# Online Voting – Add, Amend & Withdraw **Motions**

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 the ability for a Strata Manager to add, amend and withdraw motions during and after the meeting.

## 1. Manage Agenda & Motion Details Screen

A new screen, 'Manage Agenda & Motion Details', has been added to Meeting Hub to allow motions to be managed while a meeting is in progress or has been recently held.

≡	Meeting Hub	Bob Down MAUSOFT BETA MAXIOS
A Meetings	Back Save Meeting Notice *	
) Historical Meetings	Manage Agenda & Motion Details	
Standard Motions	Agenda Items & Motions	
Standard Agenda	Add Motion Add Agenda Item Add Standard Motion Add Standard Agenda Item	
Items	Motion [Amended] Adoption of Minutes	69 🗑
Standard Meetings	Motion [Amended] Appointment of Auditor ( pre test)	63
Template Groups	Motion Bank Accounts	69
? Online Help	Agenda Item Agenda	60
	Agenda Item Elections	€ 60 🔳 =
	Last Modified 1/6/2022 3:47 PM (AEST) by Bob Down	

## 1.1.1 Accessing the Manage Agenda Items & Motion Details screen

#### • Via the Meeting Overview

A new button, 'Manage', has been added to the Motion section of the Meeting Overview.

Meeting Hub			Bob Dow
etings · · · · · · · · · · · · · · · · · · ·	Back Save Attendance - Voting Register - Resume Me	Adjourn Meeting Voting Simulation	
ard Motions ard Agenda Items	Meeting Overview		
Standard Meetings     Template Groups     Online Help	Quorum	Quorum 5 of 5 required	Details Update Meeting Status *
	Quorum Present		Annual General Meeting for BRONTE APARTMENTS (226565)
	Quorum Reason	Quorum Required	Meeting Status
	A quorum was represented.	• 5	Meeting in Progress
	Quorum Statement	- 38 58 m-	Meeting Date and Time Thursday 30 June 2022 at 3:00 PM
	The Charperson advised that a quorum was represented and declared the meeting open.		Meeting Location 34 Thompson Street
		13 WORDS _d	In Meeting Details
	Motions	Manage	Meeting Open Date and Time Tuesday 1 March 2022 at 6:54 AM AEST
	1. Adoption of Minutes amend check	NOT DETE	Adjourned Meetings

#### Via the Commence Meeting Screen

A new button, 'Manage Agenda & Motion Details', has been added to the Commence Meeting page.

Meeting Hub	
<ul><li>Meetings</li><li>Historical Meetings</li></ul>	Back Commence 1. 2. 3. 4. Close Meeting
Standard Motions	Proceed     Adjourn Meeting     Manage Agenda & Motions     Show Attendance
<ul><li>Standard Meetings</li><li>Template Groups</li></ul>	
<ul> <li>Online Help</li> </ul>	Annual General Meeting - BRONTE APARTMENTS
	Commence Meeting
	Meeting Open Date and Time
	5/4/2022 💼 08 : 51 AM AEST (3
	Meeting Chairperson
	Type to search attendees New Attendee

### 1.1.2 Key Functions of the Manage Agenda & Motion Details Screen

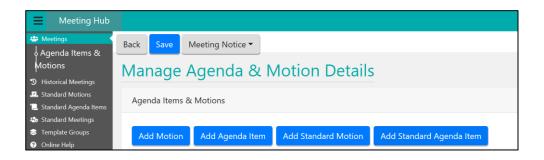
The Manage Agenda & Motion Details screen provides a Strata Manager with the ability to manage the meetings motions and agenda items in the following ways:

• Viewing the details of an agenda item or motion Use the glasses icon to bring up a detailed view of the item

Books and Records					×
Motion by Ordinary Resolution Submitted by committee					
THAT Nevros No. 1 Pty Ltd T/A Kingsberr BCCM Act 1997	ry Strata be authorised to esta	blish and maintai	in all books and record	s in accordance with the requirem	ents of the
	Yes	No	Abstain		
					Close

#### Adding an agenda item or motion

Agenda items, motions, standard agenda items and standard motions can all be added to the in progress meeting by selecting the appropriate button.



**Please Note:** Newly added motions will be added to the end of the agenda, with the exception of same-issue motions in Queensland, which will be added at the bottom of the same-issue motions with the same resolution type.

#### • Editing an agenda item

Selecting the pencil icon to the right of an agenda item will open the Agenda Item Details page, from which the agenda item can be updated.

