



# NOTICE OF ANNUAL GENERAL MEETING OF THE BODY CORPORATE

**Section 1**

(Insert Owner's name and address as it appears on the roll)

**Note:** Please read the attached notice which sets out your rights and responsibilities in respect of the meeting.

To: Name .....

Address .....

Locality/Suburb ..... State  Postcode

**You are advised that the Annual General Meeting for –**

Name of Scheme .....

CMS No .....

**Is to be held at –**

Address .....

Locality/Suburb ..... State  Postcode

Time and date of meeting .....

**Section 2  
Agenda**

**Note:** This agenda sets out the substance of the motions to be considered at the meeting. The **full text** of each motion is set out in the accompanying "Voting Paper". Any explanatory material provided by an owner proposing a motion is included in the schedule accompanying the voting paper.

Attendance record and Apologies

Admission of proxies and voting papers.

Motion No.      Substance of Motion:

1 .....

2 .....

3 .....

4 .....

Election of Committee

Name of Secretary ..... Signature .....

Address for reply .....

Locality/Suburb ..... State  Postcode

Telephone .....

Fax .....

Date  /  /   
          D D       M M       Y Y       Y Y

**Section 3  
Voting Paper**

If you want to vote using this voting paper, mark either "YES", "NO" or "ABSTAIN" opposite each motion you wish to vote on. You may vote for as few or as many motions as you wish. It is not necessary to vote on all motions.

After signing the completed voting paper, forward it promptly to the Secretary at the address shown at the end of the agenda.

NO. MOTION	VOTE
<p>1 Person proposing ..... YES / NO / ABSTAIN  <i>(please circle one)</i></p> <p>Lot No. ....</p> <p>Resolution required.....</p> <p>"TEXT OF MOTION" .....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>2 Person proposing ..... YES / NO / ABSTAIN  <i>(please circle one)</i></p> <p>Lot No. ....</p> <p>Resolution required.....</p> <p>"TEXT OF MOTION" .....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>3 Person proposing ..... YES / NO / ABSTAIN  <i>(please circle one)</i></p> <p>Lot No. ....</p> <p>Resolution required.....</p> <p>"TEXT OF MOTION" .....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

**Note:** Where a motion is to be decided by secret ballot, secret voting documentation must be included in the notice of the meeting in accordance with the regulation module applying to the scheme.

I/We require that this voting paper, completed by me/us, be recorded as my/our vote in respect of the motions set out above.

I/We have signed the bottom of each page comprising this voting paper.

Signature(s) of Voter(s) .....

Name(s) of Voter(s) .....

Lot No ..... Plan No .....

Date   /   /

D D M M Y Y Y Y

**Section 4  
Ballot paper  
for the  
Election of  
Committee  
Members**

**Note:** See Section 23 of the Accommodation Module and Section 21 of the Standard Module which prescribe the information to be provided about each candidate.

**Chairperson**

Candidates in alphabetical order of surname.

State whether owner or non-owner. (See **Note**)

Mark **ONE** name only.

.....  
 .....  
 .....

**Secretary**

Candidates in alphabetical order of surname.

State whether owner or non-owner. (See **Note**)

Mark **ONE** name only.

.....  
 .....  
 .....

**Treasurer**

Candidates in alphabetical order of surname.

State whether owner or non-owner. (See **Note**)

Mark **ONE** name only.

.....  
 .....  
 .....

**Ordinary Members**

Candidates in alphabetical order of surname.

State whether owner or non-owner. (See **Note**)

Mark however many candidates you prefer.

.....  
 .....  
 .....

**Note:** Where the ballot is a secret ballot these details should not be shown on this form (instead these details must be recorded on the "Particulars Envelope"- see "Conduct of elections for body corporate committee by secret ballot" in the Regulation Module).

Signature(s) of Voter(s) .....

.....  
 .....

Name(s) of Voter(s) .....

.....  
 .....

Lot No ..... Plan No .....

Date   /   /

D D M M Y Y Y Y

**Section 5  
Statement  
regarding  
meeting  
procedure and  
voters' rights  
for an Annual  
General  
Meeting**

1. The Regulations\* define who is entitled to vote at a meeting of the body corporate.
2. The Regulations\*\* set out how a person can vote at a meeting of the body corporate.
3. A notice is enclosed for a corporate owner to appoint a company nominee to vote on its behalf.
4. A person cannot vote on a motion requiring an ordinary resolution or a special resolution, or in an election ballot, if a contribution, instalment, penalty or another amount associated with the ownership of a lot due to the body corporate has not been paid.
5. One vote only may be exercised for each lot in the scheme.
6. Where there are 2 or more co-owners of a lot, a vote by any one of the co-owners will be counted as the vote for the lot unless a contrary vote is cast by another co-owner in which case no vote will be counted for the lot.
7. A voter may request that a motion requiring an ordinary resolution be determined by a poll of the Contribution Schedule lot entitlements of voters, instead of on the basis of one vote for each lot. The request may be made in writing beside the motion where it appears on the Voting Paper, or personally at the meeting by the owner or the owner's proxy.

**Notes**

- \* See for example *Sections 83 and 84 of the Standard Module Regulation.*
- \*\* See for example *Section 86 of the Standard Module Regulation* which provides that a person may vote in any of the following ways on a motion, other than a motion to be decided by secret ballot -
- in person at the meeting.
  - in writing, by completing a "Voting Paper" and giving it to the Secretary at the address shown on the first page.
  - by appointing a proxy to vote on the person's behalf.
  - by casting an electronic vote (if allowed by the body corporate) in accordance with the *Electronic Transactions (Queensland) Act 2001* and in accordance with any instructions accompanying the voting paper.