**THE STRATA COLLECTIVE PRESENTATION
RUNNING AN EFFECTIVE AGM – 20.07.23**

Overview of Today

- Purpose of the AGM

- Motions and significance

- Procedural Items

- Training

- Questions?

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The Purpose of the AGM

- Set the direction for the year
- Vote on the key decision makers for the year
- Raise funds to achieve the strata goals
- Cover off important legal requirement
- A Strata Managers time to educate and shine

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The AGM - Legislation

Section 18

An Owners Corporation must hold an annual general meeting once in each financial year of the corporation.

The AGM - Legislation

SSMA 2015 - Schedule 1 Clauses 6, 8 & 9

- A motion to confirm the minutes of the last General Meeting;

- A motion to elect the Strata Committee;

- An item to decide if any matter or type of matter is to be determined only by the Owners Corporation in a General Meeting;

- A motion to decide on a budget for the ensuing financial period and striking levies for the same period;

- An item to prepare or review the 10-Year Plan for the Capital Works Fund;

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The AGM - Legislation

SSMA 2015 - Schedule 1 Clauses 6, 8 & 9

- An item to consider the Annual Fire Safety Statement ("AFSS") (if required by the building) and arrangements for obtaining the next AFSS;

- Until the end of the statutory warranty period, an item to consider Building Defects and rectification;

- A motion to confirm the insurances in place;

- A motion to review and adopt the financial statements for the prior period;

- A motion to appoint an Auditor;

The AGM - Legislation

SSMA 2015 - Schedule 1 Clauses 6, 8 & 9

- A Strata Manager's Report on commissions received and training provide for over the previous 12 months and expected in the coming 12-month period;

- A motion to consider any agreements for the supply of electricity, gas or any other utility relevant to the scheme.

- Any other motions submitted by an owner entitled to vote at the meeting including an "explanatory note" outlining the motion of not more than 300 words.

AGM - What this all means?

It's not good enough to just read out the motions, need to provide context and explain what it means!

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Quorum – Procedural Matters

The legislation requires 25% attendance, measured by **both** number of persons entitled to vote and unit entitlements held by those persons entitled to vote, with a minimum of 2 persons for schemes having at least two lots.

Three ways of attending:

1. In person (by nominee in the case of a company);

2. By proxy; and

3. Pre meeting voting (where applicable)

No Quorum – Procedural Matters

If there is no quorum within 30 minutes of the relevant motion or business arising at the general meeting, the Chairperson can either:

a) Declare that the persons present constitute quorum and proceed with the meeting; or

b) Adjourn the meeting for at least 7 days. If at the adjourned meeting there is no quorum after 30 minutes, the person(s) present will constitute quorum.

Pre-meeting electronic voting – close of ballot 24 hours prior to meeting.

Who can vote?

- The Chairperson must make determinations as to a quorum and procedural matters. The Chairperson must determine who is financial and entitled to vote.

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Who can vote?

SSMA - Schedule 1 Clause 13

13   Chairperson to announce names of persons entitled to vote

If requested to do so by a person present and entitled to vote at a meeting, the chairperson must, before submitting a motion to the meeting or the holding of the election of members of the strata committee, announce the names of the persons who are entitled to vote on that motion or at that election.

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Out of Order motions

The Chairperson has the power to rule a motion at a general meeting or strata committee meeting out of order, i.e. one which will not be put to the meeting, if the motion:

- Conflicts with the SSMA.

- Conflicts with the by-laws of the scheme.

- Otherwise unlawful; or

- Otherwise unenforceable.

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What to bring to the AGM?

- Paper agenda with page numbers already marked up

- Full General Ledger

- My laptop!

- Financial statements up to today

- Voting register

- A copy of the legislation

- Ballot and poll forms (one form for both) x 40

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Working Example

QUESTIONS?

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