

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



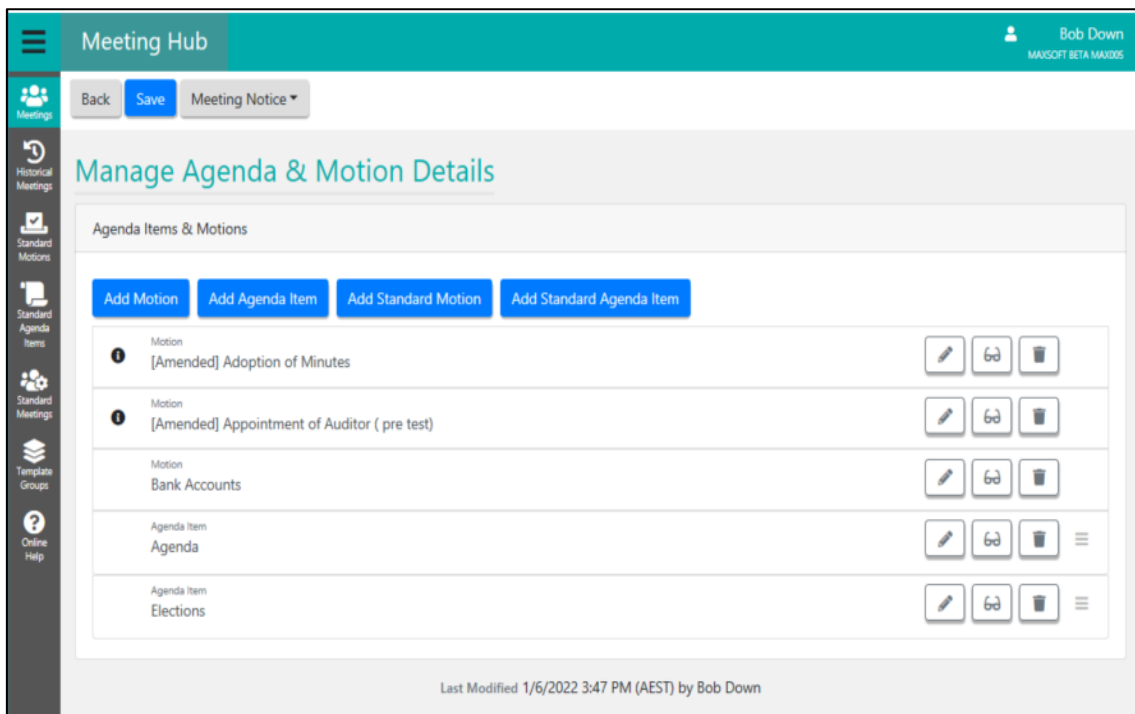
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What's New

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.

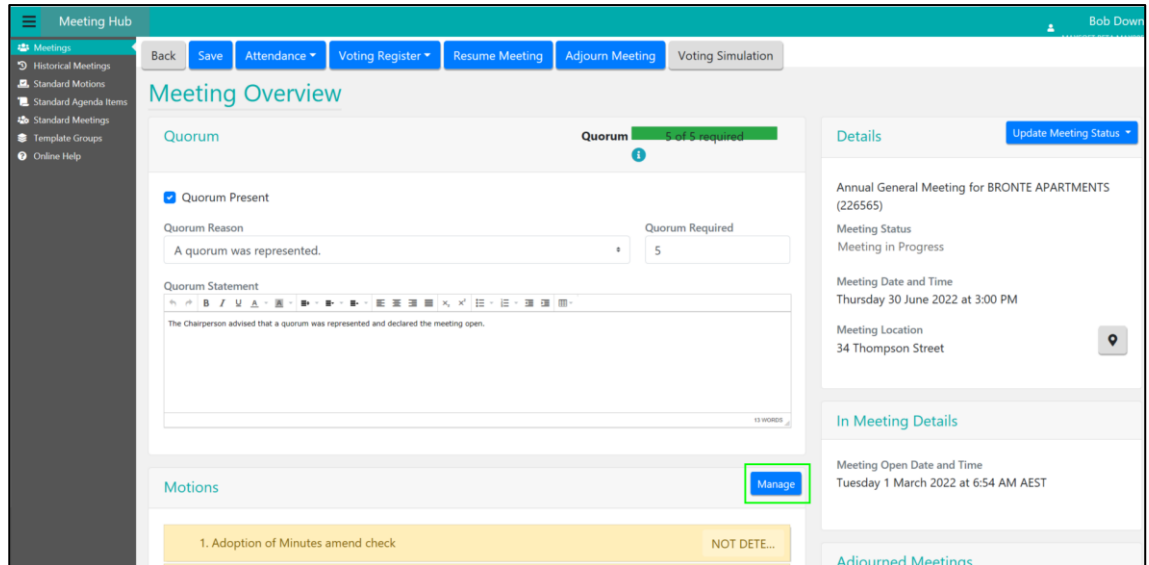
1. Manage Agenda & Motion Details Screen

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.

