Online Voting – In Meeting Management

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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What's New

This major release of the Online Voting system introduces tools to support a Strata Manager in running a meeting, including recording and calculating votes cast during the meeting.

1. Highlighting Meetings that require action

Enhancements have been made to the 'Meetings' screen to highlight meetings that may require action by the Strata Manager, including:

- Meetings that are currently in progress. These meetings can be easily resumed by pressing the 'Select' button.
- Meetings that have not commenced and are past their scheduled meeting date.
- Meetings that are due to be commenced today.
- Ballot Only meetings where the voting window has closed and they are ready to be finalised.
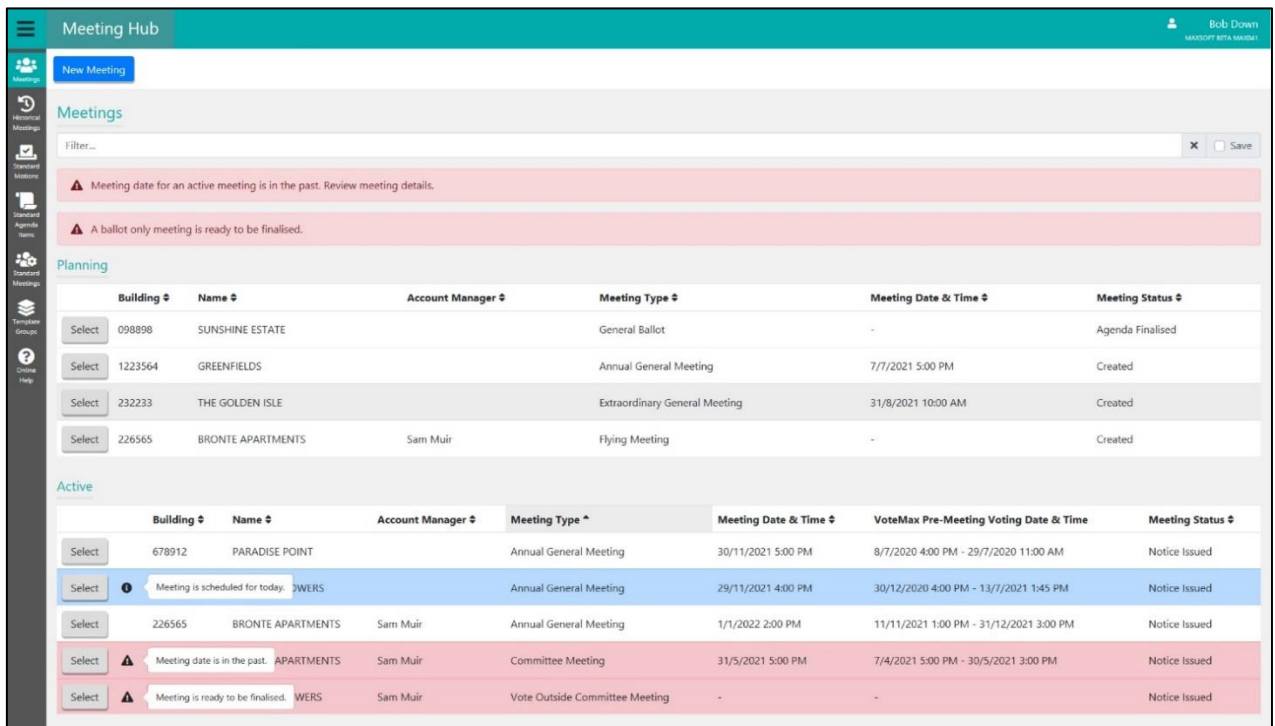
2. Ballot Only Meetings

2.1 Capturing the Voting Window of a Ballot Only Meeting

When creating a Ballot Only meeting such as a Vote Outside Committee Meeting (VOC) or a Flying Meeting the date and time the ballot will open and close is now captured on the 'Create Meeting' screen. This will allow Strata Managers to be notified via Meeting Hub that the voting window has closed and the meeting is ready to be finalised.


