

Meeting Hub Secret Ballots & Votes

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This article covers secret ballots and votes in *Meeting Hub*, focusing on the collection of votes while ensuring such votes remain anonymous and providing returning officers with the required information.

The secret ballot and voting functionality were finalised in Online Voting update version 2.9.0. Please see the [Online Voting 2.9.0 release notes](#) for detailed changes.

Returning Officer Details

- Identifying whether a meeting requires a Returning Officer
- Create a new Returning Offices on the fly, or select from existing Returning Officers
- System validation based on included motions
- Automated reports emailed to Returning Officer

Returning Officer

☒ Meeting requires returning officer

Returning Officer

Select Returning Officer...

New

Voting Online

- New VoteMax setting to enable Secret Voting
- Ability to allow online voting for Secret Ballots and Secret Votes

VoteMax Settings

Confirm use of default values

Show in VoteMax with voting

☒ Enable Pre-Meeting Voting

Voting Open Date and Time

14/4/202601:00PM

Voting Close Date and Time

14/6/202611:00AM

☐ Enable In Meeting Voting

☐ Enable Committee Election Voting in VoteMax

☐ Enable Secret Voting in VoteMax

Annual General Meeting - THE CRESCENT - KEEP

Pre-meeting online voting open until Friday 24 April 2026 at 10:00 AM (AEST)

5. Appointment of Caretaker Agreement

Motion by Ordinary Resolution
Submitted by committee
By Secret Vote

BY SECRET VOTE

That the body corporate **THE CRESCENT** caretaking agreement entered into with **THE CRESCENT** Caretaking PTY LTD dated 15th July 2023, pursuant to the Body Corporate and Community Management Act 1997.

Yes

No

Abstain

Attendance Register

- A new view to assist with managing votes vs managing attendees

Attendance Register

Quorum 2 of 44 required

There are inconsistencies in an attendees financial status

Set all attendees financial status to match their financial in BCMMax status

Filter...

Add Unlisted

Manage Votes

Show: Attendees Unconfirmed Selected All

Given Name	Surname	Capacity	Lot	Unit	Attendance Method	Voting Method	Votes	Financial in BCMMax	Financial	Eligible for Open Votes	Eligible for Secret Votes
		Company Nominee	1	6A	Present Pre-Meeting	Voting Paper		No			
		Owner	2	6B	Present Pre-Meeting	Voting Paper		No			
		Company Nominee (Committee Member)	50	18C				No			
		Owner (Secretary/Treasurer)						No			

- New columns to distinguish if an attendee is eligible to vote on open and secret votes along with the ability to record reasoning
- New merge fields for meeting documentation based on secret votes

Add Secret Voting Exclusion Reason

Attendee to be updated (1 Record)

Company Nominee - Lot 1

Reason

Other

Other Reason

Enter the reason for excluding the attendees votes

Proceed

Cancel

Secret Vote Collection

- New Secret Vote Collection tally for in meeting management
- Voting responses are stored so that confidentiality is maintained

The screenshot shows the Meeting Hub interface. At the top, there's a teal header with 'Meeting Hub' and a user profile 'Craig Jeffcoat'. Below the header, a navigation bar includes 'Back', 'Refresh', 'Attendance Register', 'Commence', and a series of numbered buttons (1-7), with '7' being the active selection. A 'Close Meeting' button is also present. The main content area is titled 'Craig - Termination of Caretaker Agreement' and includes a timestamp 'Last Refresh 17/4/2026 8:40 AM (AEST)'. Below this, there's a warning message: 'This motion does not allow proxy votes. Attendees votes may be excluded from the vote count.' The 'Secret Vote Collection' section features a table with four rows: 'Yes Votes', 'No Votes', 'Abstain Votes', and 'Rejected Votes'. Each row has a 'VoteMax' column (all showing 0), an 'In Meeting' column with input fields (7, 3, 0, 2 respectively), and a 'Total' column (7, 3, 0, 2 respectively). At the bottom right of the table, it says '12 of 12 entered'. Below the table are three buttons: 'Manually Enter Outcome', 'Determine Outcome', and 'Cancel'. At the bottom of the screen, there's a section for the motion title '7. Craig - Termination of Caretaker Agreement' with details: 'Motion by Ordinary Resolution', 'Submitted by committee', and 'No Proxies - Secret Ballot'.

	VoteMax	In Meeting	Total
Yes Votes	0	7	7
No Votes	0	3	3
Abstain Votes	0	0	0
Rejected Votes	0	2	2

12 of 12 entered

Manually Enter Outcome Determine Outcome Cancel

7. Craig - Termination of Caretaker Agreement
 Motion by Ordinary Resolution
 Submitted by committee
 No Proxies - Secret Ballot

Additional Interface Changes

- Offline and Online Voting Registers to identify if secret votes have been cast