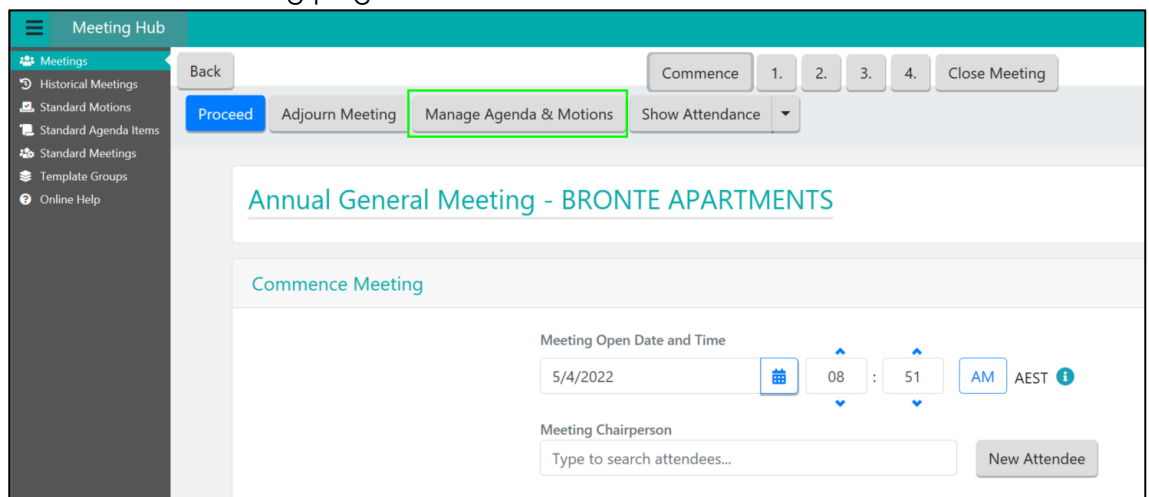


1.1.1 Accessing the Manage Agenda Items & Motion Details screen

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



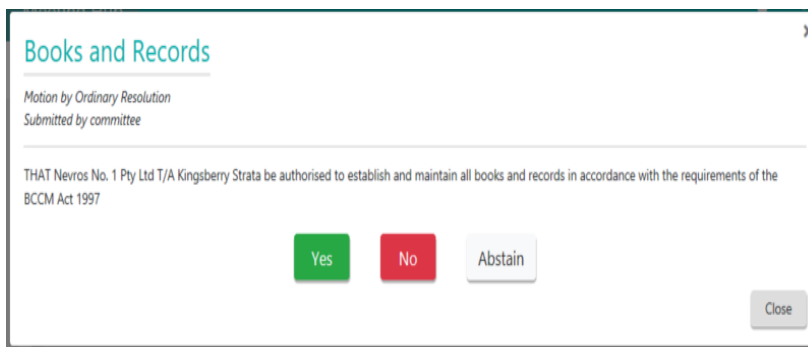
- **Via the Commence Meeting Screen**
A new button, 'Manage Agenda & Motion Details', has been added to the Commence Meeting page.



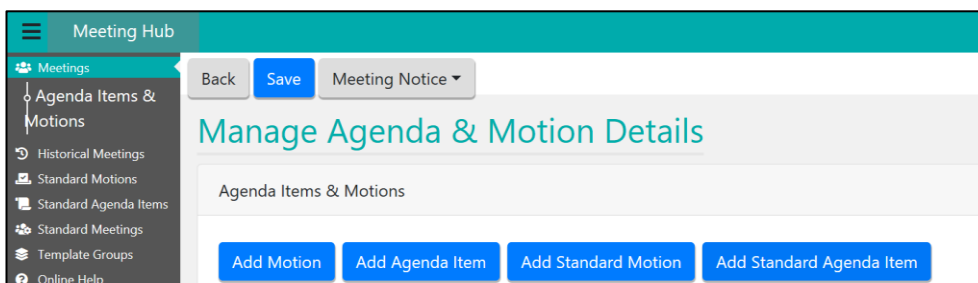
1.1.2 Key Functions of the Manage Agenda & Motion Details Screen

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



- 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.



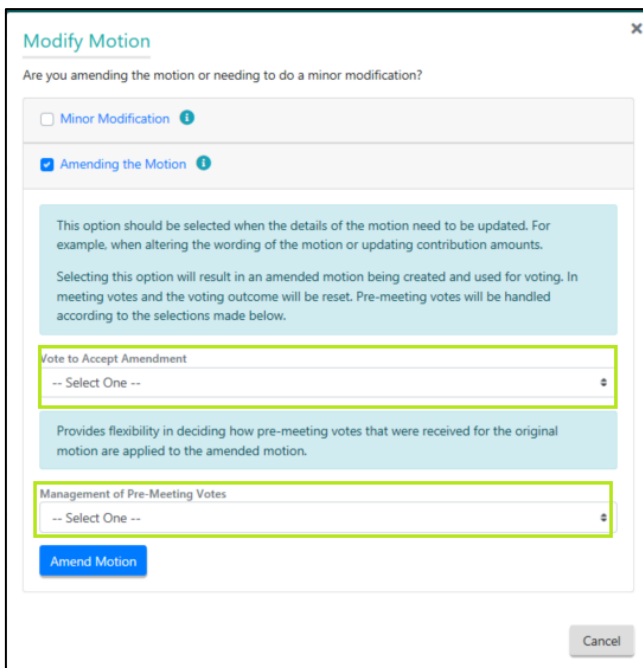
2.1.1 Minor Modifications

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?