2.2 Finalising a Ballot Only Meeting

A Ballot Only meeting is able to be finalised via the 'Meeting Overview'. A new 'Finalise Meeting' button has been introduced, that when selected triggers the following set of actions:

- The result of each motion is automatically calculated.
- A summary of the results is presented on the 'Meeting Overview'. This summary also allows the outcome of a motion to be updated, including overruling the determined result.
- The meeting status is set to 'Meeting Held'.
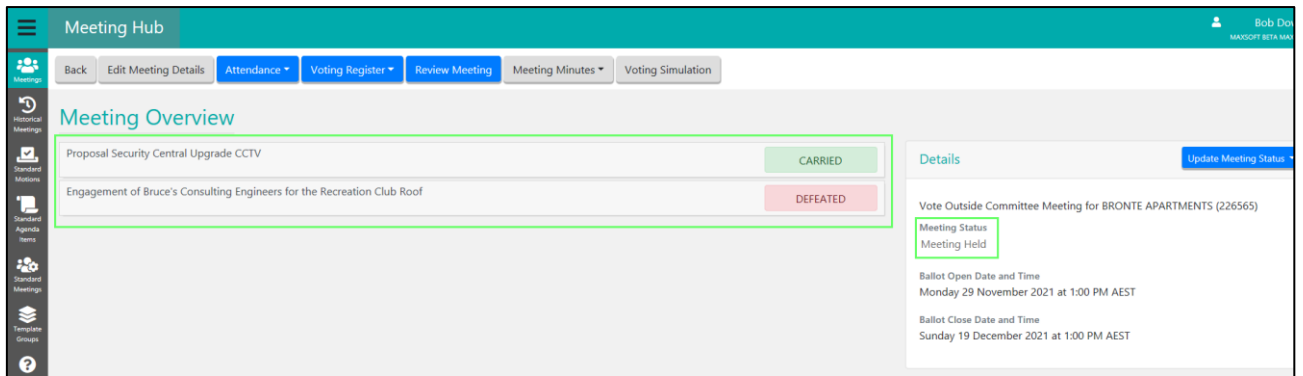
3.　Commencing a Meeting

A Strata Manager is now able to commence and run a meeting online using Meeting Hub. The 'Commence Meeting' screen has been introduced to allow meeting details to be set and for the Strata Manager to officially open the meeting. It is accessed via the 'Commence Meeting' or 'Resume Meeting' buttons on the 'Meeting Overview'.
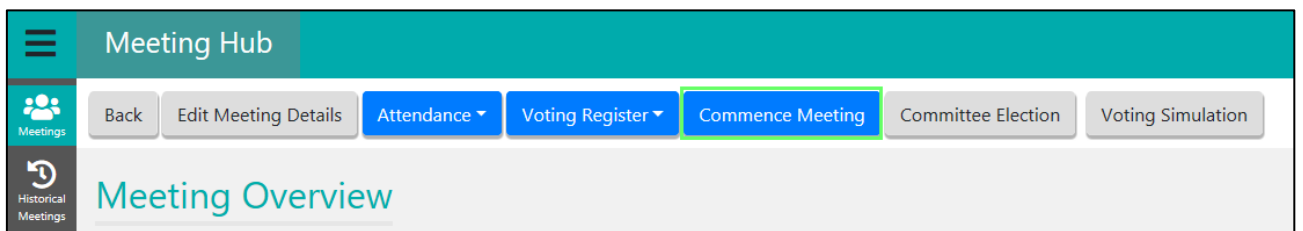

The 'Commence Meeting' screen has multiple functions including:

- Capturing the meeting open date and time.
- Capturing the meeting chairperson.
- Advising the Strata Manager if the quorum has not been met, providing the ability to adjourn the meeting, or allow a reason to be entered or selected from a list as to why it is progressing without quorum.

  Please note: "Quorum" is calculated by comparing the number of eligible voting attendees (attendance count) against the quorum requirements for the meeting (as entered when setting up the meeting). If the number of attendees is greater than or equal to the required quorum, then quorum has been reached.

- Alerts the Strata Manager if there are any issues with attendees or their existing votes, such as:

- o Having multiple votes recorded for the same lot from eligible attendees.
    - o Having more than one attendee registered for the same lot who is eligible to vote.

