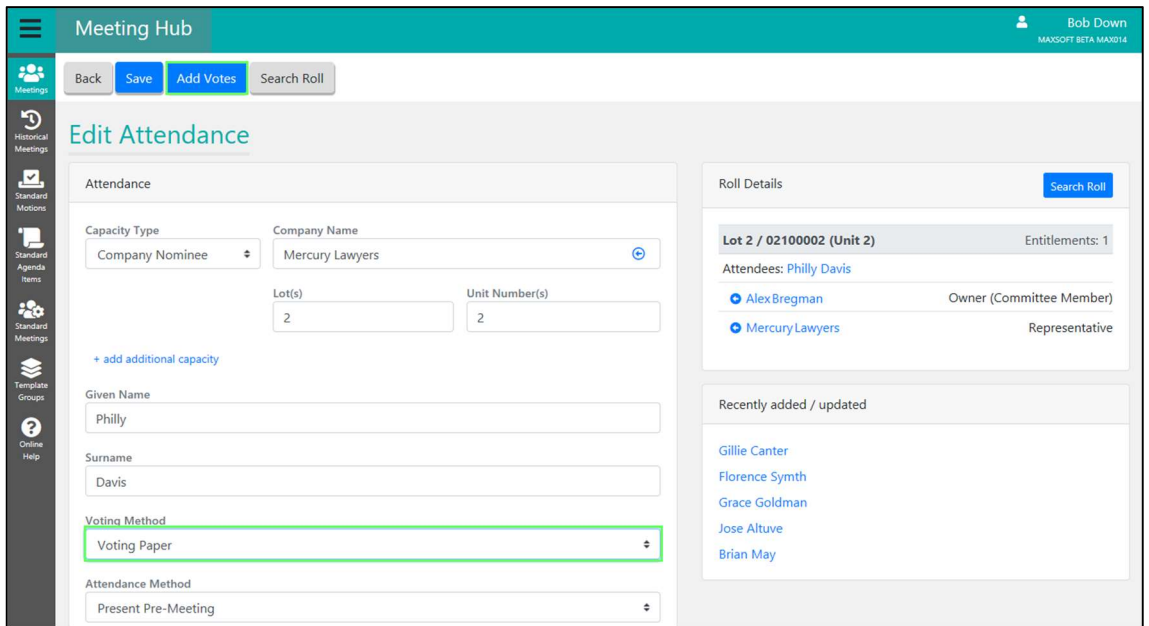
6. Click the 'Yes' button
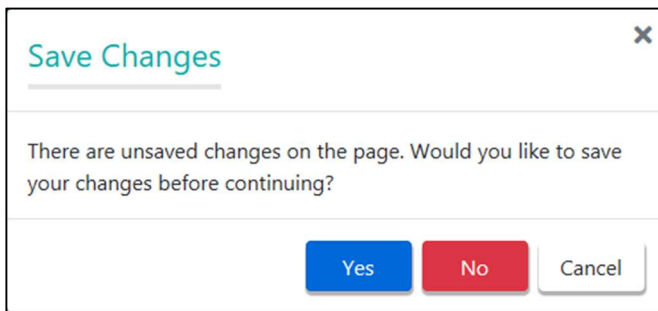
7. Enter the attendee's responses for the motions.
    Note: Don't forget to Click 'Committee