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

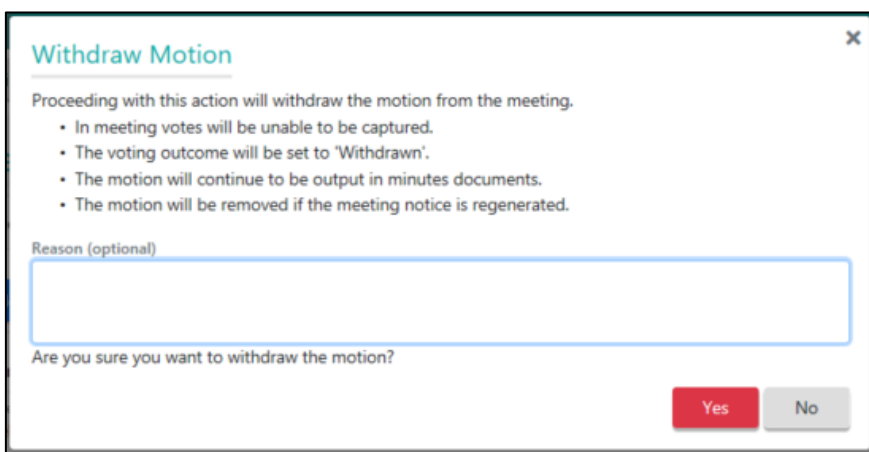
A Strata Manager is able to nominate how any pre-meeting votes that were received for the original motion should be applied to the amended motion including:

- 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.



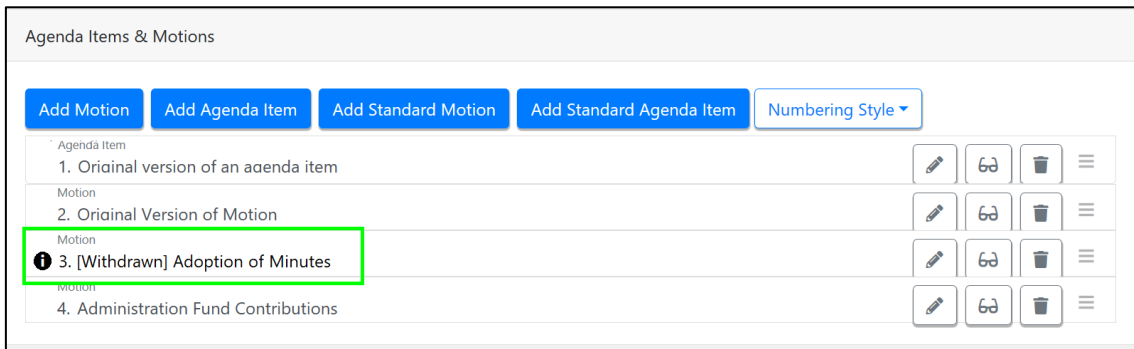
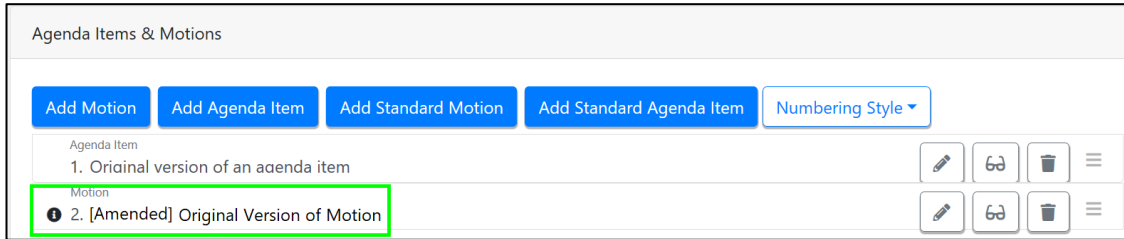
The motion will continue to be displayed In Meeting, however attendees will not be able to vote on the motion.

4. Identifying Amended and Withdrawn Motions

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

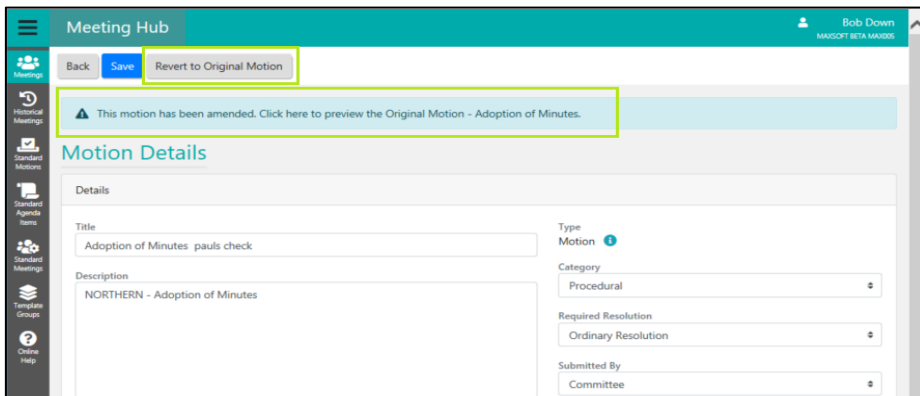
- When a motion is amended, the motion title is prefixed with ‘Amended’.
- When a motion is withdrawn, the motion title is prefixed with ‘Withdrawn’.