- Commencing the meeting by progressing the meeting status from 'Notice Issued' or 'Meeting Adjourned' to 'Meeting In Progress'.
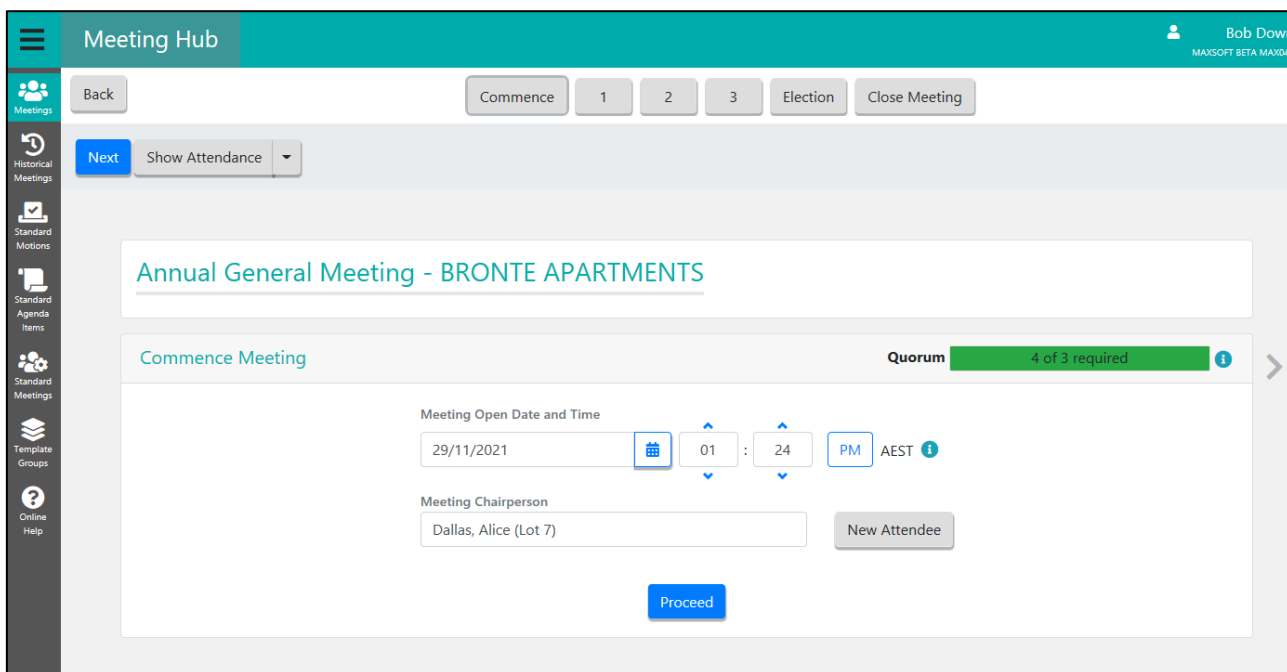

4. Controlling the Meeting

'In Meeting Management' is a new function that provides access to everything that is needed to effectively manage meetings that are in progress. Key functions include:

- Determining the in-focus motion and controlling the flow of the meeting. 'In Meeting Management' is used to view and manage one motion at a time. This motion is considered the 'in-focus' motion. The strata manager has the ability to control which motion is in focus at any time by using the navigation bar at the top of the screen, or the arrows on the left and right hand sides of the screen.
- Providing an overview of the in-focus motion, including but not limited to, the motion name, resolution type, no proxy flag and who the motion was submitted by.

- Determining who is eligible to vote on the in-focus motion. There are instances where a proxy or unfinancial attendee may or may not be able to vote on a motion. For example:

  o If the 'No Proxy Flag' was selected when creating a motion, all proxies would be excluded when determining the voting outcome for that motion.
  o If the building is in NSW, and the resolution type is unanimous resolution, attendees considered unfinancial are able to vote on the motion.

- Allowing an attendee to be marked as arriving or leaving the meeting while it is in progress.
- Allowing voting to be opened for the in-focus motion. Votes can be collected via two methods:

  1. By attendee on the 'Attendee Vote Collection' screen.
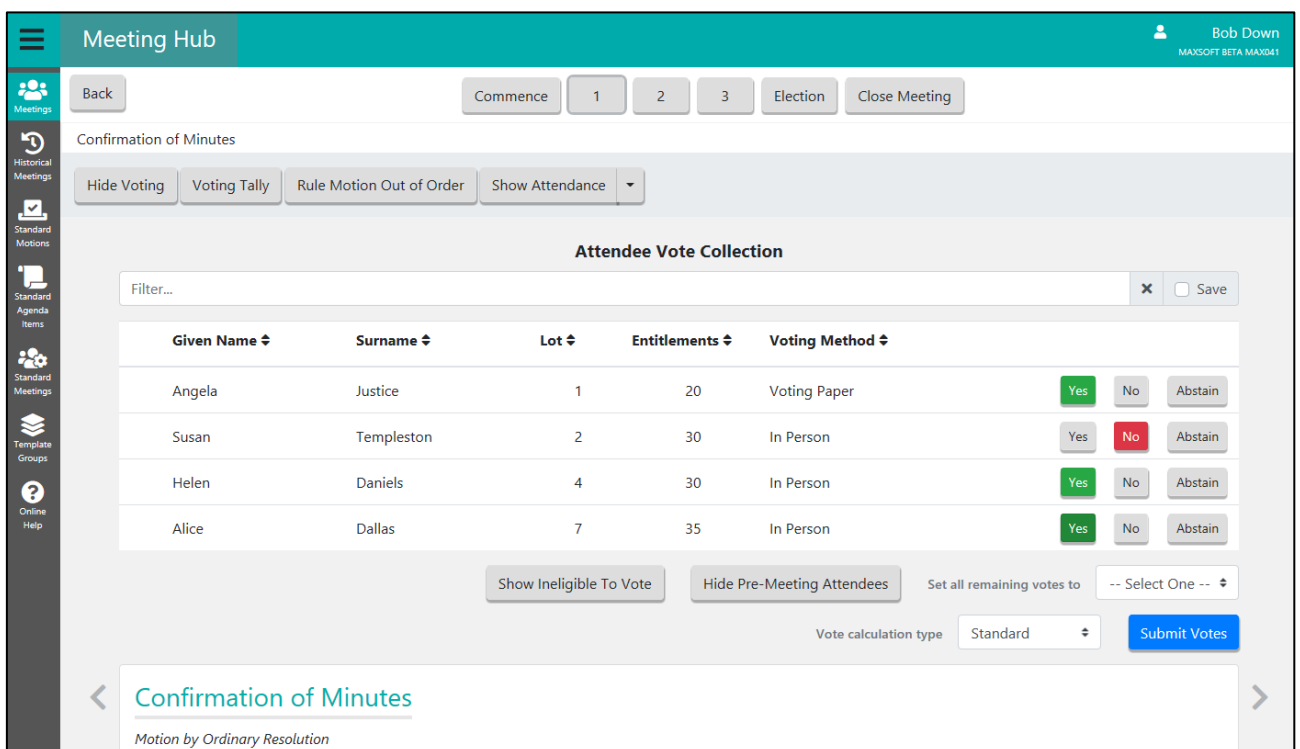 2. By voting tally.
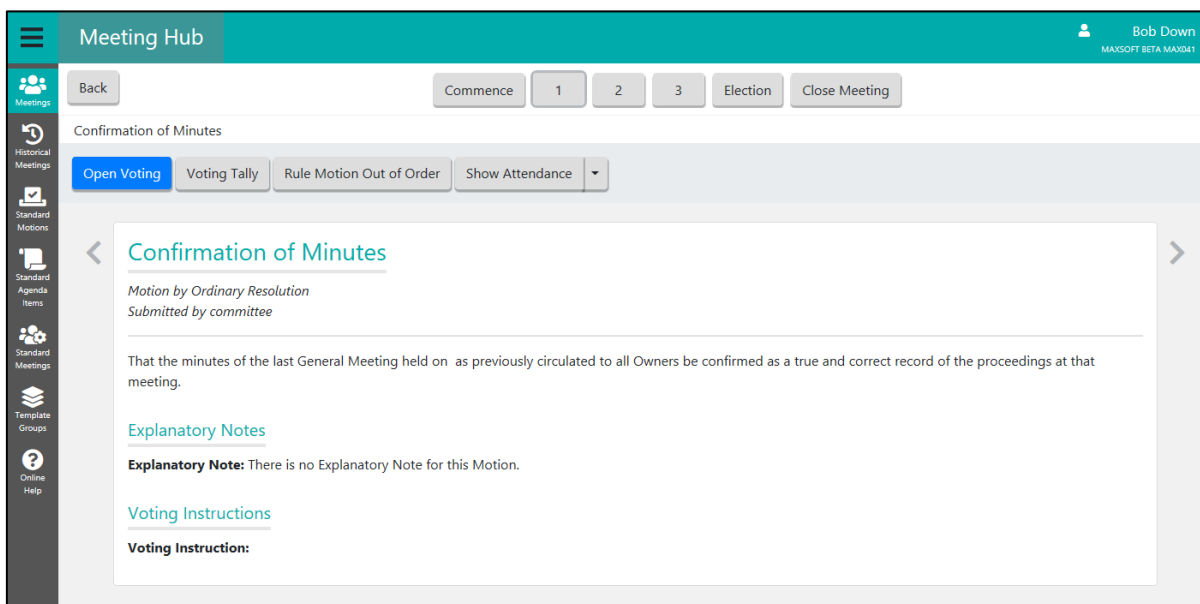
4.1   Attendee Vote Collection