Modifying a motion

Selecting the pencil icon to the right of a motion will present the Modify Motion modal allowing a Strata Manager to choose to edit or amend the motion.

Withdrawing a motion

Selecting the trashcan icon to the right of a motion will allow a Strata Manager to withdraw it.

## 2. Modifying a Motion

When a Strata Manager chooses to modify a motion on the Manage Agenda & Motion Details screen, the Modify Motion modal is presented. A Strata Manager is given the flexibility to make minor modifications to a motion, or to fully amend the motion.

Modify Motion	
Are you amending the motion or needing to do a minor modification?	
Minor Modification	
Amending the Motion	
Amending the Motion U	
	Cancel

### 2.1.1 Minor Modifications

Minor modifications is recommended to be used if the changes to the motion details does not affect the motions purpose, such as correcting spelling.

#### 2.1.2 Amending the Motion

When a Strata Manager chooses to amend the motion, further information is requested to ensure the amended motion is constructed as required.

- Is a vote to accept the amendment of the motion required?
- · How should any pre-meeting votes be handled?

Modify Motion	
Are you amending the motion or needing to do a minor modification?	
Minor Modification	
Amending the Motion 0	
This option should be selected when the details of the motion need to be updated. For example, when altering the wording of the motion or updating contribution amounts. Selecting this option will result in an amended motion being created and used for voting. In meeting votes and the voting outcome will be reset. Pre-meeting votes will be handled	
according to the selections made below.	
Select One e	
Provides flexibility in deciding how pre-meeting votes that were received for the original motion are applied to the amended motion.	
Management of Pre-Meeting Votes	1
Select One 🗢	J
Amend Motion	
Cano	cel

**Please Note:** If the motion is a committee election or a group of same-issue motions, this option is not supported. Motions of this type should be modified using the minor modification option.

### 2.1.3 Vote to accept amendment

Selecting 'Vote to Accept Amendment' ensures that attendees at the meeting are requested to vote on the amendment of the motion. This motion is automatically generated based on the office's standard motion with the type 'Motion to Accept Amendment'. See section 9 for more information on the new motion type.

### 2.1.4 Management of Pre-Meeting Votes

A Strata Manager is able to nominate how any pre-meeting votes that were received for the original motion should be applied to the amended motion including:

- Removing all pre-meeting votes so that voting is reset for the amended motion.
- Selecting how pre-meeting attendee's votes should be recorded for the amended motion.

The votes for all attendees who are present at the meeting will automatically show as a NULL vote.

## 3. Withdrawing a Motion

When a Strata Manager chooses to withdraw a motion on the Manage Agenda & Motion Details screen, they will be prompted to enter a reason why the motion is being withdrawn before confirming the action.

Withdraw Motion	×
<ul> <li>Proceeding with this action will withdraw the motion from the meeting.</li> <li>In meeting votes will be unable to be captured.</li> <li>The voting outcome will be set to 'Withdrawn'.</li> <li>The motion will continue to be output in minutes documents.</li> <li>The motion will be removed if the meeting notice is regenerated.</li> </ul>	
Reason (optional)	_
Are you sure you want to withdraw the motion?	
Yes No	

The motion will continue to be displayed In Meeting, however attendees will not be able to vote on the motion.

## 4. Identifying Amended and Withdrawn Motions

Managers are able to easily identify motions that have been amended or withdrawn throughout Meeting Hub.

- When a motion is amended, the motion title is prefixed with 'Amended'.
- When a motion is withdrawn, the motion title is prefixed with 'Withdrawn'.

The revised motion titles will be used throughout Meeting Hub and during document generation until such time that a Meeting Notice is regenerated.

Agenda Items & Motions								
Add Motion	Add Agenda Item	Add Standard Motion	Add Standard Agenda Item	Numbering Style 🔻				
Agenda Item 1. Origina	l version of an aɑenda i	tem		[ € ] [ 6 ] [				
Motion <b>1</b> 2. [Amend	led] Original Version of	Motion		● 60 =				

Agenda Items & Motions							
Add Motion Add Agenda Item	Add Standard Motion	Add Standard Agenda Item	Numbering Style 🔻				
<sup>·</sup> Agenda Item 1. Original version of an aαenda it	em			(and the second s	62	〕≡	
Motion 2. Oriainal Version of Motion					60		
Motion <b>3</b> . [Withdrawn] Adoption of Minut	es			<b>Seal</b>	60	〕≡	
4. Administration Fund Contributi	ons			<b>A</b>	69	≡	

## 5. Reverting an Amended Motion

Should a Strata Manager wish to revert an amended motion back to its original form, they can do so by selecting the 'Revert to Original Motion' button on the Motion Details Screen.