Election' tab to enter the committee election votes.
8. Click the 'Save' button.
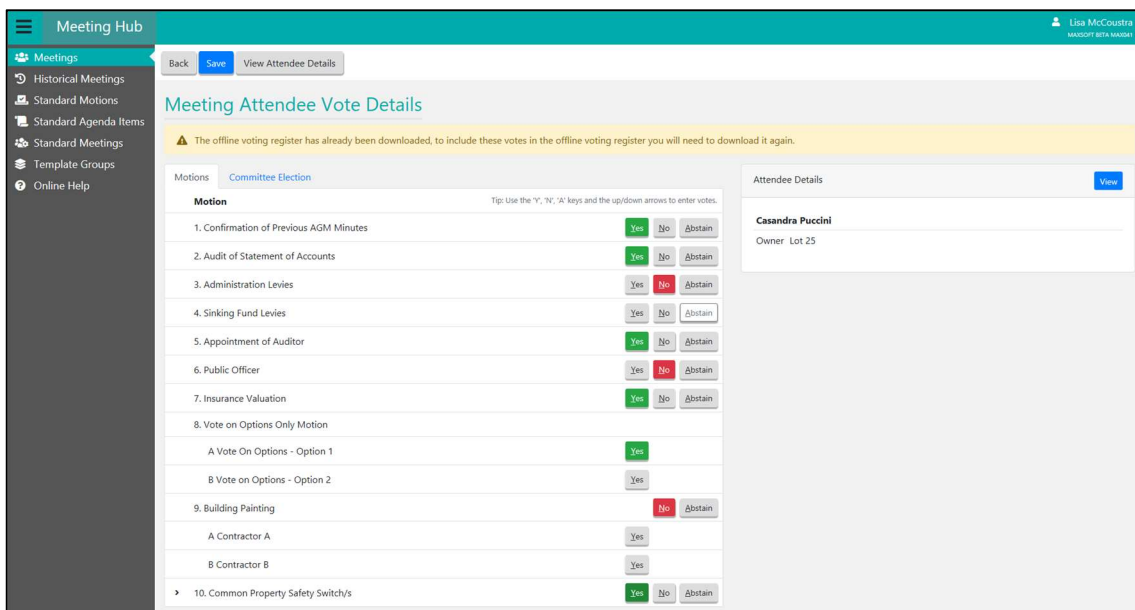
18.12 I have a voting paper for someone who has already voted online - What should I do?

