

Creating Standard Motions

Last Modified on 24/03/2025 9:34 am AEST

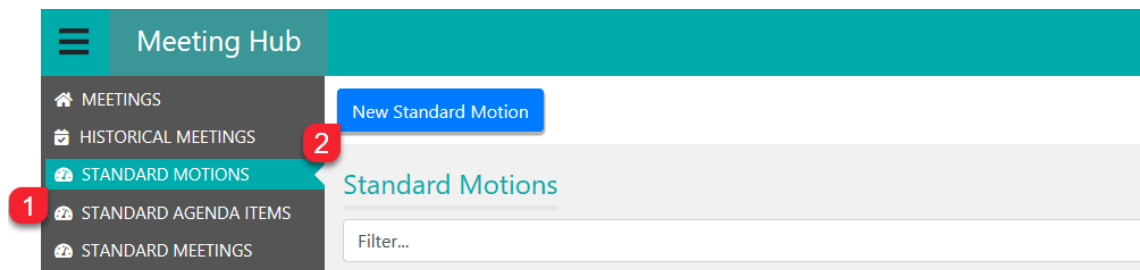
This article covers the creation of the different types of Standard Motions within *Meeting Hub*. The steps are also the same when adding a regular motion to a "live" meeting in the 'Meeting Details' screen, in the *Agenda Items and Motions* section.

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New Standard Motion

These first two steps are only applicable if you are creating a new *Standard Motion*.

1. Select **STANDARD MOTIONS** in the list on the left side of the Meeting Hub screen.
2. Click the *New Standard Motion* button.



3. Proceed to enter the details for each section below.

Details

Details

1 Title

State **3**

↓
 Queensland

Description **2**

4 Type

↓
 Motion

Category **5**

↓
 Statutory

6 Required Resolution

↓
 Ordinary Resolution

Submitted By **8**

↓
 Committee

9 Secret Ballot i

10 No Proxy Voting

No Proxy Voting Message **11**

No Proxy Voting Message goes here.

1. **Title** (mandatory): The title or heading of the *Standard Motion*. This will be displayed on the notice, the minutes, VoteMax and on the in-meeting screens.
2. **State** (mandatory): The state of the motion will affect the meetings that the motion may be added to. A *Standard Motion* can only be added to a meeting if the state of the Motion and the state of the body corporate/strata scheme match.
3. **Description** (optional): A description of the purpose of the *Standard Motion*, or the scenario where the Motion should be included in a meeting. This description is for internal use only.
4. **Type** (mandatory): The type of the motion must be selected. It is either a:
 - Motion.
 - Motion With Alternatives.
 - Vote on Options Only.
 - Committee Election.
 - Group of Same-Issue Motions.
5. **Category** (mandatory): The source of the motion - one of:
 - Procedural
 - Statutory
6. **Required Resolution** (mandatory): A list of possible resolution types will appear once a state has been selected (above). This will affect the method used to determine the voting outcome.
7. **Minimum** and **Maximum Number on Committee** (required): This will only appear as an option if the motion **Type** is 'Committee Election'.

<p>Description</p>	<p>Type</p> <p>Committee Election</p> <p>Minimum Number on Committee</p> <p>Maximum Number on Committee</p>
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7

8. **Submitted By** (mandatory): Who the motion was submitted by; *Committee* or *Owner*.
9. **Secret Vote/Ballot** (tick box): Will treat the motion as secret to ensure that it is handled with integrity and anonymity within Meeting Hub, VoteMax and during document generation. See the 'Secret Vote / Secret Ballot' section below.
 - If the secret vote / secret ballot has been ticked for a General Meeting in Queensland, you will be prompted to select the 'No Proxy Voting' checkbox as well.
10. **No Proxy Voting** (tick box): Tick if votes by proxy holders are not permitted for the Motion. If the building state is QLD and a motion's required resolution is set to 'Majority Resolution' then proxy voting box will be ticked automatically.
11. **No Proxy Voting Message:** When the *No Proxy Voting* tick box is ticked, enter a message in this field. By default, this message is "No Proxies". This message will appear in generated documents (when this field is enabled), and will also appear for 'no proxy' motions in VoteMax.

Secret Vote / Secret Ballot

Once the 'Secret Vote' or 'Secret Ballot' tick box has been selected, you will be able to specify a secret voting message which will be used to identify secret votes or secret ballots throughout the Meeting Hub, VoteMax and during document generation.

Standard Motion Details

Details

Title
Administrative Fund Budget

Description

State
Queensland ⓘ

Type
Motion ⓘ

Category
Statutory ▾

Required Resolution
Ordinary Resolution ▾

Submitted By
Committee ▾

Secret Vote
 No Proxy Voting ⓘ

Secret Vote

By Secret Vote

P » EM 3 WORDS

- If the message is not updated the default value of 'By Secret Vote' or 'By Secret Ballot' will be used.
- If the secret vote or secret ballot has been created for a General Meeting in Queensland, the Strata Manager will be prompted to select the 'No Proxy Voting' checkbox.

