

Meeting Adjournment

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This article is a guide on how to adjourn a meeting in Meeting Hub. In order to adjourn a meeting, the meeting status must be 'Notice Issued,' 'Meeting in Progress' or 'Reconvened Meeting'. Check the *Meeting Status* under the 'Details' section on the right side of the *Meeting Overview* screen.

The screenshot shows the Meeting Hub interface. At the top, there is a teal header with 'Meeting Hub' on the left and a user profile 'Bob Down' with 'MAXSOFT BETA MAX017' on the right. Below the header is a navigation bar with buttons: 'Back', 'Save', 'Attendance', 'Voting', 'Adjourn Meeting' (highlighted with a red box), 'Committee Election', and 'Voting Simulation'. The main content area is titled 'Meeting Overview' and is split into two columns. The left column is 'Motions' and contains a table with two rows of motions. The right column is 'Details' and contains the meeting title 'Annual General Meeting for VARSITY TOWERS (4654)', the 'Meeting Status' (highlighted with a red box and set to 'Notice Issued'), and the 'Meeting Date and Time' 'Wednesday 8 December 2021 at 6:00 PM'. There is also an 'Update Meeting Status' button in the top right of the Details section.

| Motion | Yes | No | Abstain |
|--------------------------|-----|----|---------|
| 1. Administration Levies | 2 | 0 | 0 |
| 2. No Proxy Example | 0 | 0 | 0 |

When meetings are adjourned, details of the meeting, including attendees and their votes, are copied to create the reconvened meeting detail. The following table details how an attendees Voting Method and Attendance Method are used to determine how they are copied to the reconvened meeting.

| ATTENDANCE RECORD AT ADJOURNED MEETING | VOTING METHOD | ATTENDANCE METHOD | VOTES RECEIVED? | ATTENDANCE RECORD AT RECONVENED MEETING | VOTING METHOD | ATTENDANCE METHOD |
|--|---------------------|---------------------|-----------------|---|---------------------|---------------------|
| | VoteMax Pre-Meeting | Present Pre-Meeting | Yes | | VoteMax Pre-Meeting | Present Pre-Meeting |
| | VoteMax Pre-Meeting | Present Pre-Meeting | No | | VoteMax Pre-Meeting | Present Pre-Meeting |
| | VoteMax Pre-Meeting | Present at Meeting | Yes | | VoteMax Pre-Meeting | Present Pre-Meeting |
| | VoteMax Pre-Meeting | Present at Meeting | No | | VoteMax Pre-Meeting | Present Pre-Meeting |
| | Voting Paper | Present Pre-Meeting | Yes | | Voting Paper | Present Pre-Meeting |
| | Voting Paper | Present Pre-Meeting | No | | Voting Paper | Present Pre-Meeting |
| | Voting Paper | Present at Meeting | Yes | | Voting Paper | Present Pre-Meeting |
| | Voting Paper | Present at Meeting | No | | Voting Paper | Present Pre-Meeting |
| | Voting Paper | Apology | Yes | | Voting Paper | Present Pre-Meeting |
| | Voting Paper | Apology | No | | Voting Paper | Present Pre-Meeting |
| | VoteMax at Meeting | Present at Meeting | Yes | | VoteMax Pre-Meeting | Present Pre-Meeting |
| | VoteMax at Meeting | Present at Meeting | No | | NIL* | NIL* |
| | In Person | Present at Meeting | Yes | | In Person | Present Pre-Meeting |
| | In Person | Present at Meeting | No | | NIL* | NIL* |
| Non-Voting Attendee | Present at Meeting | No | NIL* | NIL* | | |
| Non-Voting Attendee | Apology | No | NIL* | NIL* | | |

* NIL - Attendance record should not be copied from the adjourned meeting to the reconvened meeting

1. In the [Meeting Overview](#) screen, click the blue *Adjourn Meeting* button along the top, and the *Adjourn Meeting* screen will then open.
2. **Meeting Open Date and Time** can be manually entered or selected from the calendar. If the meeting status is 'Meeting in Progress', the date is automatically populated with the date in the *Meeting Open Date and Time* field in the [Commence Meeting](#) page.
3. **Meeting Close Date and Time** can be manually entered or selected from the calendar.
4. **Meeting Chairperson** will search for existing attendees in the meeting or the *New Attendee* button can be clicked to add them manually. If the meeting status is 'Meeting in Progress', the field is automatically populated with the *Meeting Chairperson* field in the [Commence Meeting](#) page.
5. **Adjourned Reason** can be selected from a provided list, and on selection the **Adjourned Statement** field is populated with the same text, but can also be edited further. This is a mandatory section.