The following guidelines should be used once you have decided which vote takes precedence.

If you decide the VoteMax votes take precedence over the voting paper then no further action is required.

Note: You can check the date and time that the VoteMax votes were submitted by navigating to the 'Votes' screen for the attendee.
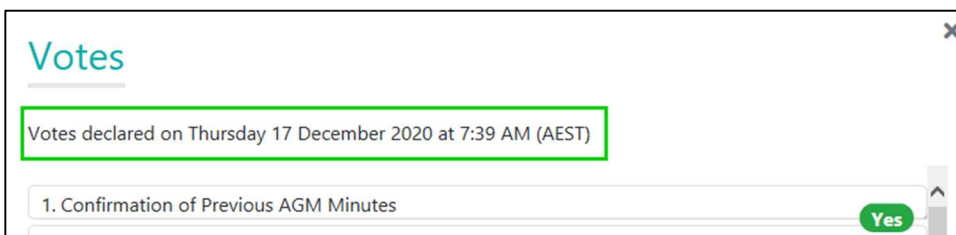
If you decide that the voting paper votes take precedence over the VoteMax votes then the following will need to occur:

- The VoteMax votes will need to be withdrawn.
- A new attendee record will be required to be created.
- The voting paper pre-meeting votes will need to be entered.
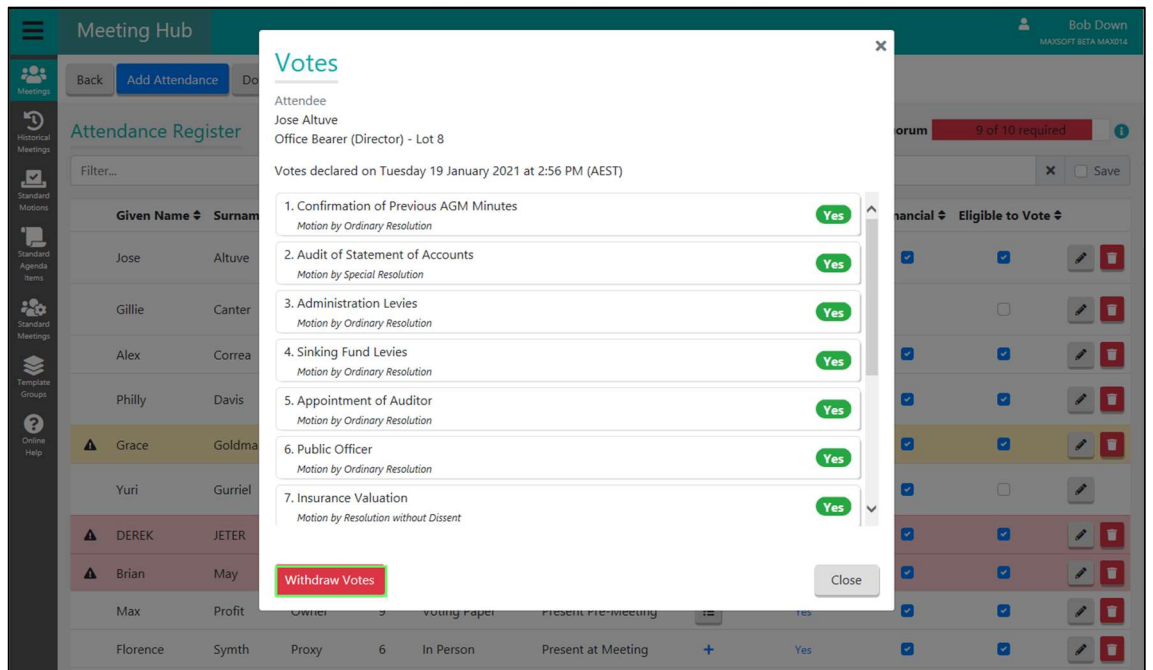
18.13 How do I withdraw pre-meeting votes?

Withdrawing pre-meeting votes occurs on the 'Votes' screen. When you withdraw votes you will be requested to enter a reason.

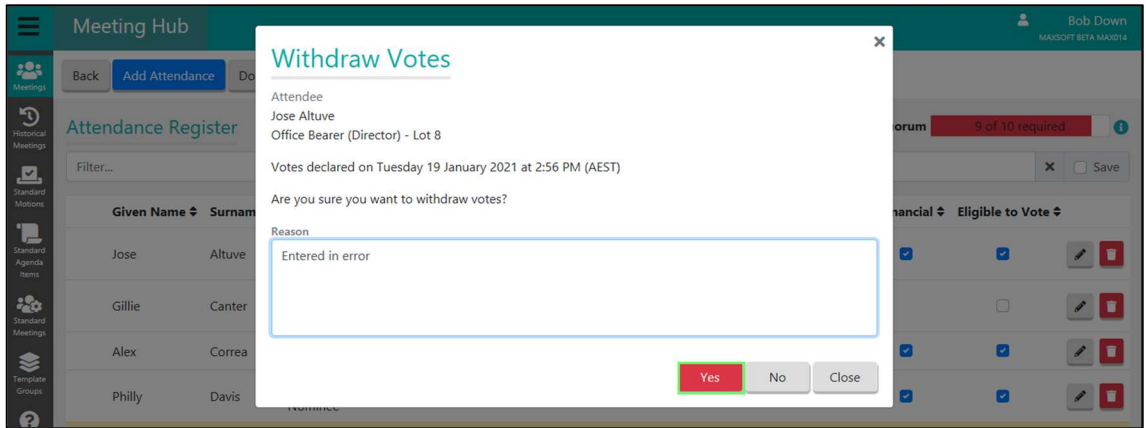Please use the following instructions:

1. Navigate to the 'Attendance Register' screen.
2. Locate the attendee.
3. Click the ⊞ button.
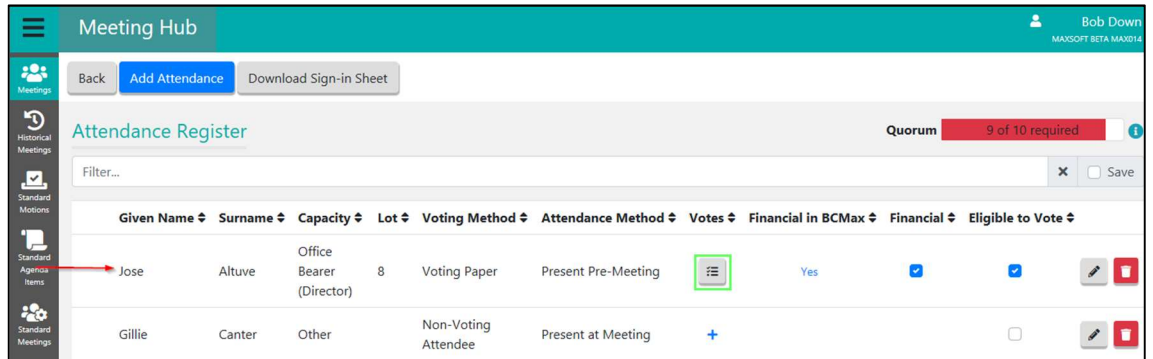
4. Click the 'Withdraw Votes' button.

5. Enter a reason.
6. Click the 'Yes' button.

Note: Click the 'No' button to return to the 'Votes' screen without withdrawing the votes. Click the 'Close' button to return to the 'Attendance Register' screen without withdrawing the votes.
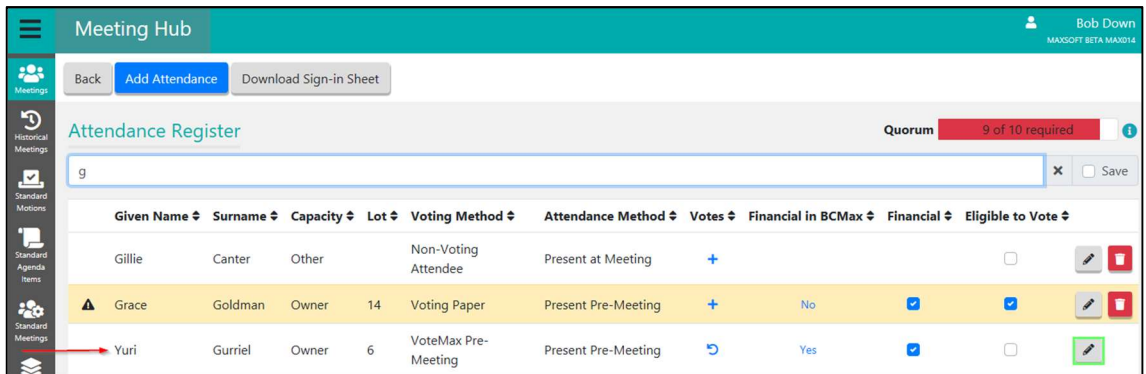
18.14 How do I recreate a VoteMax vote that I withdrew in error?

