

Copying Standard Motions

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This article covers how to copy a Standard Motions within *Meeting Hub*.

1. Open Meeting Hub and select **STANDARD MOTIONS** in the list on the left side of the Meeting Hub main screen.
2. In the list of Standard Motions, locate and select the Standard Motion that needs to be copied.
3. Click the *Copy Standard Motion* button at the top of the screen.
4. The rest of the fields and settings can all be changed as required, as per below:

Details

The screenshot shows a 'Details' form for copying a Standard Motion. The form is divided into two main sections: a left column for text-based fields and a right column for dropdown and checkbox fields. Red callout boxes with numbers 1 through 9 point to specific elements:

- 1**: Title input field containing 'Copy of AAA_BUILDING MERGE FIELDS'.
- 2**: State dropdown menu showing 'Queensland'.
- 3**: Description text area.
- 4**: Type dropdown menu showing 'Motion'.
- 5**: Category dropdown menu showing '-- Select One --'.
- 6**: Required Resolution dropdown menu showing 'Ordinary Resolution'.
- 7**: Submitted By dropdown menu showing '-- Select One --'.
- 8**: 'Secret Vote' checkbox.
- 9**: 'No Proxy Voting' checkbox.

1. **Title** (mandatory): Will populate with 'Copy of...' and the title of the copied Standard Motion, and can be changed to whatever is required. This will be displayed on the notice, the minutes, VoteMax and on the in-meeting screens.
2. **State** (mandatory): The state is copied from the original motion and cannot be changed. This 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 is copied from the original motion and cannot be changed.

5. **Category** (optional): The source of the motion - one of:
 - Procedural
 - Statutory
6. **Required Resolution** (optional): 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. **Submitted By** (mandatory): Who the motion was submitted by; *Committee* or *Owner*.
8. **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.
9. **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.
 - When the *No Proxy Voting* tick box is ticked, enter a message in the 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.

The screenshot shows a form with a 'Description' text area on the left and a 'Type' dropdown menu on the right. The 'Type' dropdown is set to 'Committee Election'. Below the dropdown, there are two input fields: 'Minimum Number on Committee' and 'Maximum Number on Committee'. Both fields have an information icon (i) to their right. A red box highlights these two input fields, and a red circle with the number '10' is positioned to the left of the box, indicating that these fields correspond to item 10 in the list below.

10. **Minimum** and **Maximum Number on Committee** (required): This will only appear as an option if the motion **Type** is 'Committee Election'.

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 ⇅

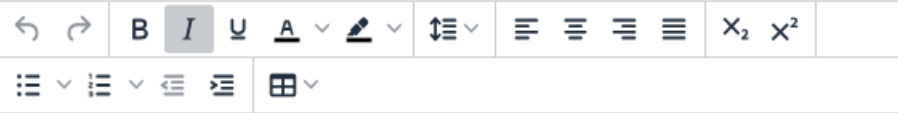
Required Resolution
Ordinary Resolution ⇅

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.

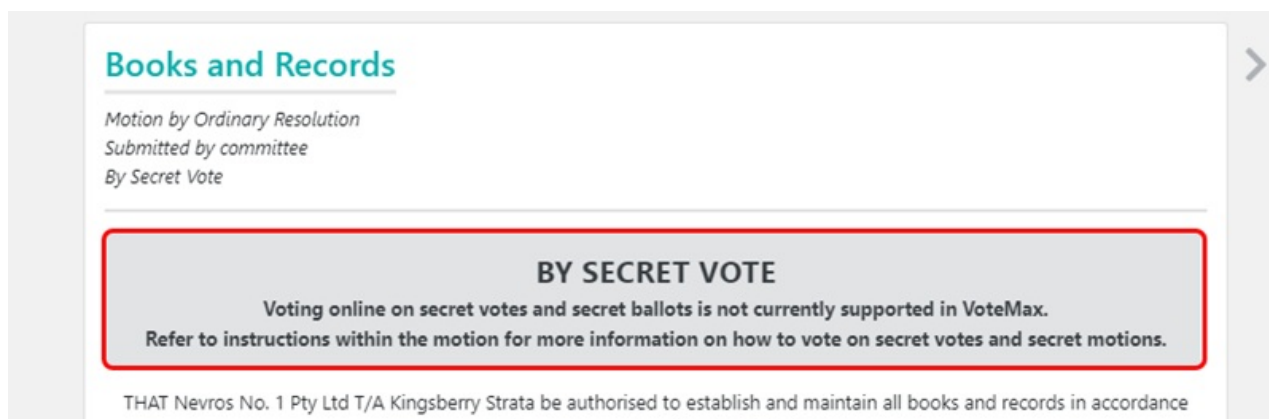
A secret vote or secret ballot tick box cannot be changed if the meeting has received any voting

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*.



The screenshot shows the 'Body' field editor. On the left is a rich text editor toolbar with various icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and table. Below the toolbar is a text input field containing the text: "That the minutes of the last general meeting dated Last AGM Date be". A red box highlights a dropdown menu labeled "<> Select Field" with a red circle 'g' next to it. On the right side, there is an 'Attachments' panel with two blue buttons: "Add Placeholder" and "Add Document". A red circle 'h' is placed above the "Add Placeholder" button. Below the buttons, a grey box contains the text "There are no Document Attachments".