The 'Attendee Vote Collection' screen presents each attendee's individual voting response to the motion, including both pre-meeting and in meeting votes.

Key features of the 'Attendee Vote Collection' screen include:

- Allowing a strata manager to select the calculation type to be used for the motion, such as standard or poll voting.
- Providing information about attendees, including their name, lot number, entitlements and voting method.
- Allowing an attendee's individual response to a motion or committee election to be recorded, updated or withdrawn. If the attendee is representing several lots the strata manager has the option to capture the same or different votes for each lot.
- Allowing any votes of attendees that are yet to vote on the motion, to be set at the same time to a specific value.
- Providing the option to display or hide attendees that are considered ineligible to vote on the motion. When displaying these attendees, they are clearly highlighted and the reason for their exclusion is provided.
- Providing the option to display or hide pre-meeting votes captured for the in-focus motion.
- Providing the ability to rule a motion out of order.
- When the motion is a committee election, the strata manager has the ability to manage the nominations, including adding, withdrawing and reinstating them.

4.2   Voting Tally

Use the Voting Tally to capture a show of hands for each voting option, such as 15 'Yes' votes, 4 'No' votes and 1 'Abstain' vote. Totals include pre-meeting votes of all attendees that are not present in person at the meeting. The Strata Manager will be alerted if the number of votes entered via the Voting Tally exceeds the number of attendees who are eligible to vote.

Please Note: The Voting Tally cannot be used for poll voting.
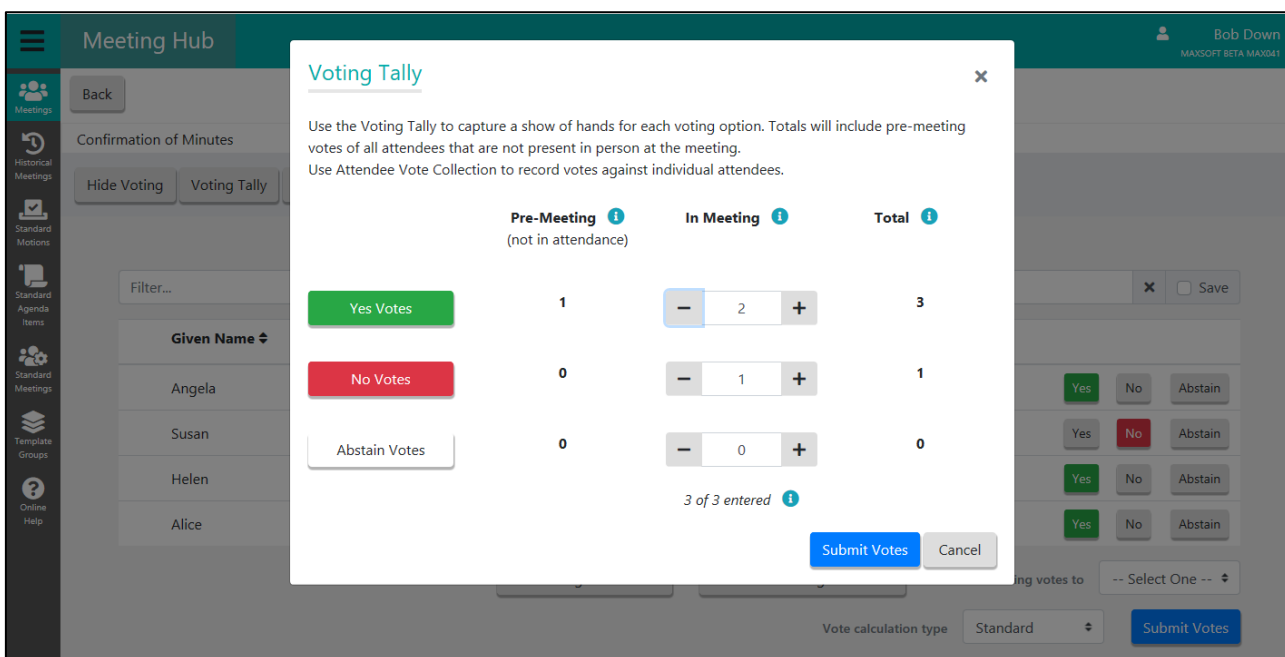
# 5.   Determining the Result of a Motion

