Standard Meetings Overview

Standard Meetings are designed to be used as a basis for the creation of new Meeting Hub meetings - essentially a reusable blueprint or template (not to be confused with *Template Groups*, which are the Word templates used for meeting notice and minutes documents).

> Standard Meetings can only be created, edited, or deleted by Meeting Hub Administrators.

When a new Meeting is created based on a *Standard Meeting*, the components and settings in the *Standard Meeting* are automatically loaded. The *Meeting Date & Location*, and *VoteMax Settings* will need to be set when during the *meeting creation process*, or in the *Meeting Details screen* after it has been created.

Any *Standard Agenda Items* or *Standard Motions* from within a *Standard* Meeting may also require additional action by the Strata Manager, such as attachment placeholders, or manual entry of missing text specific to this meeting, which cannot be entered as a merge field.

Also, if there are *Merge Fields* in the motion body, agenda body, explanatory notes, voting instructions or motion alternative text, these will be merged with StrataMax data when a meeting is created and subsequently will be included on the notice or minutes document.