

Body Corporate Meetings

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Strata Community
Australia (Qld) Limited
(SCA Qld) is the peak
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Membership includes
body corporate
managers, support
staff, committee
members and
products and services
providers to the
sector.

Meetings are an important part of being a body corporate manager. Understanding what needs to be completed and organising a well-structured meeting is the key to a successful and purposeful gathering.

Types of Meetings

There are two types of meetings which can be held by the body corporate.

1. Annual general meeting

An annual general meeting (AGM) must be held within three months of the end of the financial year for each scheme. The purpose of this meeting is to determine the financial direction of the body corporate for the next financial year. These can be held at any point in the year with sufficient notice period being supplied by the body corporate manager.

2. Extraordinary general meeting

An extraordinary general meeting (EGM) can be held at any point in the year. This meeting can be about anything body corporate related. Items considered at EGM's could include repairs, disputes or changes to by-laws.

Running the Meeting

Chairperson

The Chairperson must chair all of the AGM's or EGM's they attend, if they cannot attend people can vote for an alternate person to chair the meeting. Their duties involve, ruling a motion out of order and declaring results on motions and committee elections.

Secretary

The secretary must bring with them:

- all voting papers and proxy forms
- a list of people who can vote at the meeting
- the body corporate roll.

Motions

Motions must be ruled out if they:

- conflict with legislation or body corporate by-laws
- conflict with another motion
- would be unlawful or unenforceable
- the motion was not included on the agenda for the meeting.

Amending Motions

Motions can be amended by anyone who has the right to vote. Any motion which is amended is then referred to as the amended motion.

Quorum

The quorum is the minimum number of owners who need to be present at the meeting. If a quorum is not present after a certain period the meeting must be adjourned.

If at the adjourned meeting a quorum is still not present the people who are there can form a quorum if, the chair person is present or the chairperson is not present but the body corporate is present.

Minutes

The body corporate must keep accurate minutes of every meeting. These minutes should include:

- names of people
- date, time and place of meeting
- details of proxies tabled
- each motion voted on
- details of proxies tabled
- voting on motions, including votes for, against and abstention
- any election details
- time the meeting closed
- the secretary's name and contact address.

How to host an effective meeting

Understanding all parts of the meeting will help structure the meeting. Meetings should not run for more than two hours. Steps to ensure meetings are concise and ordered include:

- a well thought through plan for the meeting
- all paperwork planned and provided in advance
- an idea of what discussions and decisions need to be made
- a balance between discussions and strategizing
- setting time frames for sections of the meeting and communicating the plan with the meeting.

These simple steps will help create a structured and timely body corporate meeting. It is important all body corporate managers stay up to date with the changes in laws and legislation and address these changes, where appropriate, in meetings.