Once all votes have been collected for the in-focus motion the Strata Manager is able to submit the votes and the result of the motion is then decided using calculations based on state and building based legislation.

5.1   Motion Summary

Once a motion has been submitted and decided, a summary of the result is presented. The summary shows the total pre-meeting, in meeting and total counts for each voting option and the final voting outcome for the motion. Key functions of the 'Motion Summary' include:

- Displaying the final result of the motion.
- Providing the Strata Manager with the ability to overrule the predetermined result.

- Allowing the Strata Manager to enter a final decision should the motion need to be decided by chance.
- Allowing voting to be reopened so that voting can be recalculated.
- If the motion is committee election, the Strata Manager will be alerted if the minimum number of committee members was not achieved.
- For a group of same-issue motions, the Strata Manager will be made aware of which same-issue motions qualified and of those that qualified which one was the final decision of the body corporate.
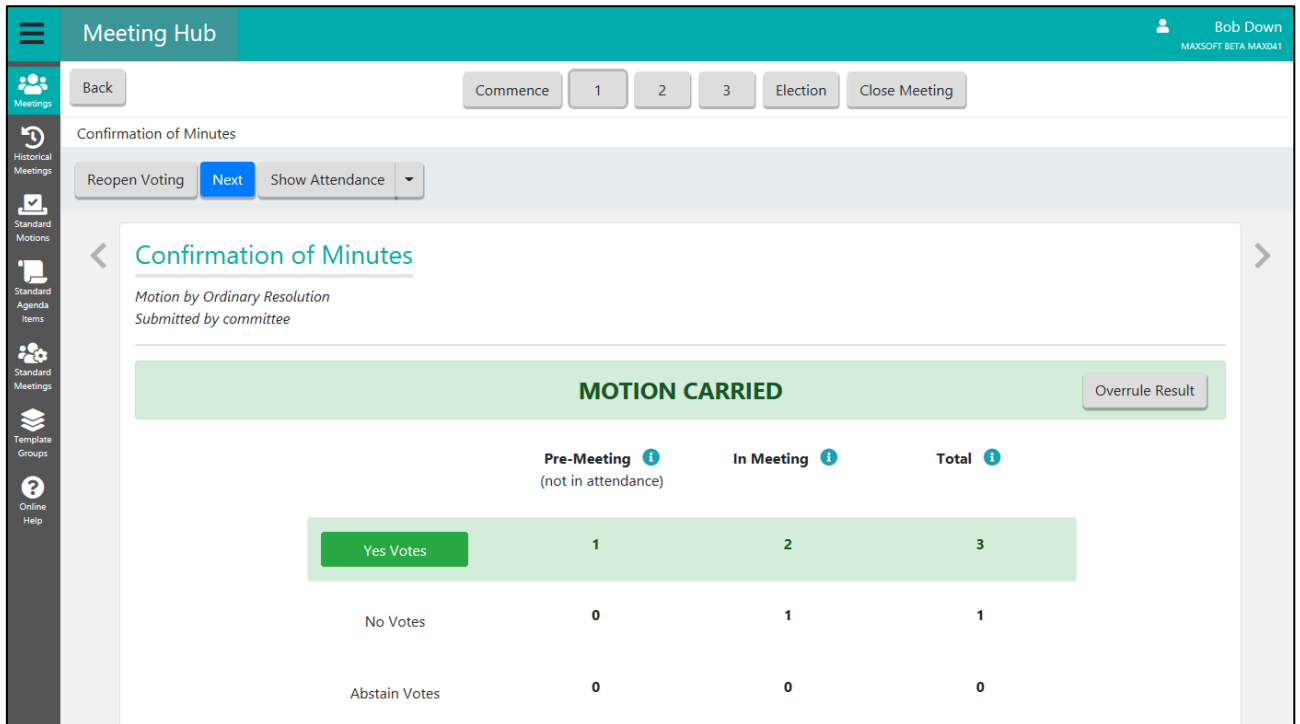
5.2   Resolution Body

