Committee Elections

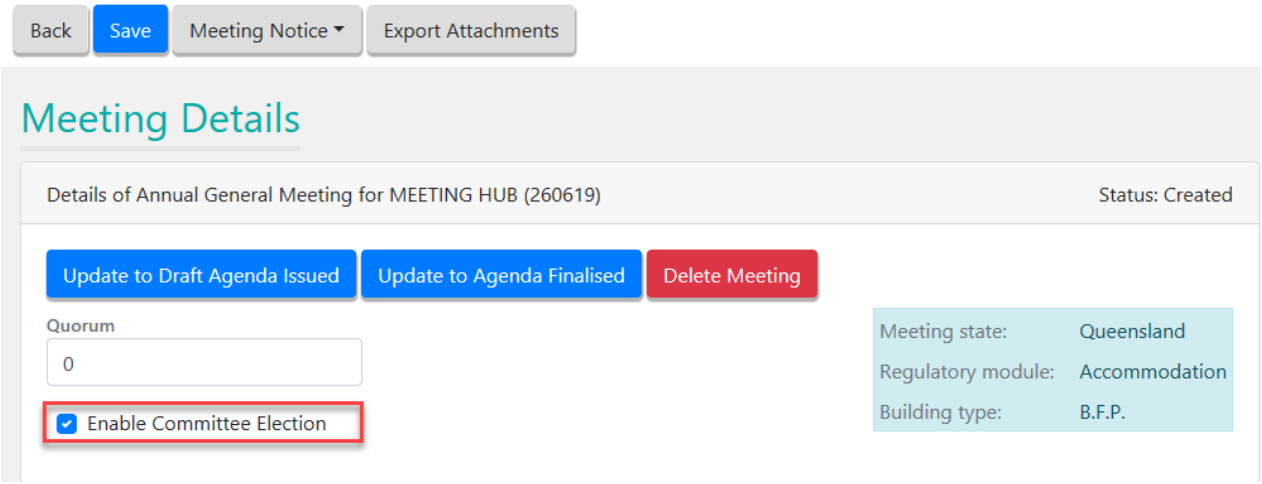
Last Modified on 10/11/2026 9:53 am AEST

This section of the guide explains all the various screens that relate to adding a committee election motion to a meeting in Meeting Hub, and how to manage the committee election nominations and their votes after the meeting agenda/notice has been issued. If preferred, there is also a *Committee Election Video* to watch.

> Please refer to the state's legislation to determine if committee elections are allowed.

Committee Election

After the *meeting creation process*, the *Enable Committee Election* tick box can be ticked. If committee elections are available to the building's state, and the tick box is enabled, additional steps will be needed in order to save the meeting and produce the meeting notice. Once the voting period window starts, owners will be able to vote for nominations online in VoteMax.

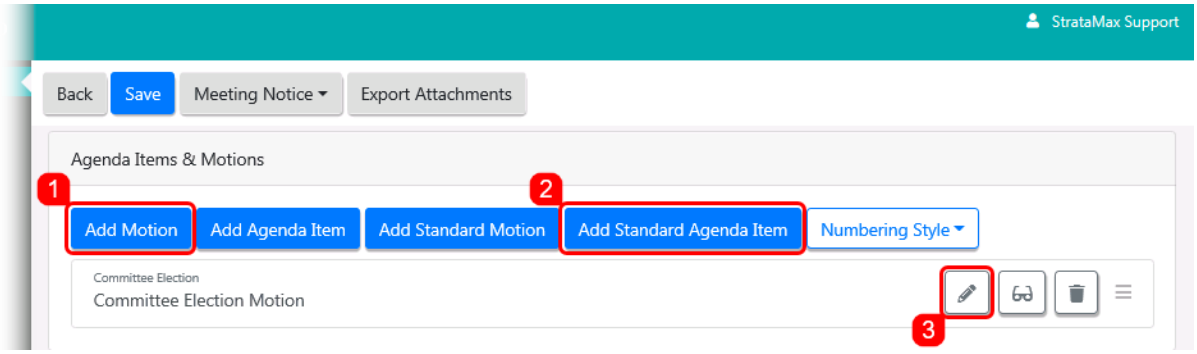


After the *Enable Committee Election* tick box has been ticked a *Committee Election Motion* must be added and configured where nominations can be added:

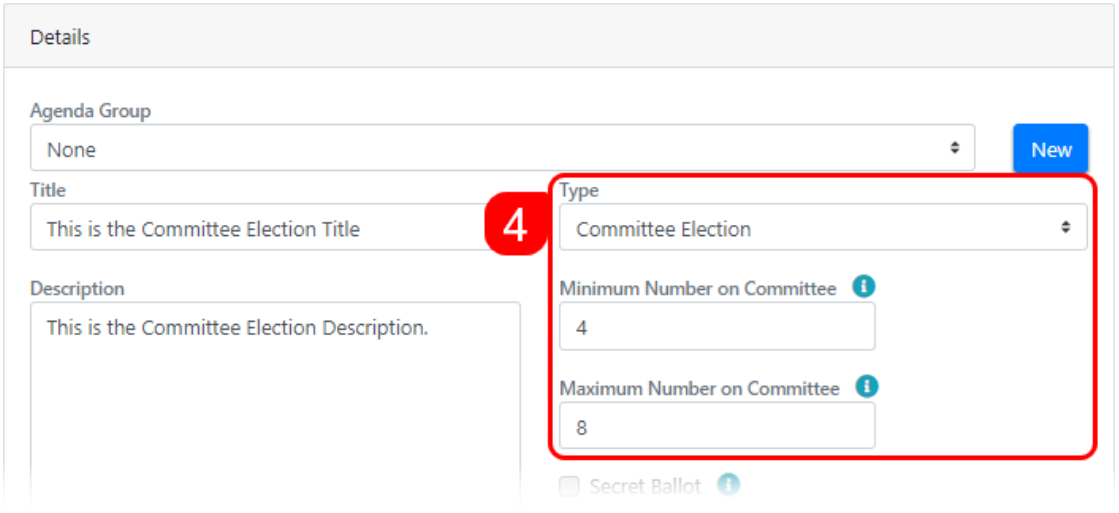
1. Click *Add Motion* button to *create a brand new motion* and proceed to step 4.