≡	Meeting Hub		Bob Down MAUSOFT BETA MAUBOS
Meetings	Back Save Revert to Original Motion		
<b>D</b> Historical Meetings	This motion has been amended. Click here to preview the Original Motion - Adoption	n of Minutes.	
Standard Motions	Motion Details		
• ] Standard	Details		
Agenda Items	Title Adoption of Minutes pauls check	Type Motion <b>()</b>	
Standard Meetings	Description	Category	
Template Groups	NORTHERN - Adoption of Minutes	Procedural	•
Groups		Required Resolution	
(?) Online		Ordinary Resolution	٠
Help		Submitted By	
		Committee	۰

I	Meeting Hub		×	Bob Down
:8:	Back Save Reven	Revert to Original Motion		
Meetings		Reverting to the original motion may affect the following:		
P Historical Meetings	A This motion has b	The detail of the motion will revert to the original motion.     Any pre-meeting votes will revert to those captured for the orig	ginal motion.	
Standard Motions	Motion Deta	<ul> <li>Any votes captured while the meeting is in progress will be removed.</li> </ul>		
Standard	Details	Are you sure you want to revert to the original motion?		
Agenda Items	Title		Yes No	
:00	Confirmation of Mee	ting Minutes pog		
Standard Meetings	Description		Category	
\$		red check this is here	Procedural	٥
Template Groups			Required Resolution	
0			Ordinary Resolution	*

**Please Note:** To access Motion Details for an amended motion you should click the pencil icon next to the amended motion on the Manage Agenda & Motion Details screen and select 'Minor Modification'.

## 6. Reinstating a Withdrawn Motion

A Strata Manager can reinstate a withdrawn motion via the 'Reinstate Motion' button on the Motion Details screen.

≡	Meeting Hub	Bob Down
Meetings	Back Save Reinstate Motion	
) Historical Meetings	This motion has been withdrawn.	
Standard Motions	Motion Details	
1 Standard	Details	
Standard Agenda Items	Title Type Appointment of Auditor Motion	0
Standard Meetings	Categor	y
۲	Description INTERNAL TEST DATA - Appointment of Auditor Statu	tory ¢
Template Groups		d Resolution
Chine	Ordin	ary Resolution +
Heln		
Ξ	Meeting Hub	Bob Down
Meetings	Back Save Reinst	
	Proceeding with this action will reinstate the motion.     In meeting votes will be able to be captured.	
B Historical Meetings	This motion has t	
Standard Motions	Are you sure you want to reinstate the motion? Motion Deta	Yes No
Motions	Details	
Agenda Items	Title Type	
Standard Meetings	Appointment of Auditor Motion	
Meetings	Catego	y

**Please Note:** To access Motion Details for a withdrawn motion you should click the revert arrow next to the withdrawn motion on the Manage Agenda & Motion Details screen.

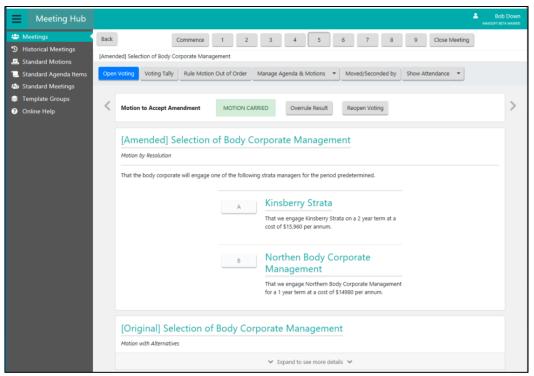
# 7. Voting on an Amended Motion

### 7.1.1 When a 'Motion to Accept Amendment' is required

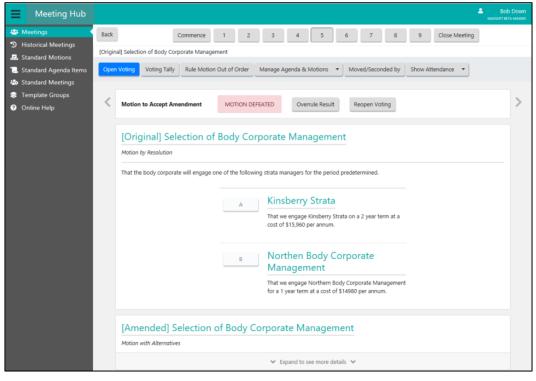
If a Stata Manager chose to vote to accept the amendment of a motion, attendees will be required to vote on the 'Motion to Accept Amendment' before voting on the amended motion. The 'Motion to Accept Amendment' will be brought into focus on the In Meeting Management page, with voting proceeding as per other motions.