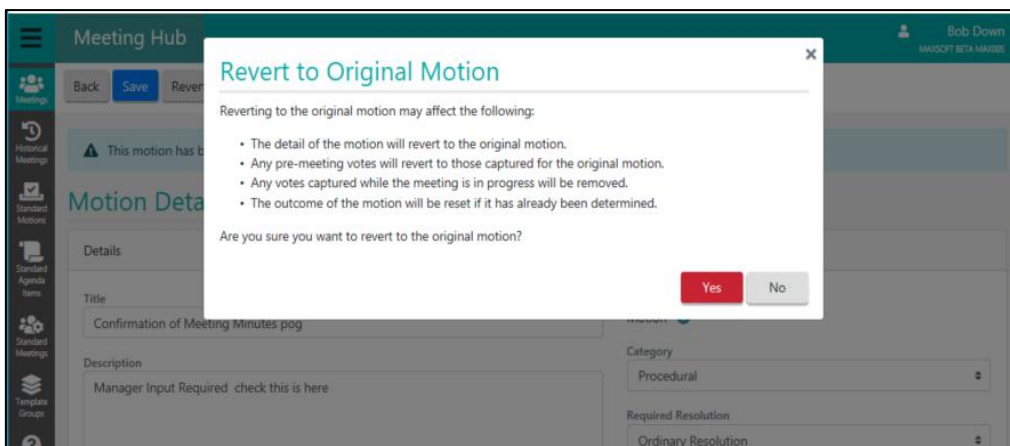
The revised motion titles will be used throughout Meeting Hub and during document generation until such time that a Meeting Notice is regenerated.



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.

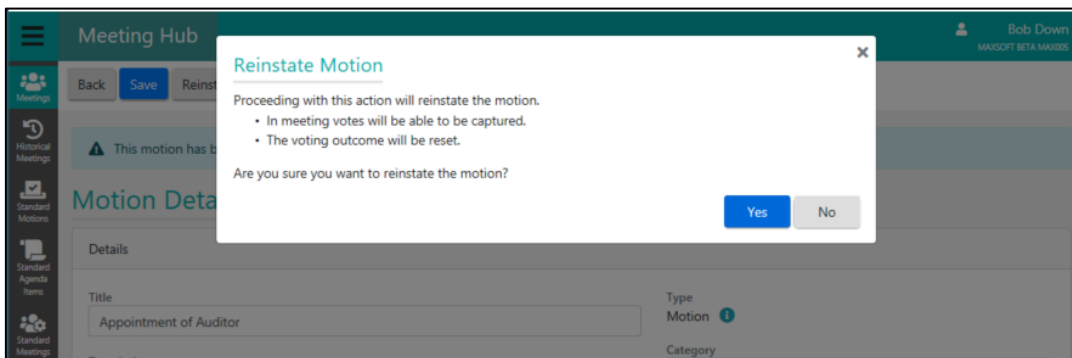
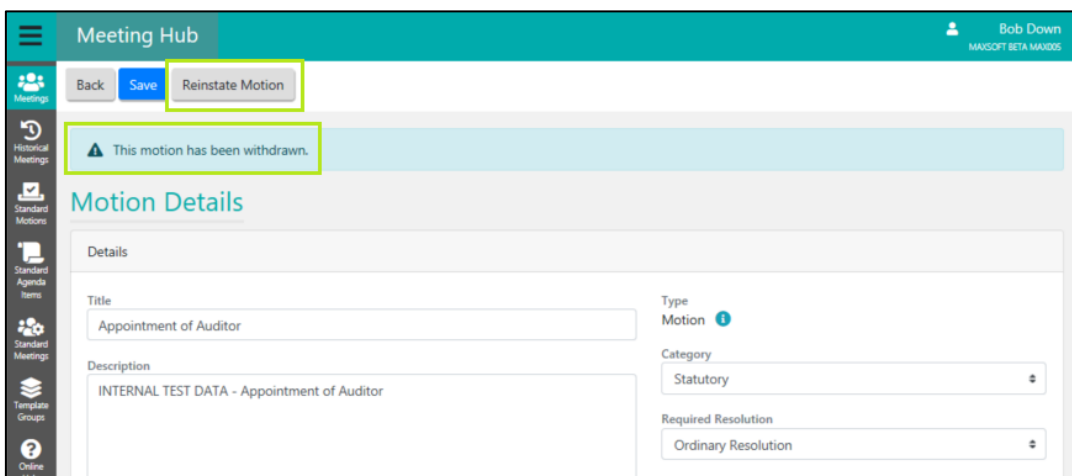




Please Note: To access Motion Details for an amended motion you should click the pencil icon next to the amended motion on the Manage Agenda & Motion Details screen and select 'Minor Modification'.