   or

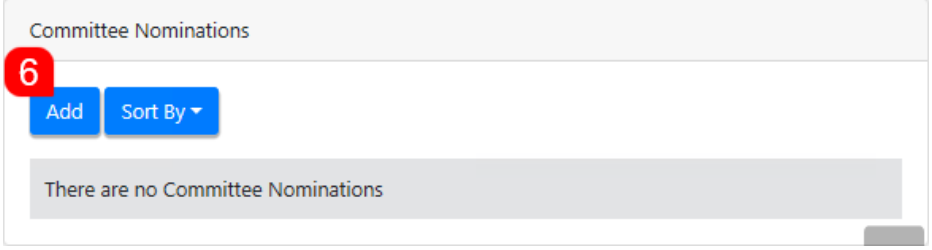
2. Click *Add Standard Motion* button to select an existing motion from the list of *Standard Motions*.
3. Once the motion has been added, click the pencil button to edit the motion.



4. If a brand-new motion is being created, the **Type** needs to be *Committee Election* and you will need to enter the **Minimum** and **Maximum Number on Committee** numbers (the number of required positions to form the committee).
    - The meeting notice and minutes documents will display the numbers entered into these fields.



5. If necessary, you may add the *Description,* however it is not visible in VoteMax or the notice. Then add the *Body*, *Explanatory Notes*, and *Voting Instructions*.
6. To add a Committee Nomination, click the *Add* button in the *Committee Nominations* section at the bottom of the motion screen.



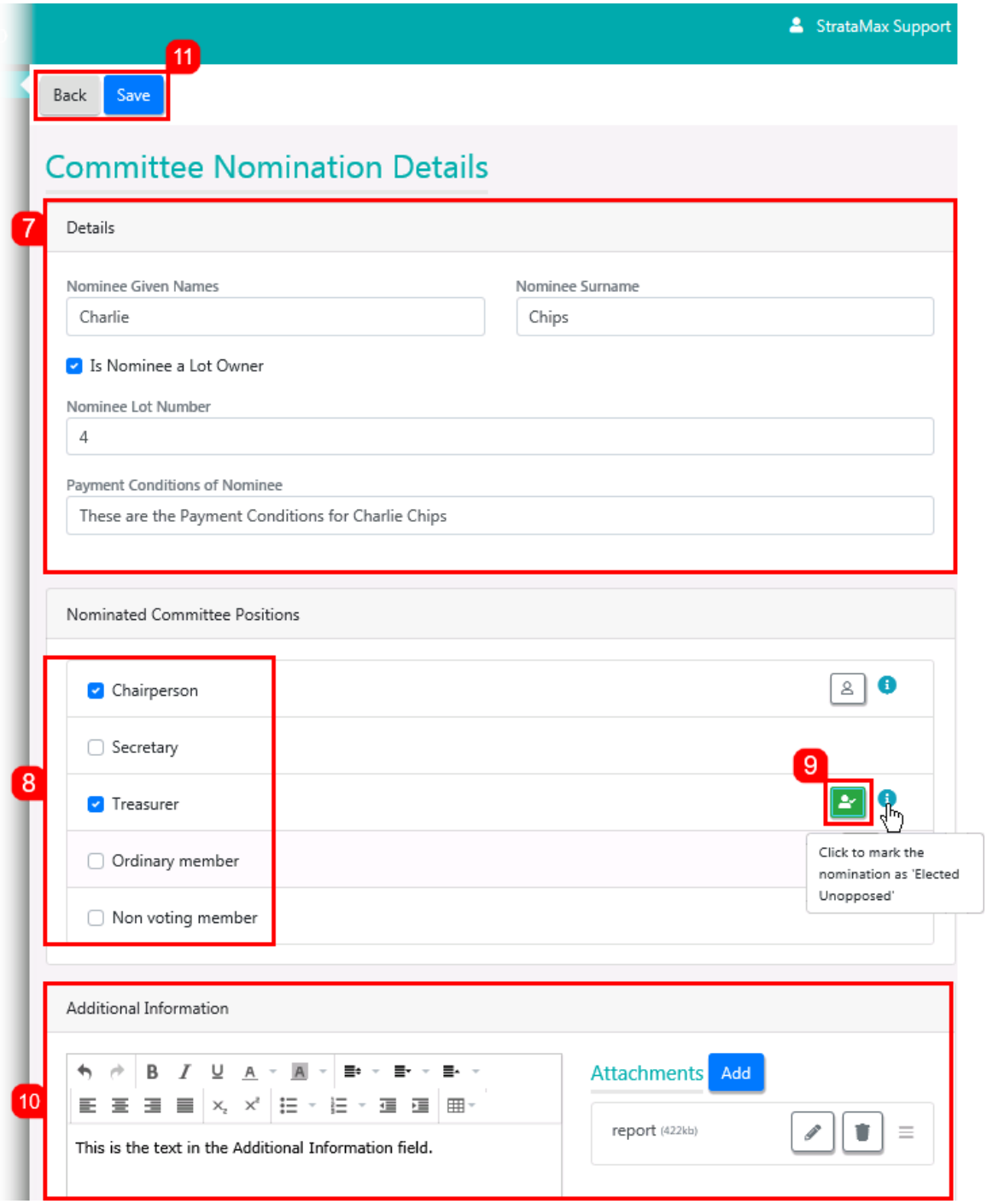
7. In the *Committee Nominations Details* screen, populate the fields in the *Details* section. These are

visible in VoteMax.