Cancel

Next

Adjourn Meeting

Adjourned Meeting Details

Meeting Open Date and Time 2

8/3/2022



11

:

00

AM

AEST



Meeting Close Date and Time

8/3/2022



11

:

30

AM

AEST



Meeting Chairperson

Type to search attendees...

4

New Attendee

Adjournment Information

Adjourned Reason

Quorum was not met

5

Adjournment Statement

Quorum was not met

4 WORDS

6. Use the *Quorum Present* tick box to indicate if meeting met quorum or not.
7. **Quorum Reason** is selected from a predetermined picklist based on criteria.
8. **Quorum Statement** is populated with the same text as the **Quorum Reason**, but can also be edited further. This is a mandatory section. If the meeting status is 'Meeting in Progress', the field is automatically populated with the information entered in the *Commence Meeting* page.

Quorum Quorum ■ 2 of 11 required i

Quorum Present 6

Quorum Reason Quorum Required

Less than 25% of the voters for the meeting were present. 7 11

Quorum Statement

8

The Chairperson advised that a quorum was not present. Under the Body Corporate and Community Management (Accommodation Module) Regulations 2020, at least 25% of the voters for the meeting are required to be present personally.

35 WORDS ⌵

9. Click the blue *Next* button to be taken back to the *Reconvened Meeting* screen.
10. **Adjourned Meeting Date and Time** displays the scheduled date and time of the last adjourned meeting.
11. **Reconvened Meeting Date and Time** is prepopulated with a date and time that is exactly one week later than the latest *Adjourned Meeting Date and Time*.
12. The **Reconvened Meeting Location** and **Reconvened Meeting Location Details** are prepopulated with the *Meeting Location Details* of the latest adjourned meeting. However, these can be edited as required.
13. The *VoteMax Settings* section will be populated with the same values of the latest adjourned meeting, but can be updated as required.
14. Click the blue *Adjourn Meeting* button to save the reconvened meeting details and adjourned meeting details.

Meeting Hub Bob Down
MAXSOFT BETA MAX042

Cancel Previous **Adjourn Meeting** 14

Reconvened Meeting

Meeting Date & Location

Adjourned Meeting Date and Time 10
Thursday 4 August 2022 at 1:00 PM

Reconvened Meeting Date and Time 11

17/9/2022 01 : 00 AEST

Reconvened Meeting Location 12

Reconvened Meeting Location Details

E.g. Meeting room on level 1

VoteMax Settings 13

Show in VoteMax

Enable Pre-Meeting Voting

Voting Open Date and Time

15/9/2022 03 : 00 AEST

Voting Close Date and Time

16/9/2022 03 : 00 AEST

Enable In Meeting Voting

Join Meeting Date and Time

16/9/2022 01 : 00 AEST

15. In order to generate and then distribute the minutes of the adjourned meeting, you must ensure that the *Adjourned Minutes* template is selected in the *Template Groups* section at the bottom of the *Meeting*

Overview screen. See [Template Groups](#) for information on how to do this.

The screenshot shows a web interface for managing template groups. At the top left, the text "Template Groups" is displayed with a mouse cursor pointing to it. Below this, there is a blue "Add" button. On the right side, there are three dark grey buttons labeled "Notice", "Minutes", and "Adjourned Minutes". The main content area contains a single entry: "ALL STATES - General Meeting Minutes (Optional Adjourned Cover Page) - OTS V3.1". To the right of this entry are two icons: a trash can icon and a hamburger menu icon.