'Secret Vote' can be used for the following types of motions:

- Motion
- Motion with alternatives
- Vote on options only
- Same-Issue motions
- 'Secret Ballot' will be used for committee elections.

Meeting Hub does not currently support secret vote or secret ballot for Group of Same-Issue Motion or motions in a Committee Meeting.

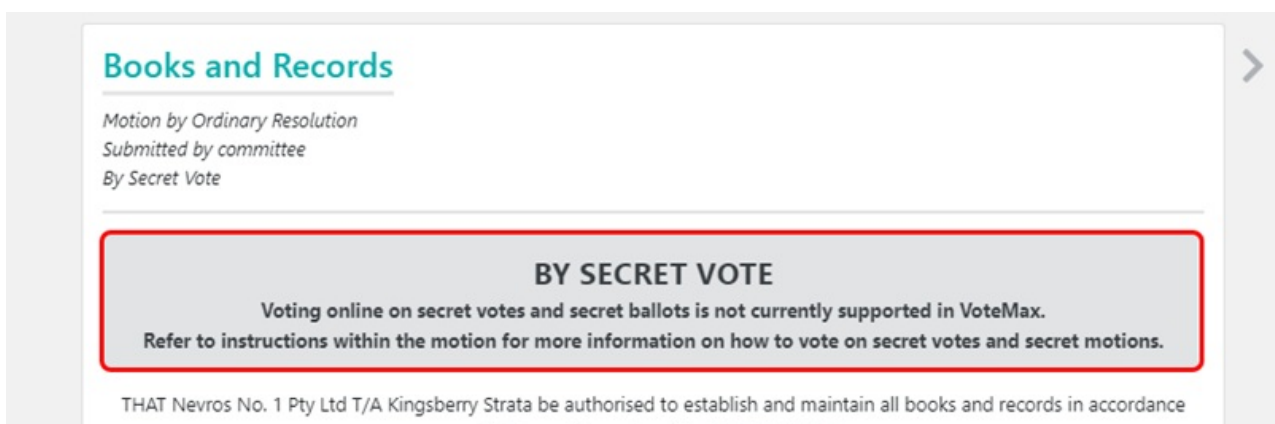
A secret vote or secret ballot tick box cannot be changed if the meeting has received any voting declarations. Also, while minor amendments can be made to secret vote or secret ballot motions, they cannot be amended

once the meeting has progressed to any of the following statuses:

- Notice Issued
- Reconvened Meeting
- Meeting in Progress
- Meeting Held
- Minutes Issued

A secret vote or secret ballot motion are identified with a secret voting message or the text 'By Secret Vote' or 'By Secret Ballot' throughout Meeting Hub and VoteMax. Any totals that might disclose an individual's vote will now be replaced with the text 'By Secret Vote' or 'By Secret Ballot'.

To ensure the anonymity of voters, pre-meeting and in-meeting votes for secret vote or secret ballot motions are unable to be captured per attendee in Meeting Hub or VoteMax.



Strata Managers entering pre-meeting votes via the Meeting Attendee Vote Details screen will be unable to add voting responses for secret votes or secret ballots. Voting buttons have been replaced with the text 'By Secret Vote' or 'By Secret Ballot'.



Body & Explanatory Notes

g) Merge Fields

The formatted content of the *Motion* can be copy & pasted from another source, such as a Word document. *StrataMax Merge Fields* may be added to the content which will insert StrataMax data when a new *Motion* is

created from this *Standard Motions*.

h) Attachment Placeholders and Documents for the Body

Document attachments can be added to Motions to provide additional information. If a document attachment is expected to be added to *Motions* based on this *Standard Motions*, then adding an attachment placeholder here will prompt the strata manager to add an attachment when this *Standard Motion* is added to a *Meeting* or *Standard Meeting*.