6. Reinstating a Withdrawn Motion

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

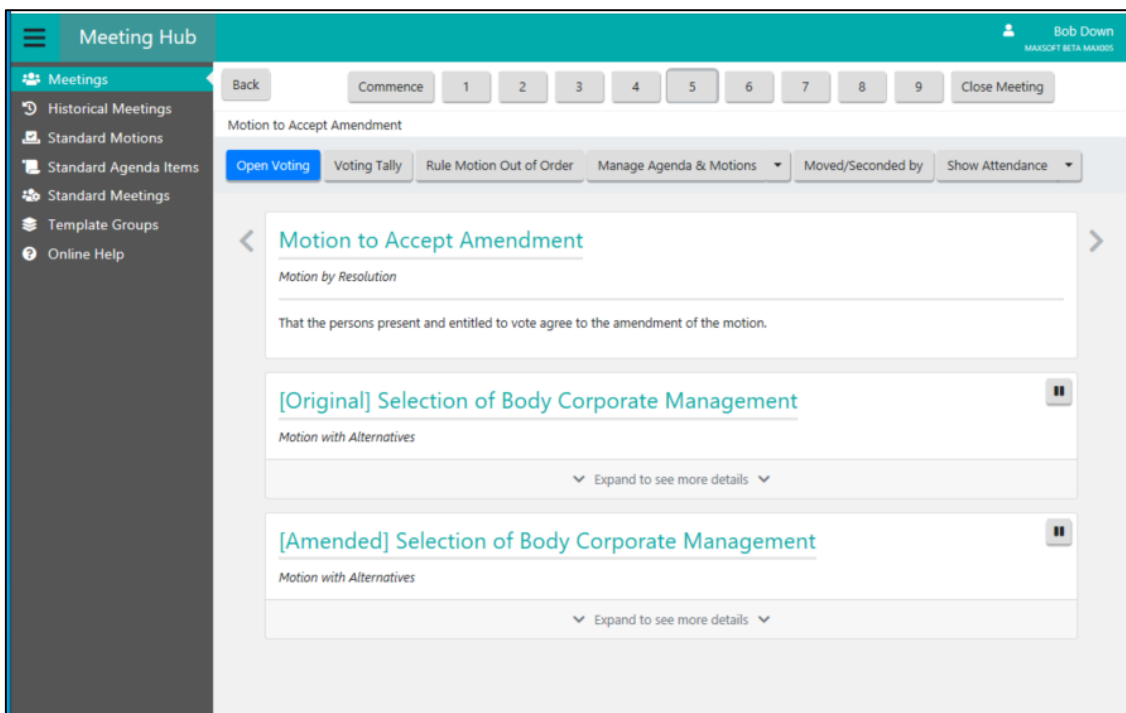


Please Note: To access Motion Details for a withdrawn motion you should click the revert arrow next to the withdrawn motion on the Manage Agenda & Motion Details screen.