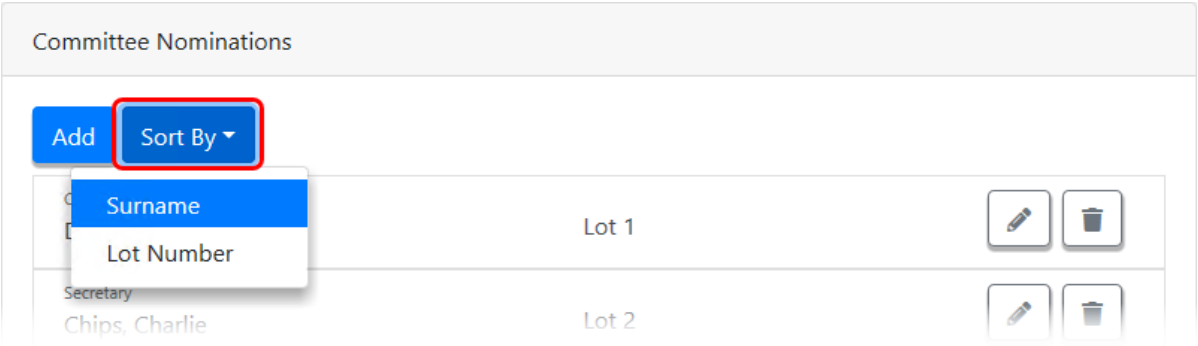
8. In the *Nominated Committee Positions* section, tick the appropriate positions.
    - Untick the box to remove the position from the nomination.

> The positions available are determined by the building's state in StrataMax.

9. Click the election button to mark the nomination as 'Elected Unopposed'. This will be reflected in VoteMax, but not in the meeting agenda.
    - If the position has any other nominations, then the nominee cannot be elected unopposed. The positions will need to be removed from the other nominations first (a nominee cannot be flagged as elected unopposed to both an executive position and an ordinary position).
    - When voting for committee nominations on the *Meeting Attendee Vote Details* screen, in the Committee Election tab, a nominee who has been elected unopposed will be unavailable for selection.
    - In the *Meeting Overview* screen, in the *Committee Election* tab, any positions that have been elected unopposed will be highlighted and will not have a tally recorded.
    - In the *Offline Voting Register*, positions that are elected unopposed are present in the spreadsheet without any votes.
10. Enter any required info into the *Additional information* field and click the *Add* button to add any attachments. These are visible in VoteMax and will be attached to the agenda when you distribute it.



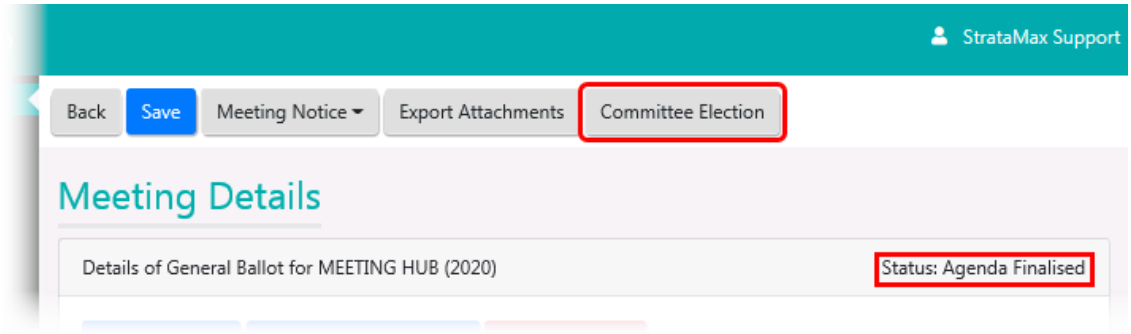
11. Click the *Save* button at the top, then the *Back* button to return to the *Motion Details* screen.
12. Once all positions and nominees have been added, you can determine the secondary sort order of the committee nominees on the agenda and in VoteMax; *Surname* or *Lot Number*.



- By default they are primarily sorted by these positions:
  - Chairperson
  - Secretary
  - Treasurer
  - Ordinary/Committee Members

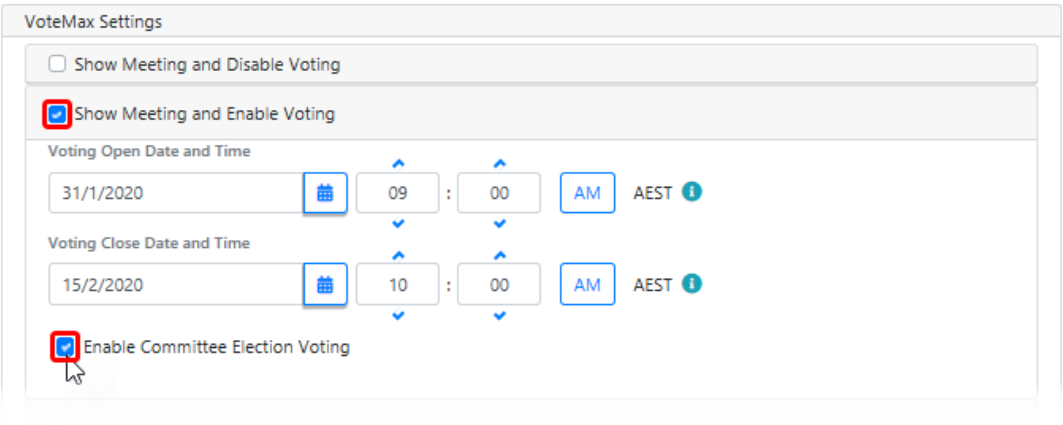
Repeat steps 6 - 11 above for each nominee to add to the election.

Once a meeting's status has progressed to 'Agenda Finalised', motions can no longer be added or edited. Therefor an additional button labelled *'Committee Election'* will appear at the top of the *Meeting Details* screen. This is so nominees can be withdrawn or marked as 'Elected Unopposed'. This function will be available until the voting window closes.