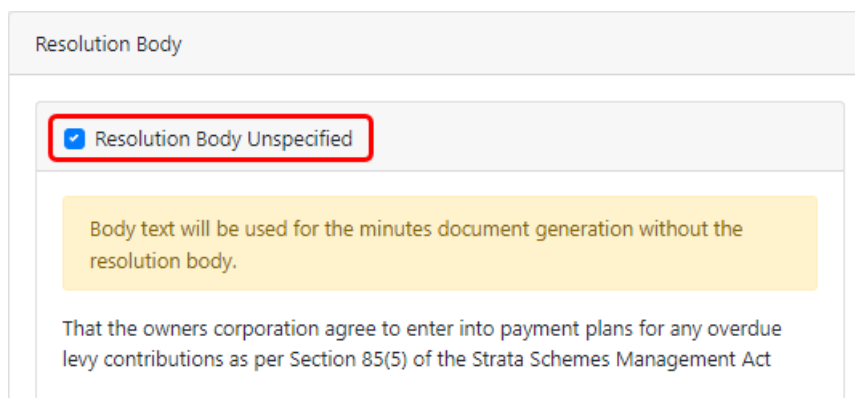
Document attachments can also be added in addition to, or in place of, the *Explanatory Notes* for an *Motions*. If a document attachment for the explanatory note is expected to be added to *Motions* based on this *Standard Motion*, then adding an attachment placeholder will prompt the strata manager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



The screenshot shows the 'Resolution Body' configuration panel. At the top, the title 'Resolution Body' is displayed. Below the title, there is a list of options. The first option, 'Resolution Body Unspecified', is selected and highlighted with a red box. Below the list, there is a yellow box containing the text: "Body text will be used for the minutes document generation without the resolution body." Below the yellow box, there is a text input field containing the text: "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".

- *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 screenshot displays two text input fields. The top field, titled "Body", contains the text "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. Above this field is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, justify left, justify center, justify right, justify full, and subscript/superscript. The bottom field, titled "Resolution Body", contains 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". The words "RESOLVED that" are highlighted with a red box. Between the two fields are three radio button options: "Resolution Body Unspecified" (unchecked), "Generated Resolution Body" (checked), and "Custom Resolution Body" (partially visible and unchecked).

- *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

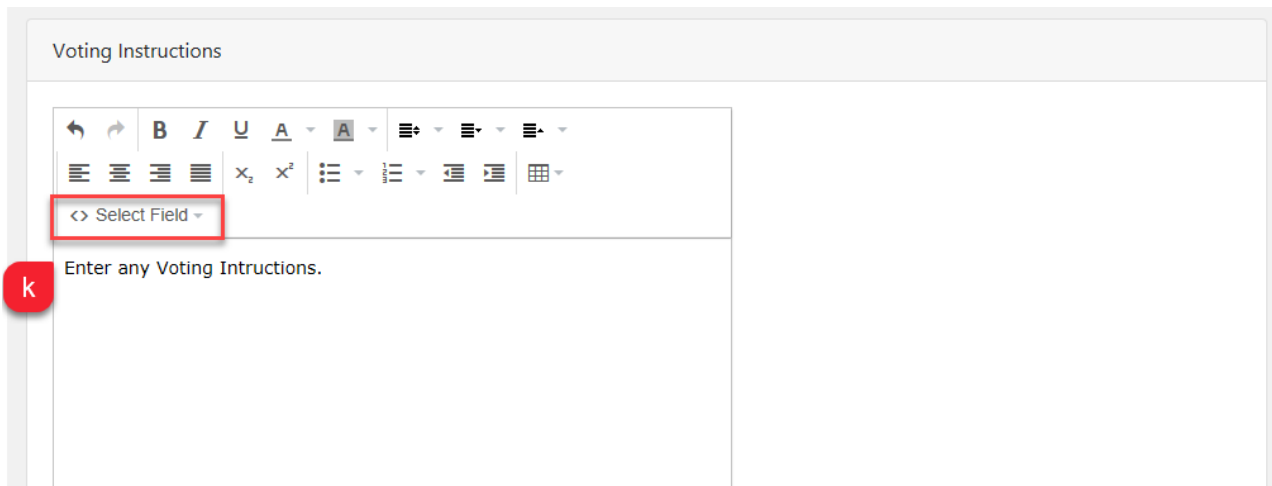
The minutes of the last general meeting dated, **LastAGMDate** was not approved.

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.



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.



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.

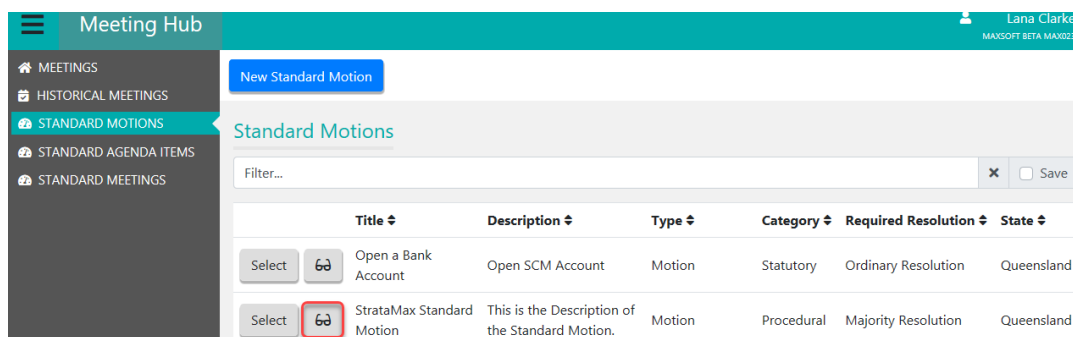


Saving & Previewing the Motion

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.



	Title	Description	Type	Category	Required Resolution	State
Select	Open a Bank Account	Open SCM Account	Motion	Statutory	Ordinary Resolution	Queensland
Select	StrataMax Standard Motion	This is the Description of the Standard Motion.	Motion	Procedural	Majority Resolution	Queensland

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