Either of the following methods can be used to reinstate VoteMax votes withdrawn in error:
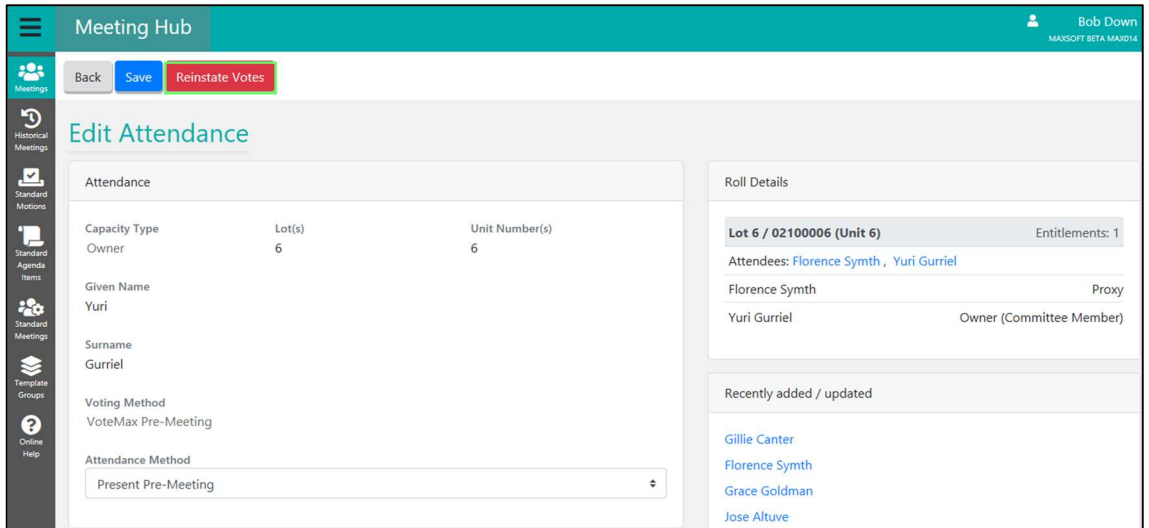
18.14.1 Via the 'Edit Attendance' screen.

Please use the following instructions:

1. Navigate to the 'Attendance Register'.
2. Locate the attendee you want to reinstate votes for.
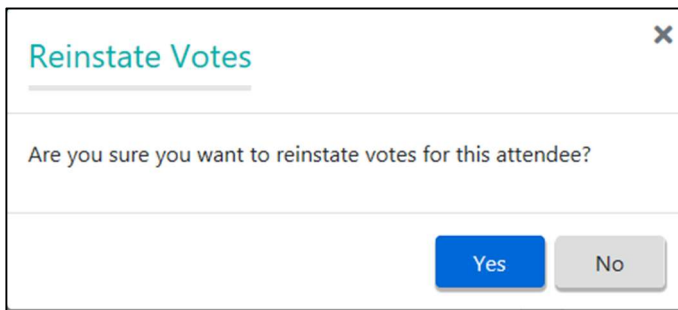3. Click the attendee or click the ✏ button.

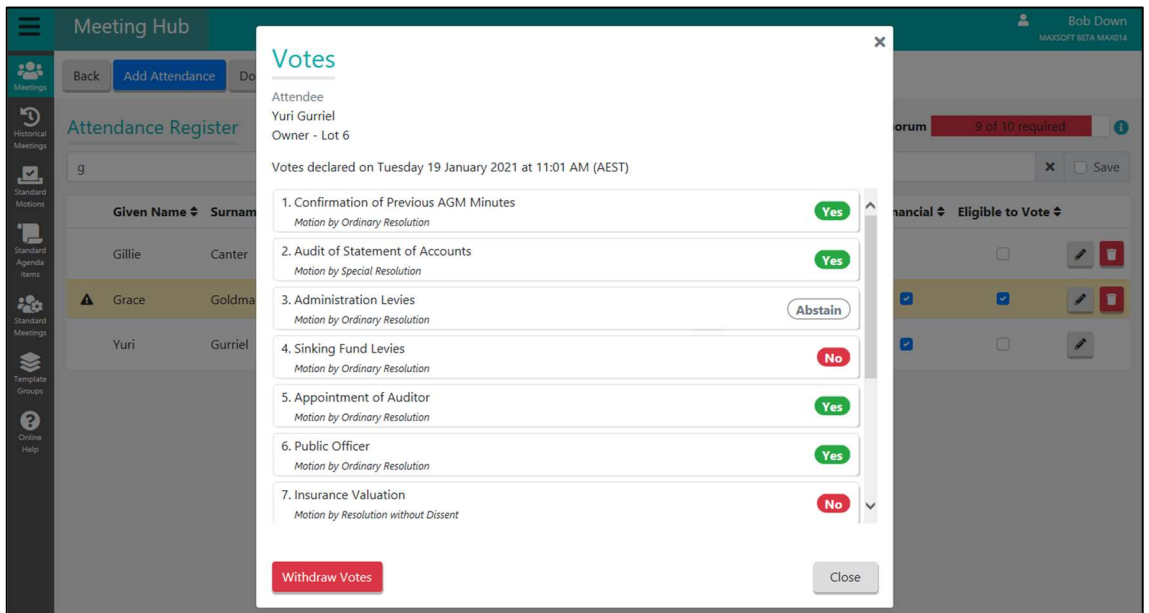
4. Click the 'Reinstate Votes' button.