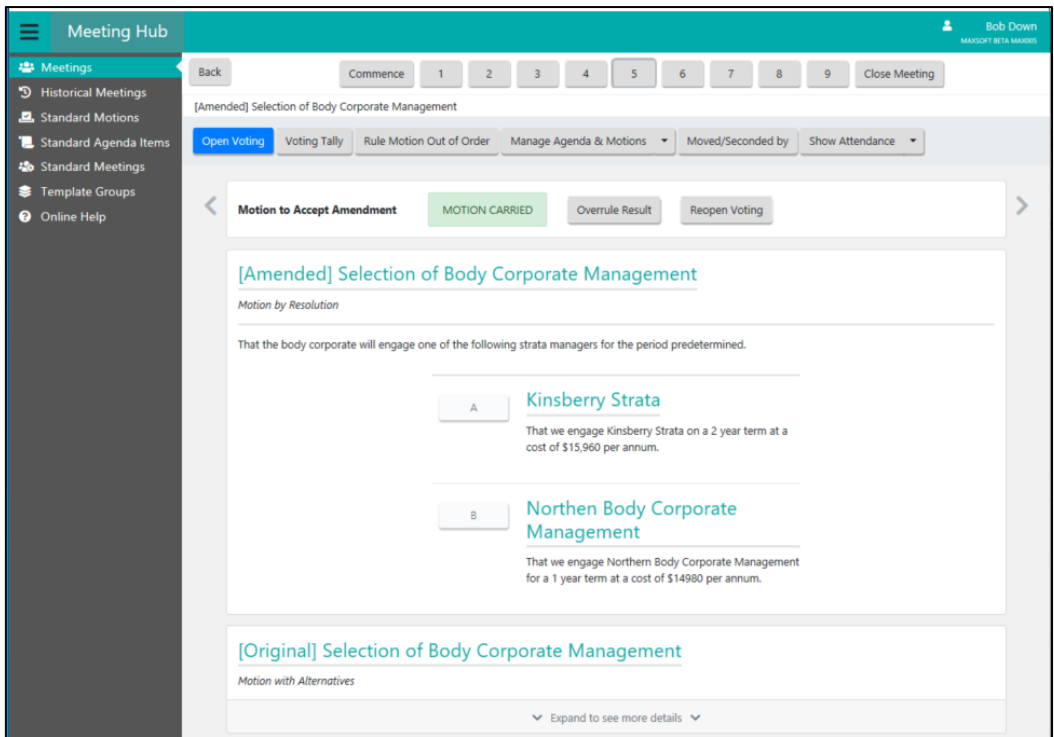
7. Voting on an Amended Motion

7.1.1 When a ‘Motion to Accept Amendment’ is required

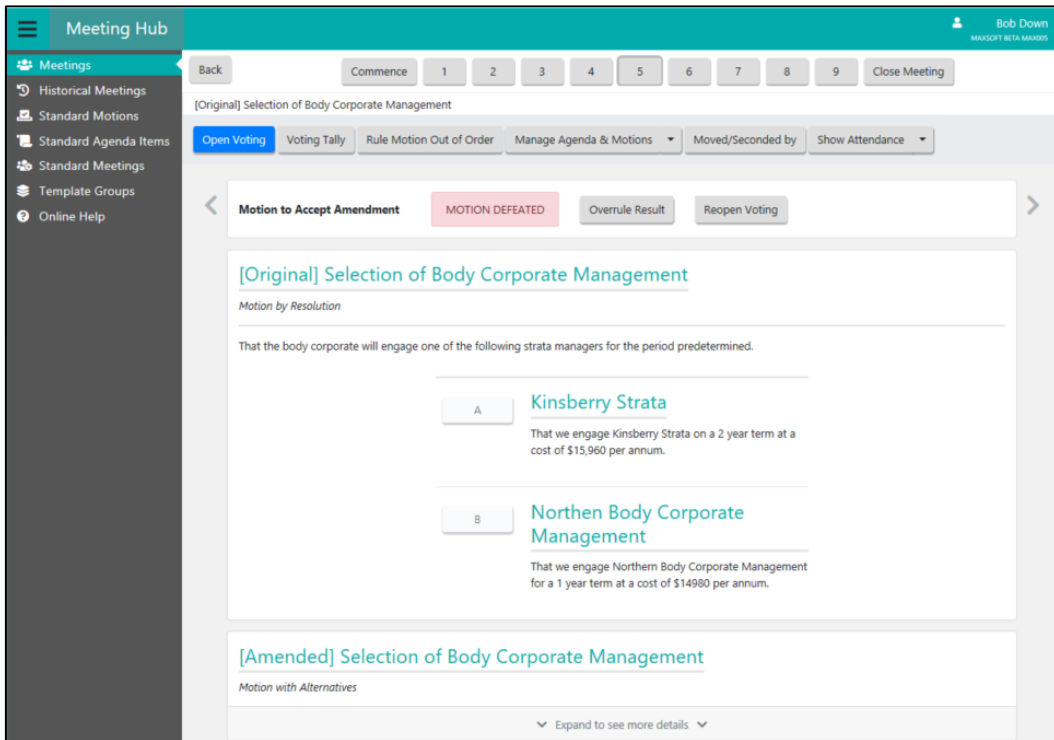
If a Stata Manager chose to vote to accept the amendment of a motion, attendees will be required to vote on the ‘Motion to Accept Amendment’ before voting on the amended motion. The ‘Motion to Accept Amendment’ will be brought into focus on the In Meeting Management page, with voting proceeding as per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



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.

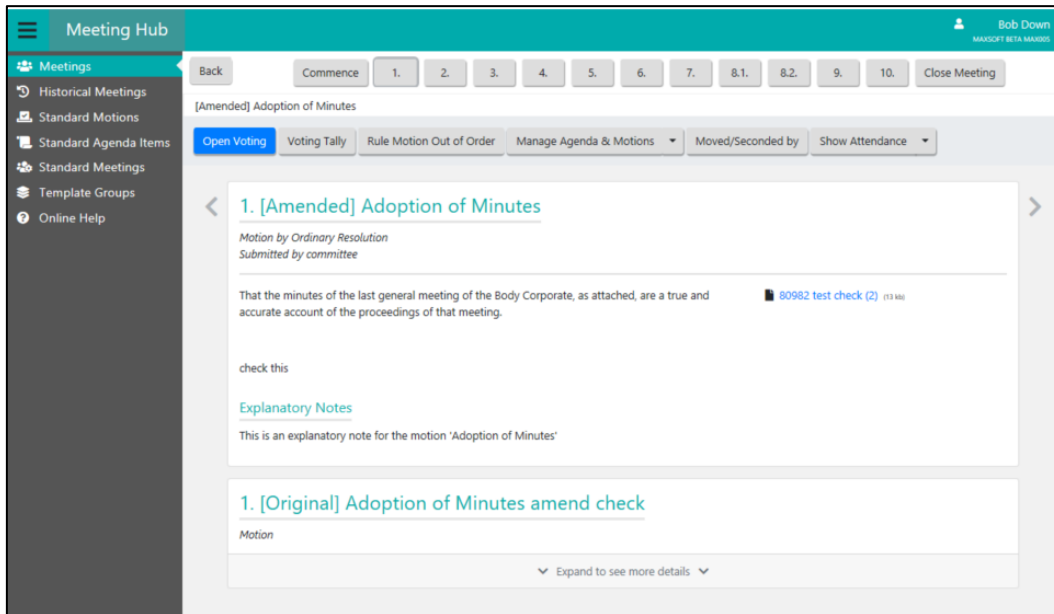


If the 'Motion to Accept Amendment' was defeated, the original motion will be brought into focus, ready for attendees to commence voting on it. The amended motion will still be able to be viewed.



