

Topic 9 - A requested extraordinary general meeting

Requested extraordinary general meeting (SM. S67]

A general meeting may be requested by a group of lot owners. The body corporate must call an extraordinary general meeting if a notice signed by or on behalf of at least 25% of all the lots included in the scheme is given to the secretary, or in the absence of the secretary, the chairperson. The secretary may be presumed to be absent if there is no reply from the secretary at the address for service of the body corporate within 7 days.

The secretary or chairperson must decide on a date and call the meeting within 14 days of receiving the notice, and the meeting itself must be held within 6 weeks after the notice is given.

If the requested meeting is not called within 14 days, the lot owners who requested the meeting may ask another committee member to call the meeting, by sending a written request, and that committee member is obliged to call the meeting within 14 days. The secretary must provide to the relevant committee member, all the records or other documents of the body corporate reasonably required to enable the committee member to call the meeting and perform the functions of the secretary.