Committee Elections in VoteMax

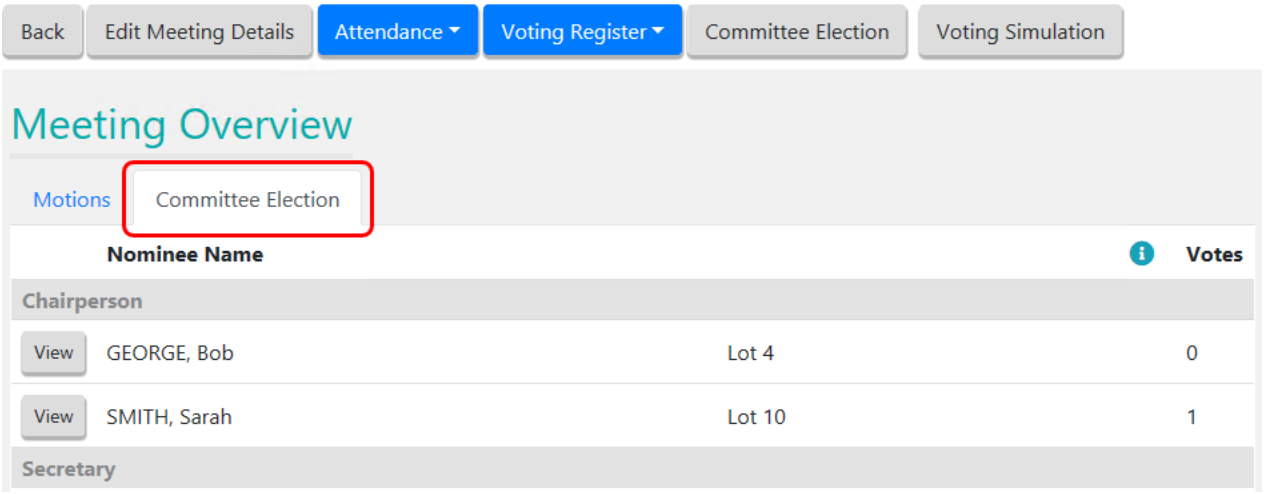
Once the *Enable Committee Election* tick box is enabled and all nominees have been added, an additional tick box will appear in the *VoteMax Settings* section near the bottom of the *Meeting Details* screen, which will only appear if the *Show Meeting and Enable Voting* option is selected. This allows owners to cast votes for the Committee Election motion in VoteMax.



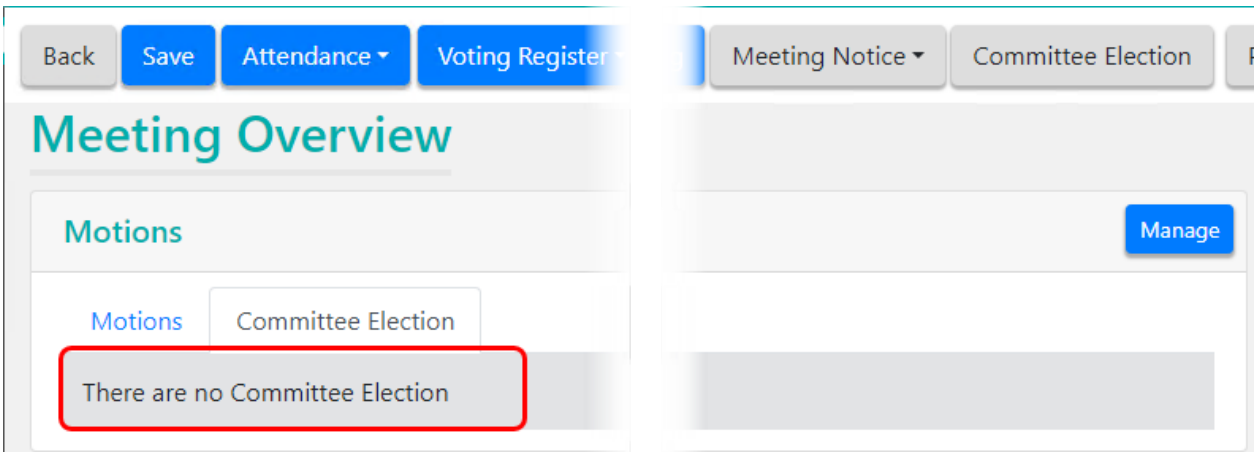
Meeting Overview | Committee Election

Once a meeting has progressed to the status of *Notice Issued,* the *Meeting Overview* screen will be available. Click the *Committee Election* tab in the *Meeting Overview* screen to display a list of each committee position that is being elected, along with a list of the nominations for each position and the number of votes they have received.

If you have not entered any nominees previously, then this screen will be blank.



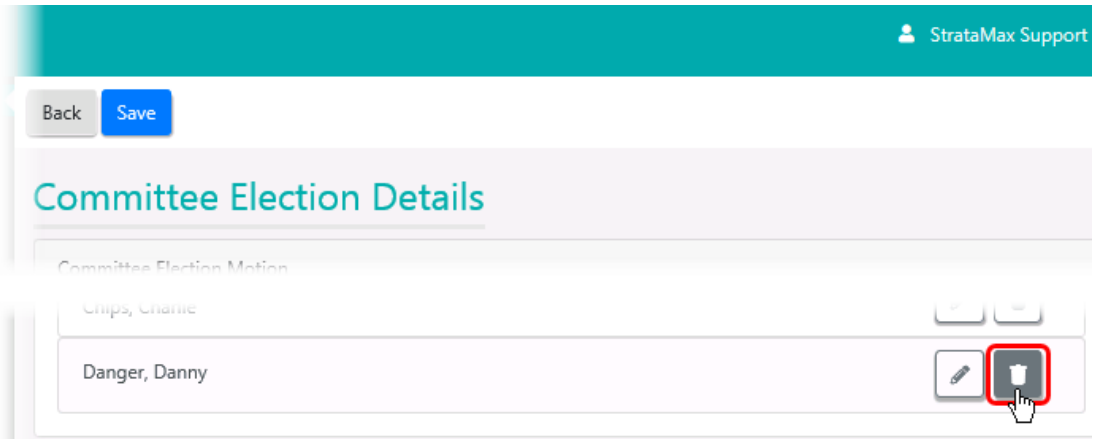
If you have not entered any nominees previously, this screen will be blank.



Committee Election | Withdraw a nomination

The withdrawn date will appear in VoteMax.

1. In the *Meeting Overview* screen, click the *Committee Election* button, and the *Committee Election Details* screen will appear.
2. Click the *rubbish bin* button for each nomination that needs to be withdrawn.



