

Unit 2 - General meetings

Overview

In this unit we will look at convening and holding a general meeting, the meaning of "voter" for a general meeting and how votes are cast for open motions and by secret ballot. We will also consider the relevance of the financial year for the scheme; the submission of motions and the setting out of motions by lot owners and the committee, and the duty of the body corporate to keep records. At the end of the Unit there will be an assessment where you will be asked to complete a questionnaire.

The questions will be multiple choice, yes/no or true/false. If you get a question wrong you will be directed to the correct answer. For a complete understanding of this unit it is suggested that you begin at Topic 1, however if you are confident that you have a particular level of knowledge you may begin at any topic.

Note: In order to receive a certificate of completion for this unit you must achieve at least an 80% pass rate.

Resources

In each of the topics listed below references to the relevant sections of the Act, the Standard Module Regulations will be provided. There will also be a Glossary of Terms at the end of the unit. References to the Act will be defined by a capital A followed by the section number e.g. **(A. s55)**. References to the Standard Module will be defined by a capital SM followed by the section number e.g. **(SM. s109)**. Additionally, you may be provided with links to other relevant information sources eg, fact sheets and other legislation. References to adjudicator's orders will be defined firstly by the scheme name and then a reference to the order number and the year e.g. **(Sanctuary Bay-Order. 0012-2005)**.

Topics Covered

- Topic 1: Introduction to general meetings
- Topic 2: Calling a general meeting
- Topic 3: Holding a general meeting and voting
- Topic 4: Procedures at general meetings
- Topic 5: Amending motions at general meeting and use of proxies
- Topic 6: Poll vote at general meetings
- Topic 7: Keeping records
- Topic 8: The annual general meeting
- Topic 9: A requested extraordinary general meeting