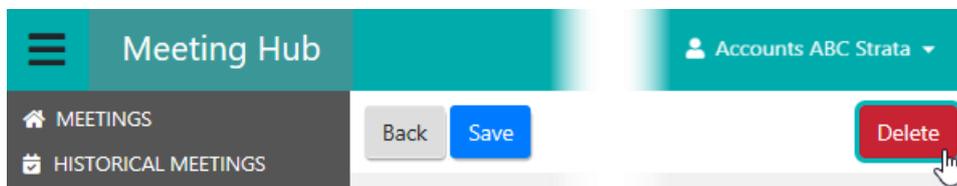# Deleting Standard Motions

If you have unnecessary or unwanted Standard Agenda Items, you can delete them.

Deleting a *Standard Motion* will remove it from the STANDARD MOTIONS menu and from any *Standard Meetings*. However, it will not be removed from any existing*Meetings*.
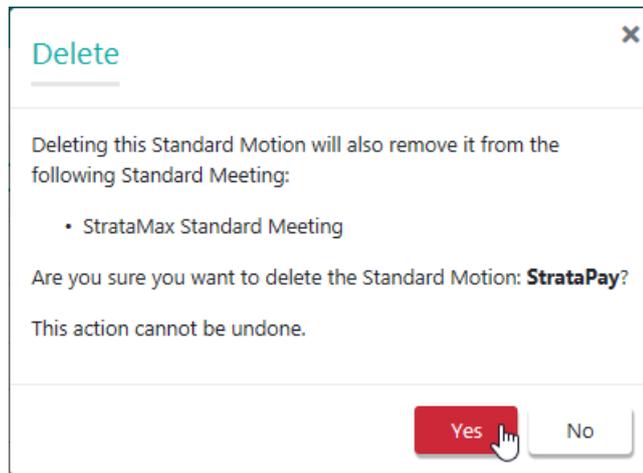
1. Click the *STANDARD MOTIONS* menu in the *Navigation Pane*.
2. Click the *Select* button on the *Standard Agenda Item* that needs removing.
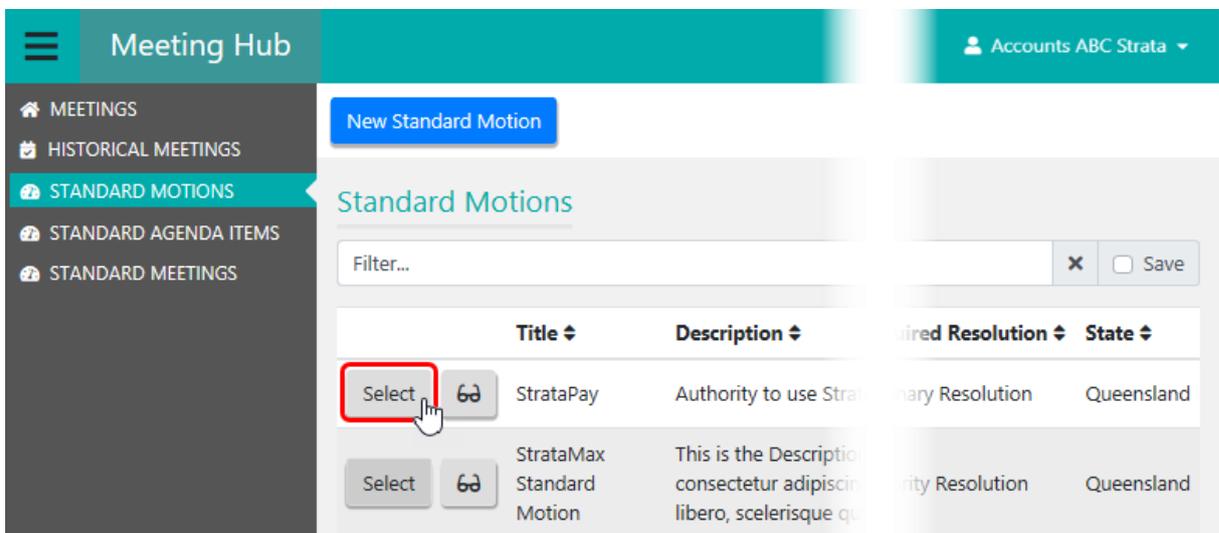
3. Click the *Delete* button.

4. A Delete pop-up will appear explaining which*Standard Meetings* will be affected, and asking to confirm the deletion.

Delete

Deleting this Standard Motion will also remove it from the following Standard Meeting:

- StrataMax Standard Meeting

Are you sure you want to delete the Standard Motion: **StrataPay**?

This action cannot be undone.

| Yes | No |

5. Clicking the *No* button will close the pop-up, whilst clicking the *Yes* button will return you to the *STANDARD MOTIONS* menu, with the green notification.

Meeting Hub

- MEETINGS
- HISTORICAL MEETINGS
- STANDARD MOTIONS

Accounts ABC Strata

New Standard Motion

Standard Motion deleted successfully