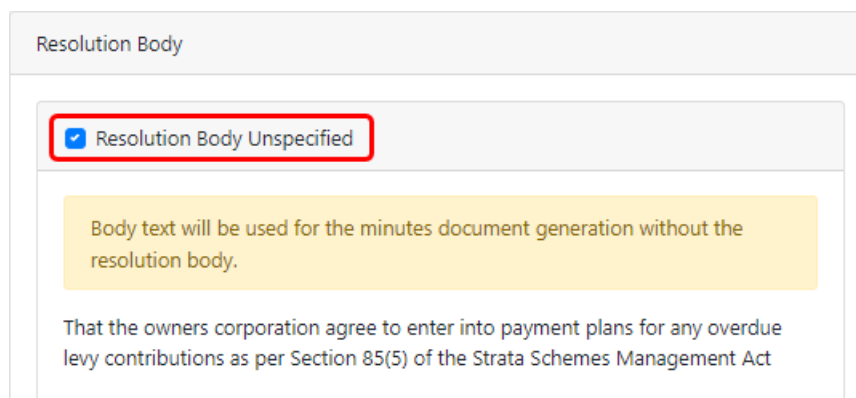
Document attachments can also be added in addition to, or in place of, the *Explanatory Notes* for an *Motions*. If a document attachment for the explanatory note is expected to be added to *Motions* based on this *Standard Motion*, then adding an attachment placeholder will prompt the strata manager when this *Standard Motion* is added to a *Meeting* or *Standard Meeting*.

Meeting document attachments will now be attached to the meeting notice in the order in which they are attached to the meeting items (agenda items and motions). Documents attached to the meeting itself will be output at the end, after all of the meeting item attachments.

Resolution Body

This section can be customised and will merge onto the minutes:

- *Resolution Body Unspecified*: This is the default option, which is already selected, and will just populate with the text that is in the 'Body' field of the motion.



- *Generated Resolution Body*: This will use the text that is entered into the 'Body' field of the motion, but will also insert the outcome of the motion; either the word '**RESOLVED**' or '**DEFEATED**' at the beginning of the

resolution, as long as...

- The 'Body' field text starts with the word "That" or "that".
and
- The word "That/that" is not partially formatted, i.e. if all the letters aren't formatted the same. This can mean highlights, bolding, underlining, italicising, etc.

The image shows a software interface with two main sections. The top section is titled 'Body' and contains a rich text editor with a toolbar. The text in the editor is 'That the owners corporation agree to enter into payment plans for any overdue levy contributions as per Section 85(5) of the Strata Schemes Management Act 2015.' The word 'That' is highlighted with a red box. Below the text editor, there is a small 'P' icon and a word count of '27 WORDS'. The bottom section is titled 'Resolution Body' and contains three radio button options: 'Resolution Body Unspecified', 'Generated Resolution Body' (which is selected), and 'Custom Resolution Body'. The text 'RESOLVED that the owners corporation agree to enter into payment plans for any overdue levy contributions as per Section 85(5) of the Strata Schemes Management' is displayed below the selected option, with 'RESOLVED that' highlighted in a red box.

- *Custom Resolution Body*: Will allow you to enter custom resolution text, which you must enter into text separate fields for each outcome of the motion; one for if the motion is 'Resolved' and one for if the motion is 'Defeated'.

Body

That the minutes of the last general meeting dated, **LastAGMDate** be approved.

12 WORDS

Resolution Body

Resolution Body Unspecified

Generated Resolution Body

Custom Resolution Body

Resolved

The minutes of the last general meeting dated, **LastAGMDate** was approved.

11 WORDS

Defeated

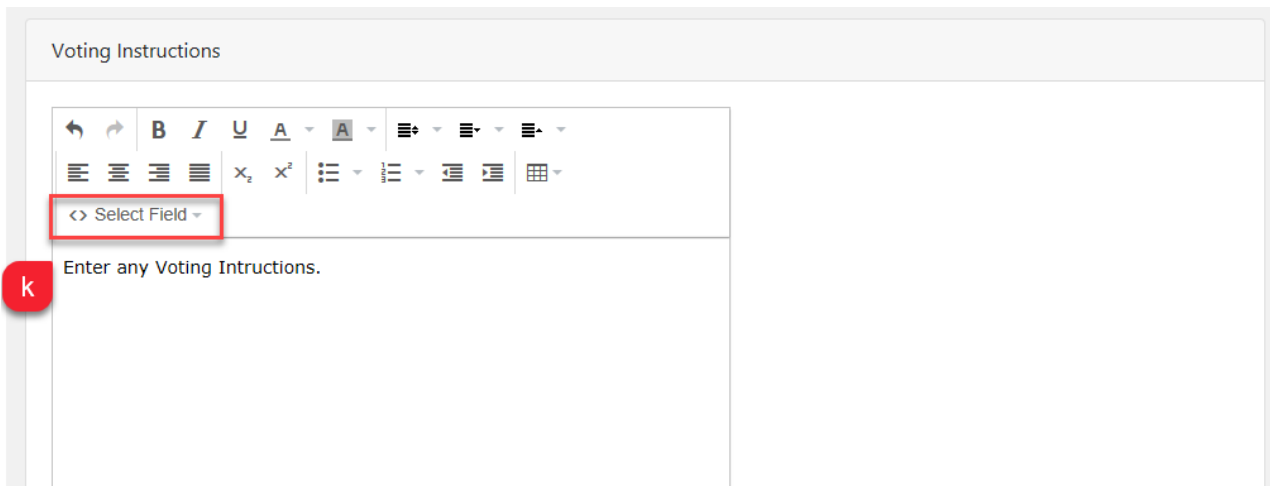
The minutes of the last general meeting dated, **LastAGMDate** was not approved.