3. Click the *Save* button, then the *Back* button to return to the *Meeting Details* screen.

Committee Election | Remove a position from a nomination

1. In the *Meeting Overview* screen, click the *Committee Election* button, and the *Committee Election Details* screen will appear.
2. Click the *pencil* button to edit the required *Committee Nomination*.
3. Remove the tick for each box for the position to be removed.



4. Click the *Save* button, then the *Back* button to return to the *Meeting Details* screen.

Offline Voting Register | Committee Election Tab

See *Adding Votes for Committee Election* for more information.

Committee Election | In-Meeting Management

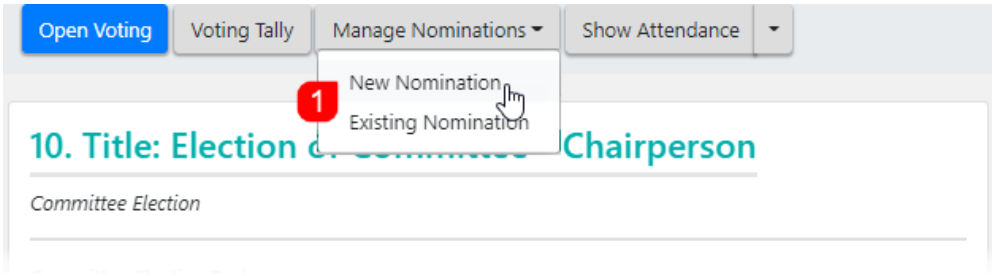
This section of the article explains the various functions and behaviours of committee elections once the meeting has commenced.

The Meeting Hub interface has been designed so that each of the position within the committee is voted on separately, is separate screens and the strata manager has the ability to manage the nominations, including adding new ones, and withdrawing and reinstating existing ones.

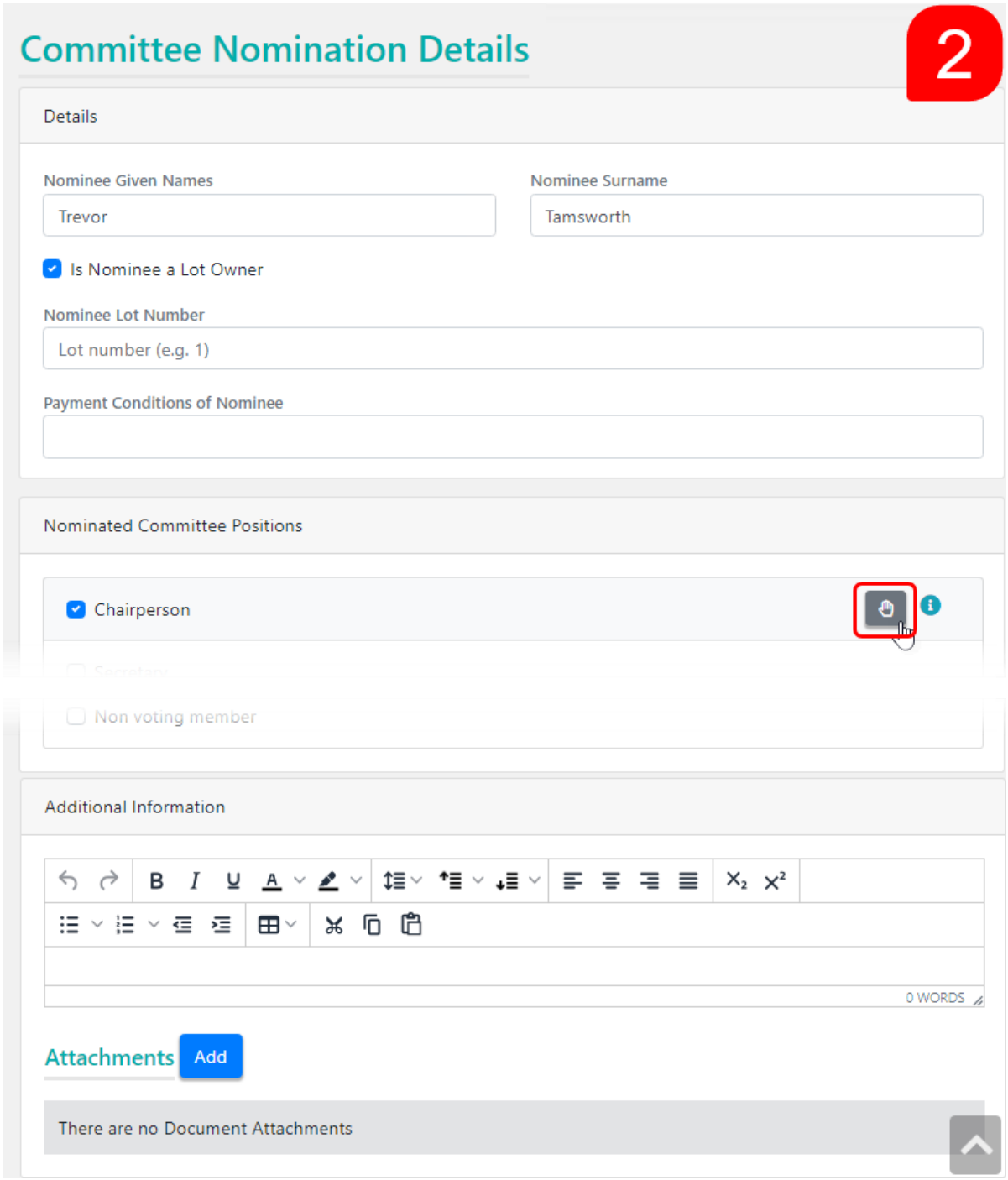
Committee Election | Add New Nomination In-Meeting

> Note that the *Manage Nominations* button will not be visible if the voting has been opened for the motion - you will need to click the *Hide Voting* button if this is the case.

