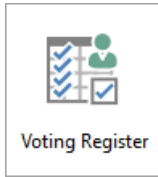


Voting Register (Meeting Summary)

Last Modified on 25/05/2026 1:49 pm AEST



The instructions in this article relate to the **Voting Register**. The icon may be located on your **StrataMax Desktop** or found using the **StrataMax Search**.

The Voting Register is a report that can be used as a permanent record of motions passed, and for assistance with preparing minutes. There is also a template available for a Meeting Summary. This menu does not integrate with Meeting Hub, including the **Offline Voting Register**.

Meeting Summary

The Meeting Summary produces a summary of account balances for use at meetings. The report shows details of lot number, unit number, account number (021...), owner's name (from the *Reference* field in the **Roll**), entitlements (based on what is set in the field 'Voting Entitlements' in **Building Information**), Admin paid to date, any arrears and the total balance owing.

1. Search or select **Voting Register (Meeting Summary)**.
2. Enter the *Meeting Date*, which is the date of the meeting - normally in the future.
3. Enter the *Arrears Date*, which is the date that the system will use to stop calculating due levies, or the meeting date whichever is sooner (the arrears date cannot extend past the meeting date).
4. Change *Quorum* percent if required.
 - This figure is updated automatically from the *Quorum Percent* field in **Building Information**, and will be changed to that figure each time the **Voting Register** screen is opened.
5. Tick if required *Nominee instead of Owner*.
6. Tick if required *Ignore Arrears*.
7. Click *Proceed*.

Voting Register - STRATAMAX ONLINE HELP 11

Meeting Date: 04/12/2019

Arrears Date: 04/12/2019

Quorum: 25.0 %

Lots: All Lots

Tag Select Lots

Nominee Instead Of Owner

Ignore Arrears

Sort By: Account Code


Proceed Close

8. Click the ellipsis [...] button to open the 'Template Selection' window.
9. Select 'Meeting Summary' (VOTEREG_MEETING) and click either *Select as Global* to apply this template to all buildings or *Select as Local* to apply this template just to the current building. The appropriate icon will appear to the left under the 'Name' column to indicate that the template is either global or local.

Template Selection

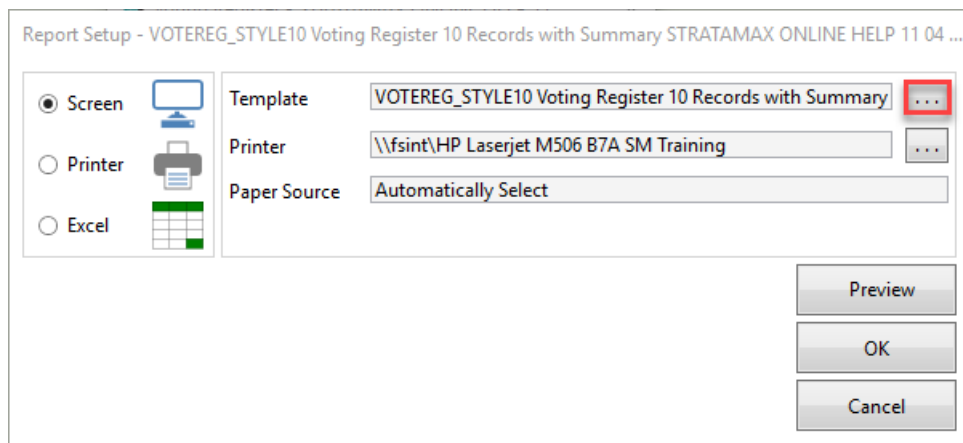
File Options

Voting Register Templates **Building: 11 State: QLD**

| Name | Description | LetterHead Room | Colour | Comment | Client |
|---|---|-----------------|--------|---------|--------|
|  VOTEREG_MEETING | Meeting Summary | No | No | | |
| VOTEREG_STYLE10 | Voting Register 10 Records with Summary | No | No | | |
| VOTEREG_STYLE8 | Voting Register 8 Records with Summary | No | No | | |
| VOTEREG_STYLE9 | Voting Register 9 Records no Summary | No | No | | |

Select as Global **Select as Local** Preview Close

10. Click *Close* to close the 'Template Selection' window and then click *OK* in the 'Report Setup' screen to produce the report.