With the introduction of In Meeting Management, there is a need for Meeting Hub to be able to assist managers in reducing the manual modifications required once minutes have been generated. Resolution Body has been introduced to capture the final text that will be included in the meeting minutes for a motion. The resolution body is able to be automatically updated with the motion outcome.
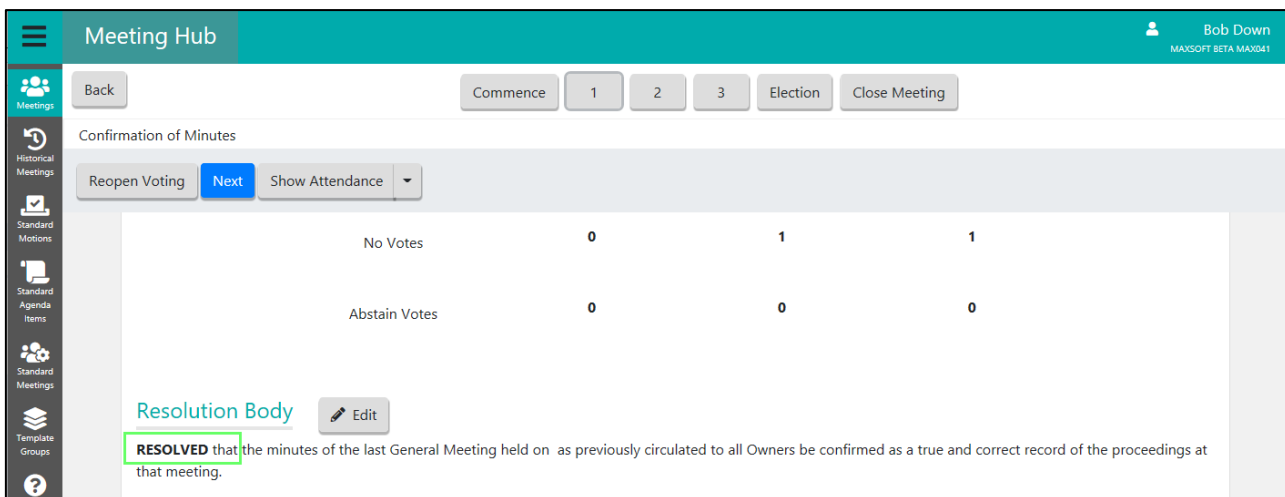
6.   Closing a Meeting

A Strata Manager is able to close a meeting via the 'Close Meeting' screen. A summary of all of the meetings motions and their outcomes are displayed. The main functions of the 'Close Meeting' screen are:

- Displaying a summary of all the meetings motions and their outcomes.
- Providing alerts if further actions are required before the meeting can be closed, such as when a strata manager needs to resolve an outcome that needs to be decided by chance.
- Capturing the date and time that the meeting was closed.
- Progressing the meeting status to 'Meeting Held'.
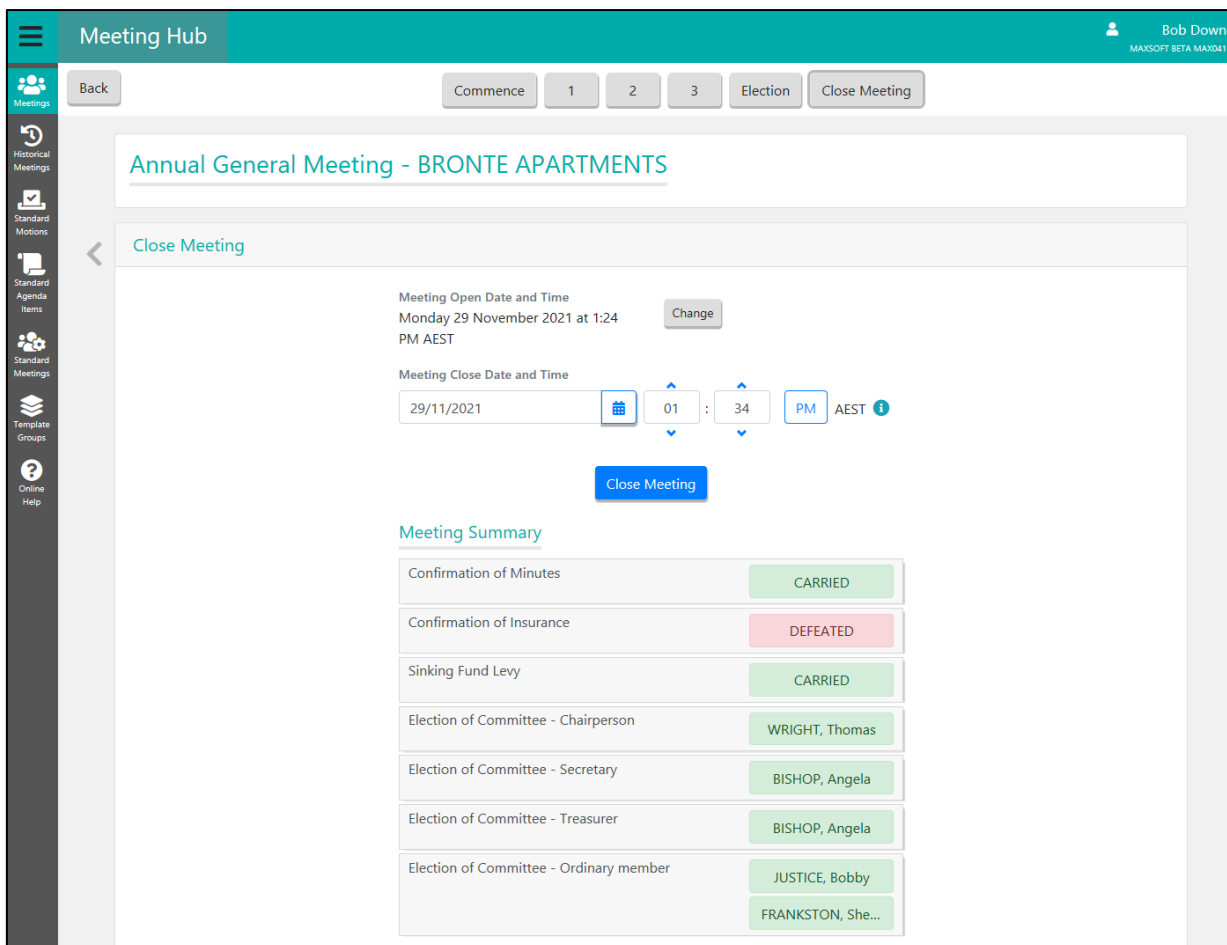
7. Meeting Alerts

Additional alerts have been introduced in Meeting Hub to assist with managing meetings and attendees. These include:

- Indicating when a Ballot Only meeting is ready to be finalised, including when:

  o The Ballot voting Window has been closed.
  o The Majority of Committee Members have voted.

- Highlighting that changes made to an attendee or their votes while a meeting is in progress has the potential to impact predetermined voting outcomes.
- Advising the Strata Manager that any changes made while the meeting has a status of 'Meeting Held' will not impact the predetermined voting outcomes.

What's Better

- The meeting status can now be updated to 'Meeting Held' and rolled back to 'Meeting Adjourned' via the 'Meeting Overview'.
- Committee nominations that have been withdrawn are able to be viewed on the Meeting Overview.
- The minimum and the maximum number of voting members for a committee can be captured on the 'Motion Details' and 'Standard Motion Details' screens.
- The 'No Proxy Flag' on the 'Motion Details' screen will be automatically set if legislation restricts proxies from voting on the selected resolution type. For example, if the building is in QLD and the resolution type is Majority Resolution, the 'No Proxy Flag' will be automatically checked.

What's Coming

- The ability to output attendance and outcomes in meeting minutes.
- Functionality to add, amend and withdraw motions while the meeting is in progress.
- Being able to record notes on motions and have them included in the meeting minutes.
- Alerting strata managers when an attendee exceeds holding the recommended number of proxies for a meeting.
- Emailing a lot owner if their votes cast via VoteMax are updated or withdrawn via Meeting Hub.
- A refresh of the adjourned meeting functionality which will include the ability to produce meeting minutes for both the adjourned and reconvened meetings.