Note: The 'Reinstate Votes' button will only appear for VoteMax generated attendance records.

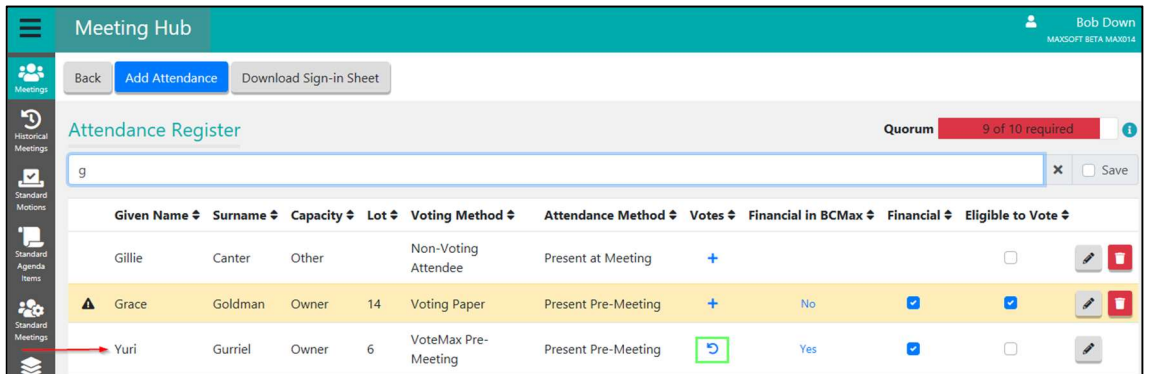5. Click the 'Yes' button

Note: Click 'No' to cancel reinstating the votes.
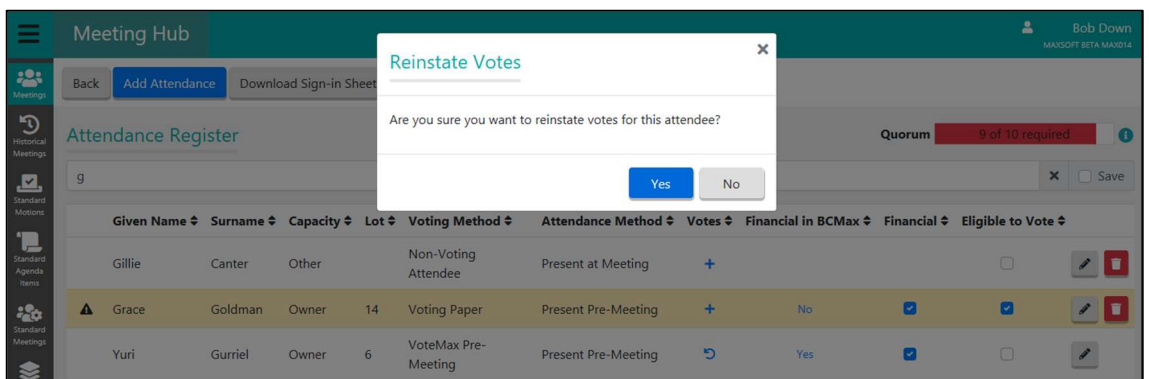
The votes have been reinstated.

18.14.2 Via the 'Attendance Register' screen.

1. Navigate to the 'Attendance Register'.
2. Locate the attendee you want to reinstate votes for.

3. Click the ↺ button.

4. Click the 'Yes' button.

Note: Click 'No' to cancel reinstating the votes.

The votes have been reinstated.