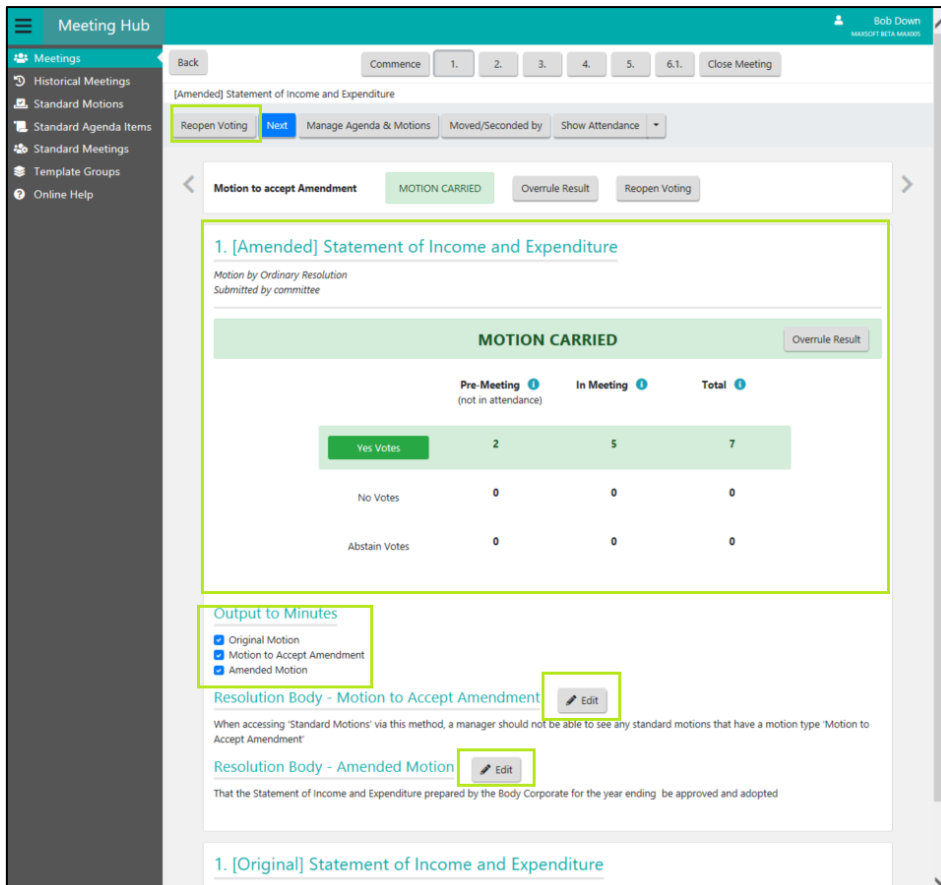
7.1.2 When a 'Motion to Accept Amendment' is not required

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.



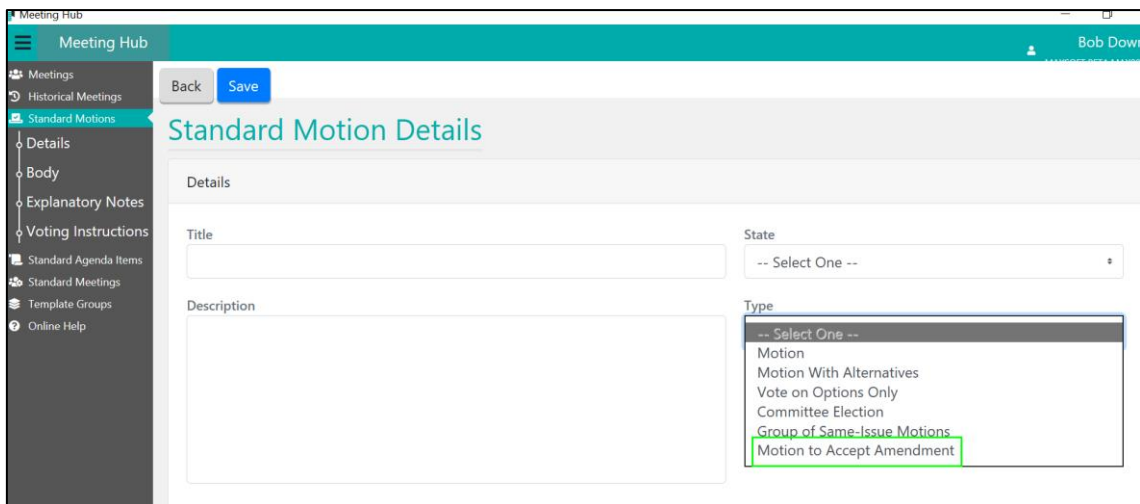
The following actions are able to be taken on the amended motion:

- 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.