Meeting Hub	🚨 Bob	Down A MAX005
<ul> <li>Meetings</li> <li>Historical Meetings</li> <li>Standard Motions</li> <li>Standard Agenda Items</li> <li>Standard Meetings</li> <li>Template Groups</li> <li>Online Help</li> </ul>	Back       Commence       1       2       3       4       5       6       7       8       9       Close Meeting         Motion to Accept Amendment       Open Voting       Voting Tally       Rule Motion Out of Order       Manage Agenda & Motions       Moved/Seconded by       Show Attendance       •         Image: Agenda & Motion to Accept Amendment       Motion to Accept Amendment       Motion by Resolution       That the persons present and entitled to vote agree to the amendment of the motion.	>
	[Original] Selection of Body Corporate Management Motion with Alternatives	
	[Amended] Selection of Body Corporate Management Motion with Alternatives Expand to see more details	

If the 'Motion to Accept Amendment' was carried, the amended motion will be brought into focus ready for attendees to commence voting on it. The original version of the motion will still be able to viewed.

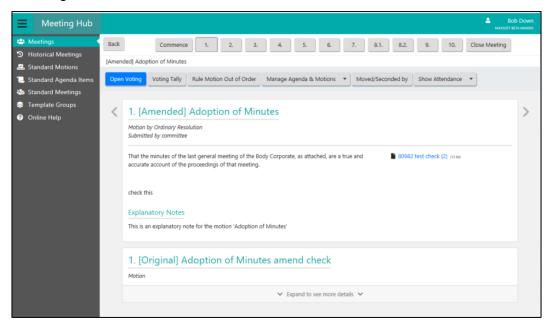


If the 'Motion to Accept Amendment' was defeated, the original motion will be brought into focus, ready for attendees to commence voting on it. The amended motion will still be able to be viewed.



## 7.1.2 When a 'Motion to Accept Amendment' is not required

If a Stata Manager chose to not to vote to accept the amendment of a motion, the amended motion will be brought into focus on the In Meeting Management page. The original motion will still be able to be viewed.



## 8. Viewing the Outcome of an Amended Motion

Once voting has completed on an amended motion, the Motion Summary slide will be displayed showing the outcome of the voting.

Meeting Hub							Bob Dow MaxSoft Beta Maxe
Meetings	Back		Commence	1. 2. 3.	4. 5. 6.	1. Close Meeting	
Historical Meetings Standard Motions	[Amend	ded] Statement of Incom	e and Expenditure				
Standard Agenda Items	Reopr	en Voting Next M	anage Agenda & Motions	Moved/Seconded by	Show Attendance 🔹		
Standard Meetings							
Template Groups	<				_	_	· · · · · · · · · · · · · · · · · · ·
Online Help		Motion to accept Am	endment MOTION	CARRIED Overrule	e Result Reopen Vo	ting	
	1	1. [Amended	] Statement of In	come and Expe	enditure		
		Motion by Ordinary Re					
		Submitted by committe					
				MOTION C	ARRIED		Overrule Result
				Pre-Meeting () (not in attendance)	In Meeting 🚺	Total 🚺	
			Yes Votes	2	5	7	
			No Votes	0	0	0	
			Abstain Votes	0	0	0	
				d, a manager should not b	Edit e able to see any standard	motions that have a mot	iion type 'Motion to

The following actions are able to be taken on the amended motion:

- Voting can be reopened
- The result can be overruled
- Output to Minutes options allow exclusion of parts of amended motion from minutes generation. See section 11.2 Meeting Minutes for details.
- The resolution bodies of the amended motion and the motion to accept amendment (if selected) can be updated.

## 9. New Motion Type 'Motion to Accept Amendment'

A motion type called 'Motion to Accept Amendment' has been introduced in Meeting Hub and will be used when a manager requires meeting attendees to vote to accept the amendment of a motion. Further information regarding its use is provided in Section 2.2.1 Vote to Accept Amendment.

As part of the rollout, a default standard motion with the motion type 'Motion to Accept Amendment' will be used if one isn't setup for the office. The standard motion may be replaced; however, each office is restricted to having one standard motion with this motion type per state.