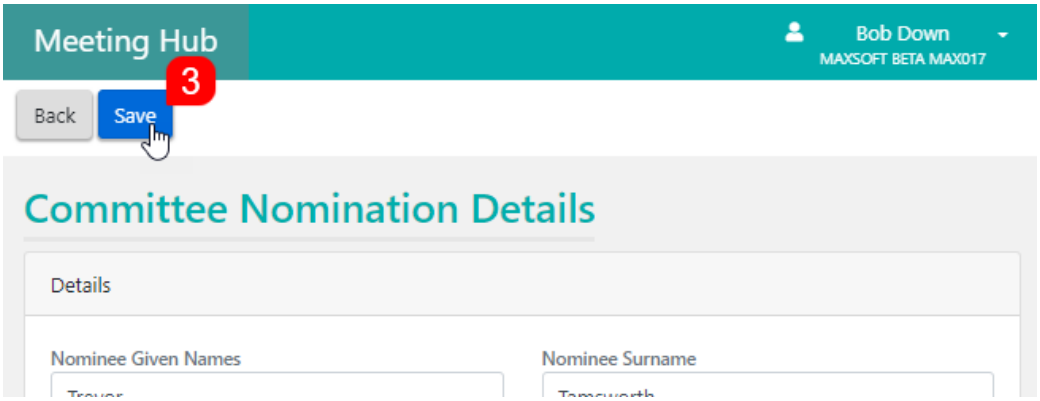
1. Click the *Manage Nominations* button and select *New Nomination.*



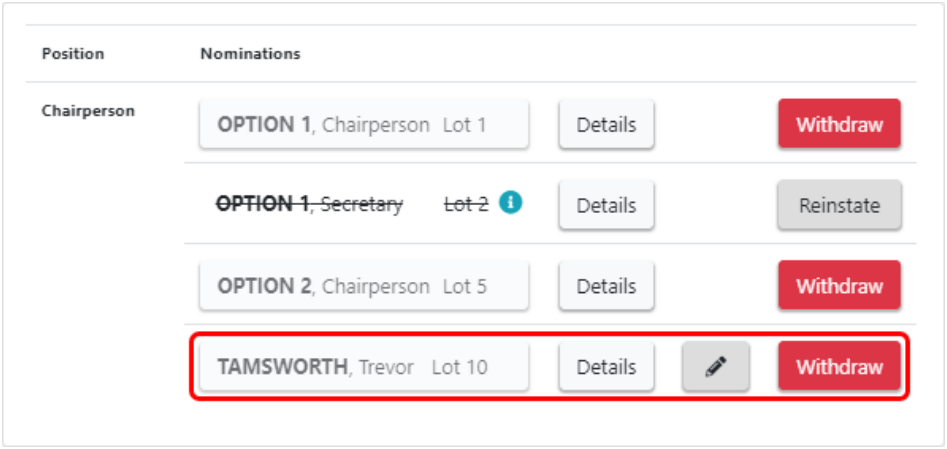
2. The 'Committee Nomination Details' screen will open where you can add the details of a new nominee (*Given Names*, *Surname*, *Lot number*, *additional info*, *attachments*, etc.), and tick the boxes for the required positions. If the nomination was received from the floor, you should click the 'hand' button on the right. This will also be reflected in the 'Committee Election' motion screen and in the meeting minutes document.



3. Click the blue *Save* button in the top left, once all details have been added.



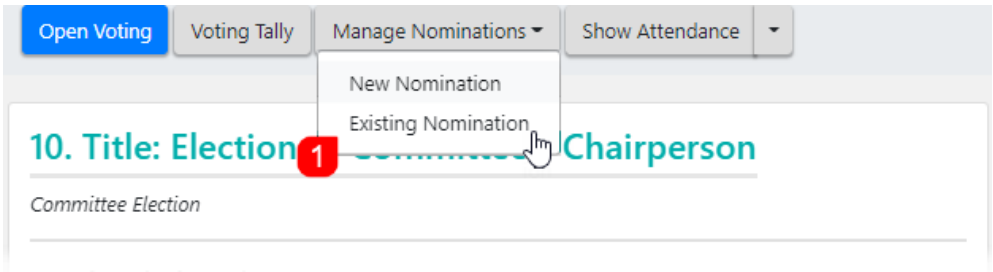
4. Once a new nominee has been added, they will appear in the list of nominations with an *Edit* (pencil) button, which can be clicked to open the 'Committee Nomination Details' screen again if necessary.



Committee Election | Add Existing Nomination In-Meeting

Note that the *Manage Nominations* button will not be visible if the voting has been opened for the motion - you will need to click the *Hide Voting* button if this is the case.

1. Click the *Manage Nominations* button and select *Existing Nomination.*



2. The list of existing nominations will open where you can click the*Add* button to add them as a

nominee for the current position that's in focus on screen (in this screenshot, it's for the position of Chairperson).

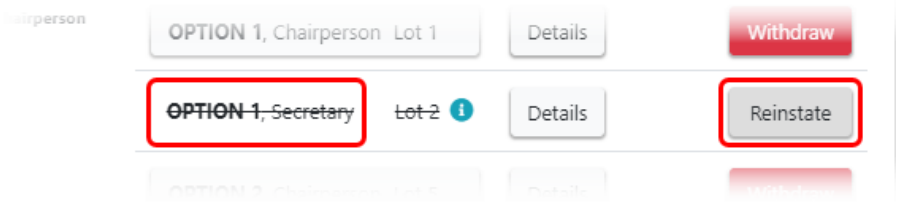


3. Once a new nominee has been added, they will appear in the list of nominations.

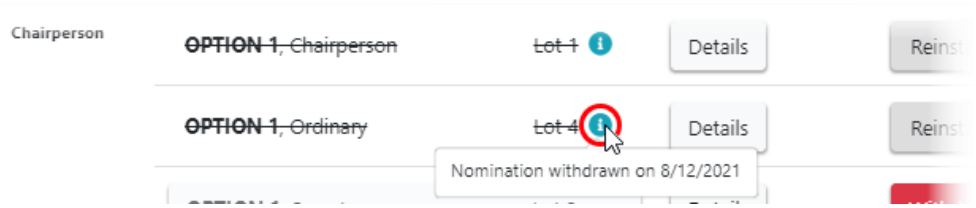
Committee Election | Withdraw or Reinstate Nomination In-Meeting

To withdraw a nominee for the current position in focus:

1. Click the red *Withdraw button and* click 'Yes' when prompted to confirm.
2. The nominee's name will then have a strikethrough on it and button will change to a grey *Reinstate* button.

