



# FACT SHEET

## Body Corporate Meetings



### Introduction:

As we know, Body corporate meetings are an essential part of the management process for any strata scheme. They are important for making decisions and resolving issues related to the property. This fact sheet aims to provide a guide for body corporate managers in Queensland on the types of meetings, their requirements, and how StrataMax can assist them with the day-to-day tasks of preparing notices and Minutes efficiently.

### 1. Types of Body Corporate Meetings:

#### a. Annual General Meeting (AGM)

The AGM is a yearly meeting where committee members and owners come together to make decisions on various matters concerning the body corporate. This must occur within three months of the Body Corporate Financial Year End. This includes:

- Reviewing the financial statements and budget
- Setting levies for the upcoming financial year
- Maintenance and repair plans
- Reviewing insurance policies
- Considering motions submitted by lot owners
- Electing the committee

#### b. Extraordinary General Meeting (EGM)

An EGM is called when urgent or special matters need to be addressed outside of the AGM. These meetings can be called by:

- The committee
- Lot owners representing at least 25% of the total lots' contribution schedule
- The Commissioner for Body Corporate and Community Management, in certain circumstances

Some common reasons for calling an EGM include addressing urgent maintenance issues, amending by-laws, or resolving disputes.

#### c. Committee Meetings

These meetings can be held regularly by the elected committee members to manage the day-to-day affairs of

the body corporate. Topics discussed at these meetings can include confirming the minutes of the previous meeting, approving invoices, discussing correspondence, and addressing minor maintenance issues.

### 2. Notice Requirements for Body Corporate Meetings:

#### a. AGM

The body corporate must provide at least 21 days' notice for an AGM. The notice should include the date, time, location, agenda, and any relevant attachments, such as financial statements, proposed budgets, and motions to be considered.

#### b. EGM

For EGMs, the notice period varies depending on the type of motion being considered. For standard motions, at least 21 days notice is required. The notice should include the date, time, location, and agenda.

#### c. Committee Meetings

For committee meetings, at least seven days' notice is required unless committee members agree to a reduced notice period. The notice should include the date, time, location, and agenda.

### 3. Voting at Body Corporate Meetings:

#### a. Voting in Person

Owners can attend the meetings in person and cast their votes on the various motions.

Each Voting Member of the committee has one vote, regardless of whether the person holds more than 1 of the executive positions.

#### b. Voting by Proxy

Owners who are unable to attend the meeting in person can appoint a proxy to vote on their behalf. The proxy form must be completed and submitted before the meeting, as per the body corporate's requirements.

### c. Voting by Electronic Means

Some bodies corporate may allow for electronic voting either prior to or during the meeting, using online platforms such as VoteMax.

## 4. Quorum Requirements for Body Corporate Meetings:

### a. AGM and EGM

For a valid General Meeting, a quorum of at least 25% (unless this percentage has been changed at a General Meeting) of the total voting members must be present, either in person or by proxy. If a quorum is not achieved, the meeting may be adjourned and rescheduled.

Non-Voting members are not counted for deciding if there is a quorum.

### b. Committee Meetings

A quorum for committee meetings is at least half the voting members of the committee.

## 5. Practical Advice for Managing Body Corporate Meetings:

### a. Prepare and Distribute Meeting Materials in Advance

Ensure all meeting materials, such as agendas, financial statements, and proposed budgets, are prepared and distributed to the relevant parties within the required notice periods.

### c. Follow a Structured Agenda

Organise meetings with a structured agenda to ensure all important topics are covered and to maintain a smooth meeting flow. Allow time for discussion on each agenda item.

### d. Record Accurate Meeting Minutes

Accurate and detailed minutes should be recorded for each meeting, including the date, time, location, attendees, motions discussed, decisions made, and any action items. This helps ensure transparency and serves as a reference for future meetings.

### e. Use Technology to Facilitate Meetings

Utilise technology, such as video conferencing, online voting platforms like VoteMax, and online portals to publish documents to help streamline meeting processes and enable participation from remote owners.

### f. Be Familiar with Relevant Legislation and Regulations

As a body corporate manager, it is essential to be familiar with the relevant legislation and regulations governing body corporate meetings in Queensland. This includes the Body Corporate and Community Management Act 1997, the various regulation modules, and any specific by-laws for the particular scheme.

g. Provide Training and Support for Committee Members  
Offer training and support to newly elected committee members to help them understand their roles, responsibilities, and obligations as part of the body corporate management process.

### h. Address Disputes and Conflicts in a Timely Manner

Promptly address any disputes or conflicts arising within the body corporate community to maintain a harmonious living environment. This may involve facilitating discussions, mediation, or seeking external assistance from the Commissioner for Body Corporate and Community Management, if necessary.

### i. Seek Professional Advice When Required

In complex situations or when dealing with legal, financial, or technical matters, it may be necessary to seek professional advice from experts, such as lawyers, accountants, or engineers, to ensure the best decisions are made for the body corporate.

### j. Continuously Improve Meeting Processes

Regularly review and evaluate the effectiveness of the body corporate meeting processes, and implement improvements as needed. This could include updating communication methods, refining agendas, or exploring new technologies to enhance participation.

## Conclusion

Effective management of body corporate meetings is crucial for maintaining a well-functioning strata scheme. By understanding the different types of meetings, and their requirements, and following the practical advice outlined in this fact sheet, body corporate managers in Queensland can help ensure a positive and successful community living experience for all lot owners and residents.

Strata Community Australia (Qld) Limited (SCA Qld) is the peak industry body for Body Corporate and Community Title Management in Queensland. Membership includes body corporate managers, support staff, committee members and products and services providers to the sector.

StrataMax is the leading provider of strata management software in Australia.

**SCA (Qld) thank StrataMax for providing the information in this fact sheet, noting it provides general information only and does not substitute legal advice.**