12 WORDS

Voting Instructions

The formatted content of any additional instructions you wish to add that may assist the voter when casting a

vote on the Motion. *StrataMax Merge Fields* may be added to the content which will insert StrataMax data when a new Motion is created from this Standard Motion.



The screenshot shows a web interface for editing voting instructions. At the top, there is a header labeled "Voting Instructions". Below the header is a rich text editor toolbar with various icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, and table. A red box highlights a dropdown menu labeled "<> Select Field". Below the toolbar is a text area with the placeholder text "Enter any Voting Instructions." A red circle with the letter 'k' is positioned to the left of the text area.

Group of Same-Issue Motions

Changes that came into effect on the 1st March 2021 in response to the Queensland legislation changes, prevented Same-Issue motions from being added to a Standard Group of Same-Issue motions. The Standard Motion page has been enhanced to allow Same-Issue motions to be attached to a Standard Group of Same-Issue motions.

1. Create a new *Standard Motion*, and change the *Type* field to 'Group of Same-Issue Motions'.
2. If required, enter the body, explanatory notes, and voting instructions, which will be visible in VoteMax and on the meeting notice.
3. In the *Same-Issue Motions* section at the bottom of the page, click the blue *Add Motion* button.



The screenshot shows a section titled "Same-Issue Motions". At the top left of this section is a blue button labeled "Add Motion", which is highlighted with a red box. Below the button is a list of two motions. Each motion entry consists of a label (e.g., "a Title of Same-Issue Motion 1") and a set of icons for editing, deleting, and more options. The first motion is labeled "Majority Resolution" and the second is labeled "Majority Resolution".

4. This opens another *Standard Motions Details* screen, which you can fill in like another regular motion.
5. Click the *Save* button, then *Back* to return to the *Group of Same-Issue Motion*.
6. Click the blue *Add Motion* button to add further motions to this *Group*.
7. Once all required motions have been added to the *Group of Same-Issue Motion*, click the *Save* button, then *Back*.

Voting Options

This will only be visible if the motion *Type* is set to *Vote On Options Only* was selected as the *Type* at the top of the page.

1. In the Voting Options, click the *Add* button.
2. Enter the Title (required).
3. Enter the Body (required).
4. Add Attachment Placeholders (Options).
5. Click the *Save* button, then the *Back* button.

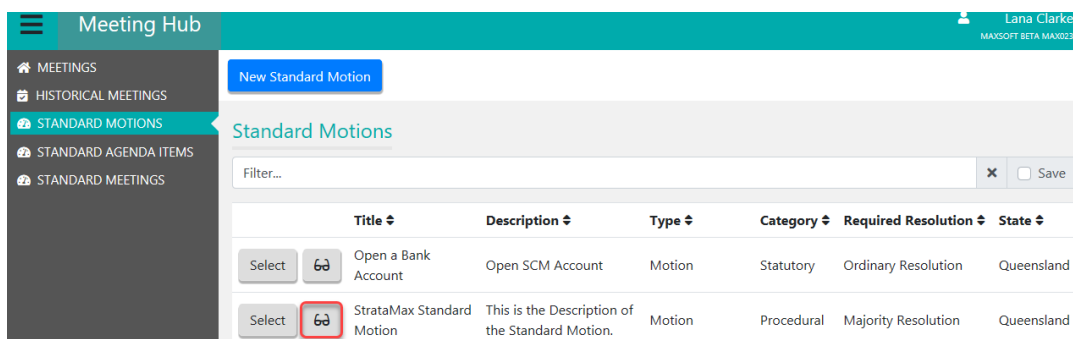


Saving & Previewing the Motion

1. Once all items are included and populated with the necessary information, click the *Save* button (note the green notification bar) then click the *Back* button.



2. In the **STANDARD MOTIONS** menu, you can click the *Preview* (glasses) button to view how the *Standard Motion* looks in VoteMax.



3. Click the *Close* button to close the preview and return to the **STANDARD MOTIONS** menu.

StrataMax Standard Motion



Motion by Majority Resolution
No Proxies

This is the Body of the Standard Motion.

Attachment Placeholder for Body of Standard Motion

Explanatory Notes

These are the Explanatory Notes of the Standard Motion.

Attachment Placeholder for Explanatory Notes of Standard Motion

Voting Instructions

These are the Voting Instructions of the Standard Motion.

Yes

No

Abstain

Close