Meeting Hub			- 0
Meeting Hub			Bob Dowr
<ul> <li>Meetings</li> <li>Historical Meetings</li> </ul>	Back Save		
■ Standard Motions ↓ Details	Standard Motion Details		
ہ Body ہ Explanatory Notes	Details		
ہ Voting Instructions	Title	State	
📜 Standard Agenda Items 🏜 Standard Meetings		Select One	٠
😂 Template Groups	Description	Туре	
<ul> <li>Online Help</li> </ul>		Select One Motion Motion With Alternatives Vote on Options Only Committee Election Group of Same-Issue Motions Motion to Accept Amendment	

## 10. VoteMax

The version of the motion that was last generated in the Meeting Notice, is the version that will be displayed on the following screens in VoteMax

- VoteMax Meeting screen
- VoteMax Motion slide
- VoteMax Declaration screen

Therefore, amended and withdrawn motions will not appear in VoteMax.

## **11. Document Generation**

#### 11.1.1 Meeting Notices

A Strata Manager will have the ability to regenerate, edit and distribute meeting notices for meetings where the motions have been added, amended or withdrawn. The button 'Meeting Notice' has been added to the following screens to provide this capability:

- Meeting Overview
- Manage Agenda & Motion Details

When the notice is generated, amended motions will be updated as the original motion. Withdrawn motions will be removed from the meeting.

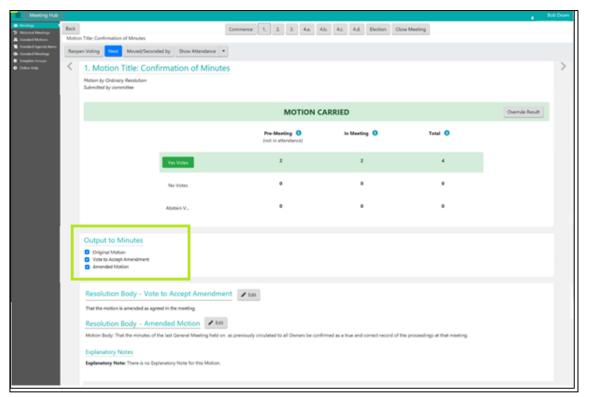
#### 11.1.2 Meeting Minutes

A Strata Manager will have the option to select which components of the amended motion they want to include in the meeting minutes via the Motion Summary slide:

- Original motion
- Motion to accept amendment

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#### Amended motion



If all components are selected the amended motion will be output as per below in the meeting minutes.

BANK ACCOUNTS	Ordinary Resolution			
THAT Nevros No.1 Ltd T/A Kingsberry Strata be the name of <b>Riverview Rosslea CTS 37418</b> and Nevros Pty Ltd be authorised to sign on behal	that any two authorised officers of			
MOTION TO ACCEPT AMENDMENT	Ordinary Resolution			
When accessing 'Standard Motions' via this m				
see any standard motions that have a motion type 'Motion to Accept Amendment'				
MOTION CARRIED				
MOTION CARRIED Votes: Yes 2 No 0 Abstain 0				
	Ordinary Resolution			
Votes: Yes 2 No 0 Abstain 0 [AMENDED] BANK ACCOUNTS				
Votes: Yes 2 No 0 Abstain 0 [AMENDED] BANK ACCOUNTS RESOLVED that Nevros No.1 Ltd T/A Kingsberry	Strata be authorised to establish Bank			
Votes: Yes 2 No 0 Abstain 0 [AMENDED] BANK ACCOUNTS RESOLVED that Nevros No.1 Ltd T/A Kingsberry Accounts in the name of Riverview Rosslea C	Strata be authorised to establish Bank TS 37418 and that any two authorised			
Votes: Yes 2 No 0 Abstain 0 [AMENDED] BANK ACCOUNTS RESOLVED that Nevros No.1 Ltd T/A Kingsberry	Strata be authorised to establish Bank <b>TS 37418</b> and that any two authorised in on behalf of the Body Corporate. This is			
Votes: Yes 2 No 0 Abstain 0 [AMENDED] BANK ACCOUNTS RESOLVED that Nevros No.1 Ltd T/A Kingsberry Accounts in the name of Riverview Rosslea C officers of Nevros Pty Ltd be authorised to sign	Strata be authorised to establish Bank <b>TS 37418</b> and that any two authorised in on behalf of the Body Corporate. This is			

# What's Better

• Agenda Items are now included in the slides for the In Meeting Management page for more fluent running of General and Committee meetings.

# What's Coming

• VoteMax In Meeting voting