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 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

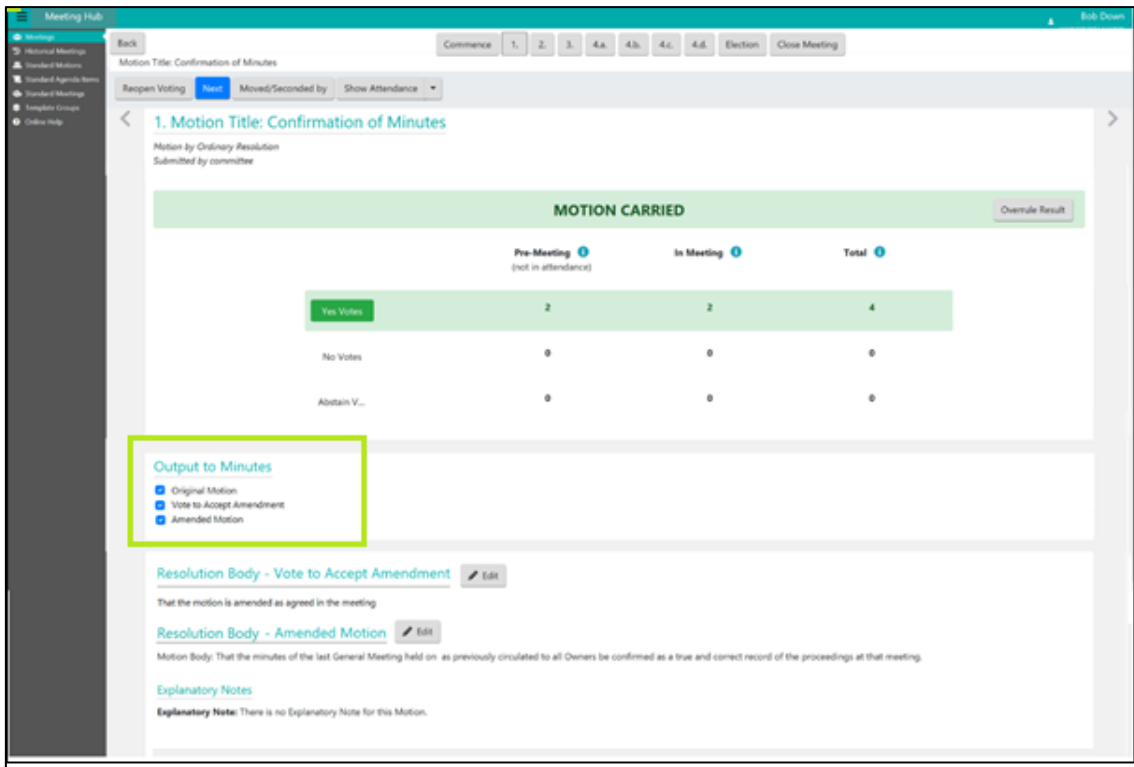
When the notice is generated, amended motions will be updated as the original motion. Withdrawn motions will be removed from the meeting.

11.2 Meeting Minutes

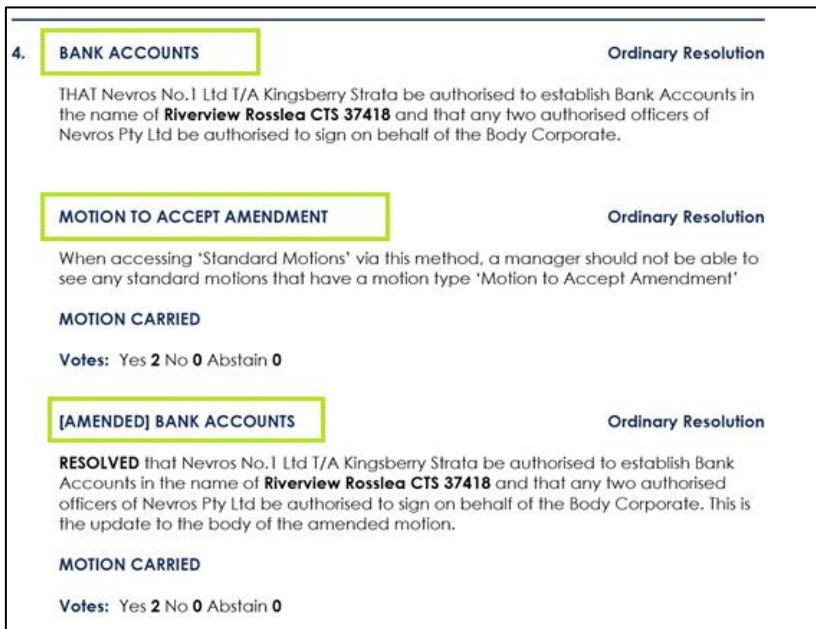
A Strata Manager will have the option to select which components of the amended motion they want to include in the meeting minutes via the Motion Summary slide:

- Original motion
- Motion to accept amendment

- Amended motion



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



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