Voting Register

The Voting Register produces a Voting and Attendance Register for use at meetings. The report shows details of Lot Entitlements (based on what is set in the field Voting Entitlements in [Building Information](#)), Arrears Balance, Nominee (taking into account the period allowed under the Act for voting eligibility), Mortgagee and Proxy.

The register can be used to assist in preparing minutes and as a permanent record of motions passed.

1. Search or select **Voting Register (Meeting Summary)**.
2. Enter the *Meeting Date*.
3. Enter the *Arrears Date*. The Arrears Date will calculate any Arrears from the set 'Arrears Date' to set 'Meeting Date' to determine eligible voters.
4. Change *Quorum* percent if required.
 - This figure is updated automatically from the *Quorum Percent* field in [Building Information](#), and will be changed to that figure each time the **Voting Register** screen is opened.
5. Tick if required *Nominee instead of Owner*.
6. Tick if required *Ignore Arrears*.
7. Select either All Lots, Committee Only or Committee (Owners Only).
8. Select the *Sort By* preference.
9. Click *Proceed*.

Voting Register - STRATAMAX ONLINE HELP 11

Meeting Date: 04/12/2019

Arrears Date: 04/12/2019

Quorum: 25.0 %

Lots: All Lots

Tag Select Lots

Nominee Instead Of Owner

Ignore Arrears

Sort By: Account Code

Proceed Close

10. Click the ellipsis [...] button to open the 'Template Selection' window.
11. Select one of the Voting Register templates - VOTEREG_STYLE 10, 9, 8 and click either *Select as Global* to apply this template to all buildings or *Select as Local* to apply this template just to the current building. The appropriate icon will appear to the left under the 'Name' column to indicate that the template is either global or local.

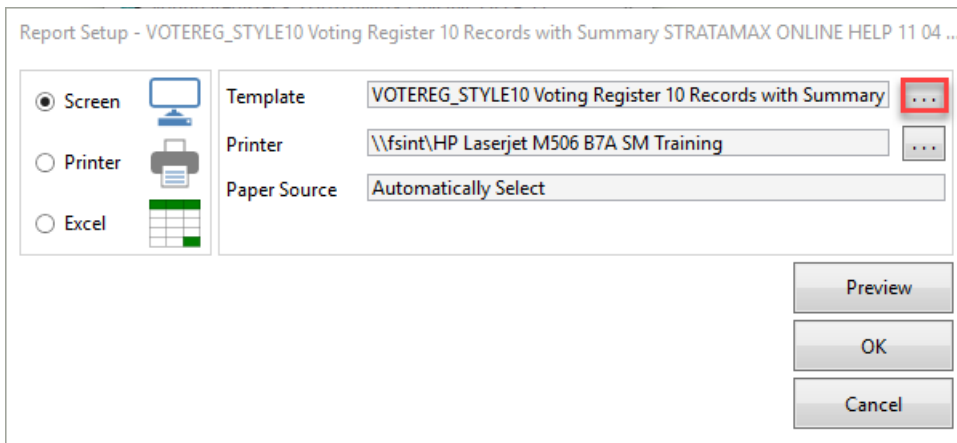
Template Selection

File Options

Voting Register Templates Building: 11 State: QLD

| Name | Description | LetterHead Room | Colour | Comment | Client |
|---|---|-----------------|--------|---------|--------|
| VOTEREG_MEETING | Meeting Summary | No | No | | |
|  VOTEREG_STYLE10 | Voting Register 10 Records with Summary | No | No | | |
| VOTEREG_STYLE8 | Voting Register 8 Records with Summary | No | No | | |
| VOTEREG_STYLE9 | Voting Register 9 Records no Summary | No | No | | |

12. Click *Close* to close the 'Template Selection' window and then click *OK* in the 'Report Setup' screen to produce the report.
 - Arrears Date - The Arrears Date option will calculate Arrears from the set 'Arrears Date' to the set 'Meeting Date' to determine eligible voters.



Voting / Meeting Register - Account Group Selection

A Voting Register can be produced for the relevant Account Group in Multi OC properties. To select the Account Group that will appear on the report use the following steps:

1. Search or select ***Voting / Meeting Register***.
2. Click the drop down arrow next to *Account Groups*.
3. Click the relevant option.