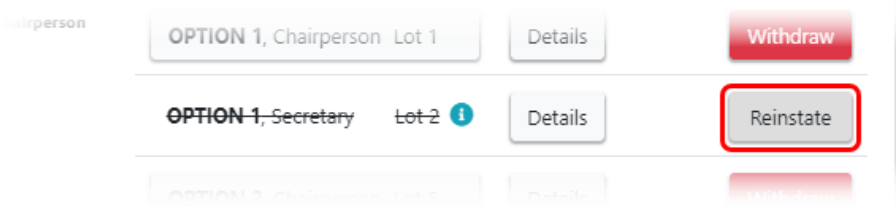


3. There will also be a small, teal coloured 'info' icon, which you can hover your mouse over to display the date of withdrawal.

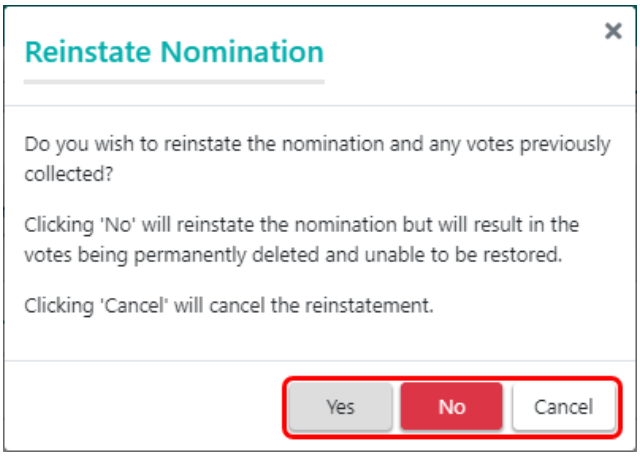


To reinstate a nominee for the current position in focus:

- Click the grey *Reinstate* button.



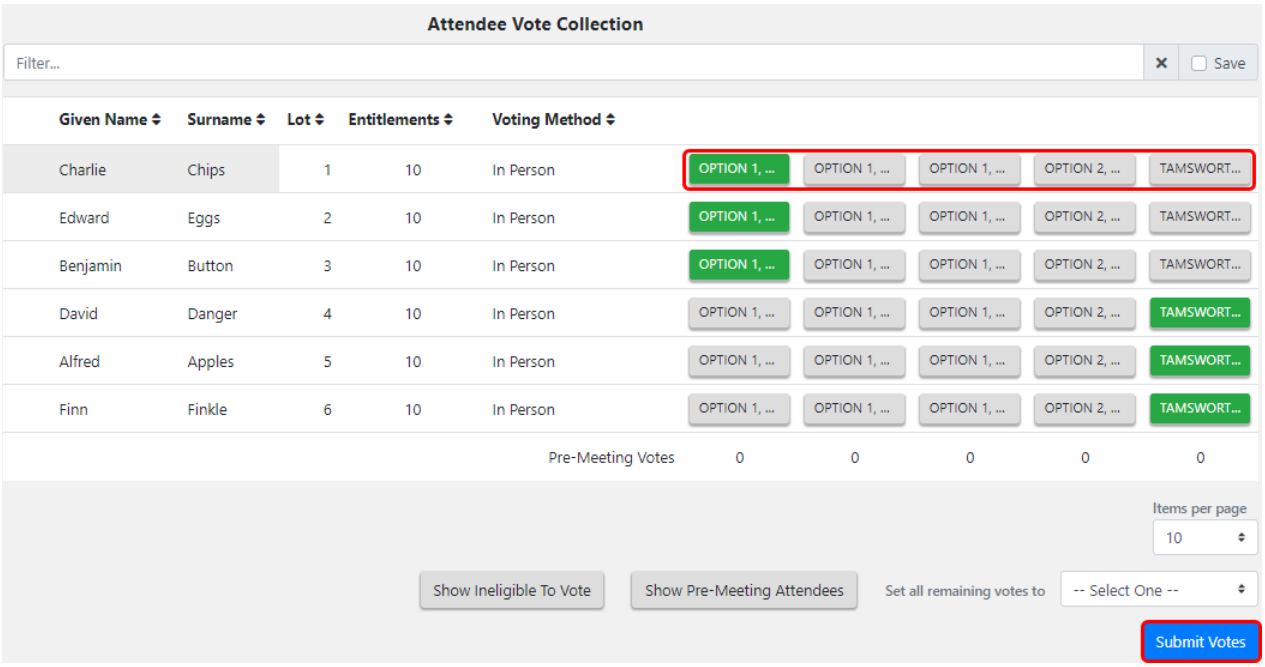
- A confirmation will then appear:



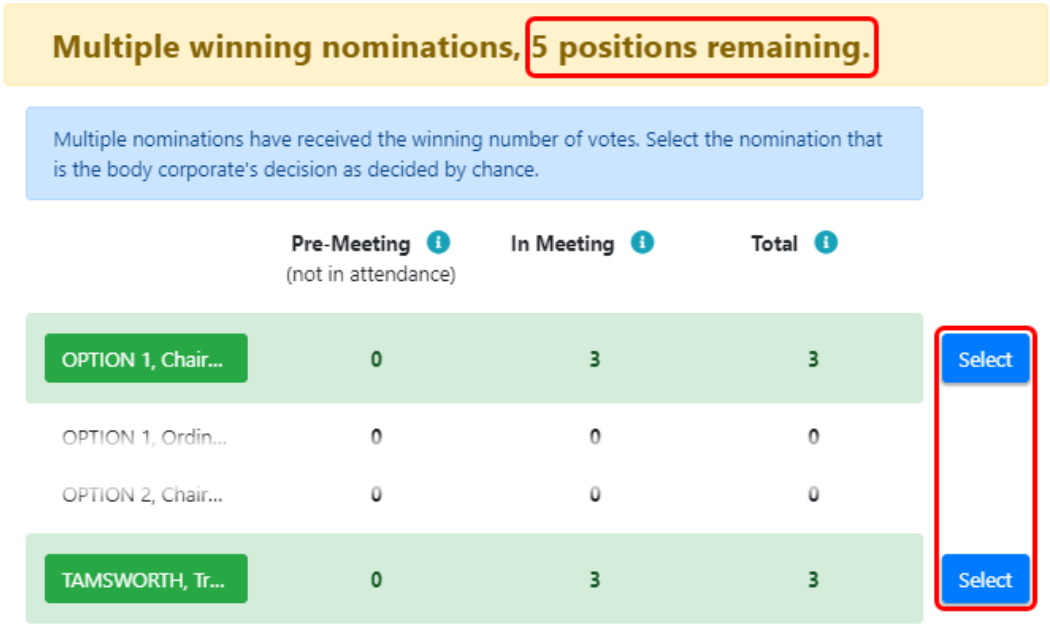
- Click 'Yes' to reinstate the nominee along with any previously collected votes.
- Click 'No' to instate the nominee but delete any previously collected votes.
- Click 'Cancel' not proceed to reinstate the nominee.

Committee Election | Vote Collection In-Meeting

In the Committee Election motion/ballot, each position is voted on separately in separate screens, and each button is labelled with the *Surname* for each nominee. Simply click the button for the elected nominee for each attendee, then click the *Submit Votes* button.



The 'Motion Outcome' screen will then appear for that particular position, notifying you of how many positions are required to form the committee, and need to be voted on. If there are multiple winning nominations, you will need to select the nomination that the body corporate decides on by chance.



After the nomination is selected, the elected nomination will be displayed, and with a button to*Overrule Result* if required. Use the blue *Next* button in the top left to proceed to the next position in the committee election.

When a nominee for an ordinary position has been elected to an executive position, the nominee will automatically become unavailable to be elected, with a note saying, 'Elected to executive position'.

When all nominees for an ordinary position have been elected to an executive position, the

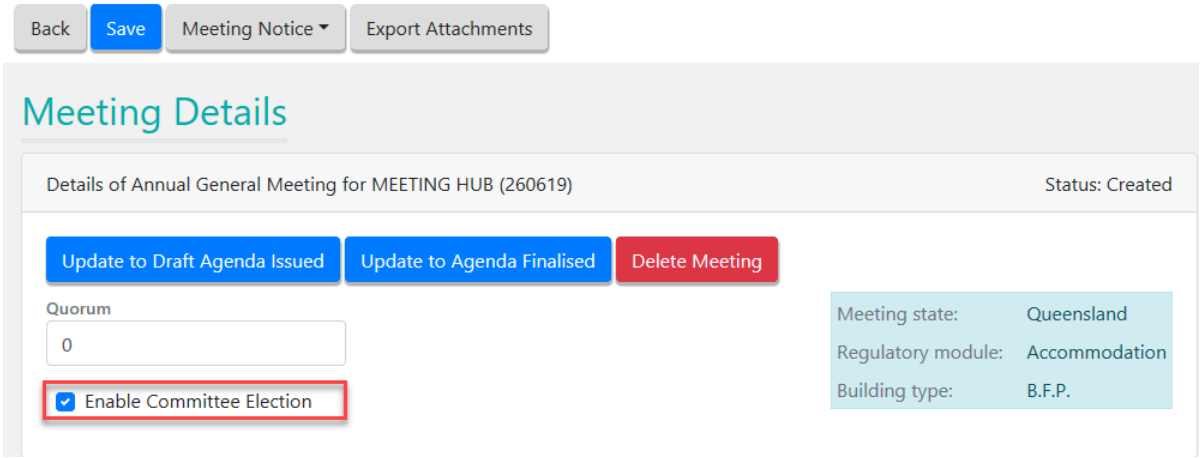
Proceed button will automatically change to 'Proceed with No Nominations'.

'No Nominations' will display on the Motion Result slide and the Close Meeting slide for any ordinary members who have been elected to an executive position.

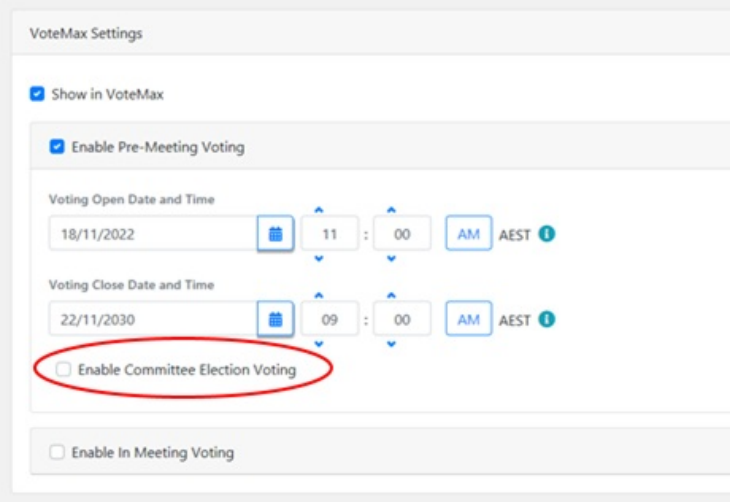
Committee Election | Secret Ballot

This section covers the scenario where a secret ballot for the election of office bearers / committee is required.

1. After the *meeting creation process*, make sure it has not progressed to or beyond the status of *Notice Issued*, then tick the *Enable Committee Election* box in the top section of the 'Meeting Details' screen.



2. Add the committee election motion and its nominees.
3. In the *Settings* section, choose whether the *Enable Committee Election Voting* box should be ticked. This will determine whether owners can vote pre-meeting online using VoteMax.



4. Once the meeting status has progressed to 'Notice Issued', *add any pre-meeting attendees and their motion and committee election votes to the attendance register.*
5. Commence the meeting and in the *Committee Election* motion for each position, use the *Vote by Tally* button to add any final votes. See *Secret Vote Collection* for a detailed guide.