

## Schedule of Standing Orders Applicable to General Meetings of the Strata Company (Revised)

Standing orders for the conduct of proceedings at General Meetings of the Strata Company:

### 1. Application

These standing orders shall apply to all General Meetings of the Strata Company and remain subject to the provisions of the Strata Titles Act 1985 and the by-laws of the Strata Company.

### 2. Commencement and conclusion of General Meetings

General Meetings shall, subject to the presence of a quorum, commence at the time notified in the notice of meeting and continue, subject to any agreed termination or adjournment of the meeting, until all business notified on the agenda is concluded.

### 3. Moving motions

All motions must be moved and only those eligible to vote on a motion are eligible to move a motion.

### 4. Seconding of motions

While seconding a motion is not required at common law, and with the exception of the motion of confirmation of minutes, it is a requirement that all motions must be seconded.

### 5. Debate

Debate on matters on the agenda will only proceed if there has been a motion moved and seconded in respect to that matter.

All debate to be directed through the chair and only by the person nominated by the chair as having the floor.

### 6. Withdrawal of motions

A motion may be withdrawn only by the mover, and only by leave of the meeting and before any debate on the motion or an amendment has commenced.

### 7. Amendments

Debate shall be restricted to any amendment before the meeting and no further amendments will be accepted or discussed until the amendment before the meeting is determined.

### 8. Rewording of motions or amendments

A motion or amendment may be reworded by the mover only by leave of the meeting.

### 9. Speaking

Speakers may read from prepared notes.

The Chair may impose a time limit of not less than 3 minutes for the mover and 3 minutes for each other speaker.

Each proprietor or their authorised proxy will be able to speak once, either for or against each motion before the meeting, and the mover has a final right of reply prior to a vote being taken. The right of a proprietor to speak is not affected by his ineligibility to vote on the matter.

#### **10. Voting eligibility**

With the exception of Unanimous Resolutions or Resolutions Without Dissent, eligibility to vote is determined by whether or not all moneys recoverable under the Act, which were outstanding at the date of the giving of notice of the general meeting, have been paid prior to the commencement of the meeting.

#### **11. Voting procedure**

- a. On a show of hands,  
A proprietor or their authorised proxy shall have one vote in respect of each lot owned by the respective proprietor.

When a vote is called for,  
Votes are to be cast by raising the voting flag or flags provided in respect to the lot or lots represented and on behalf of which the person is entitled to vote.

- b. On any poll,  
Proprietors or their authorised proxy are entitled to vote in respect to the unit entitlement of their respective lots, and, where applicable, a co-proprietor is entitled to such part of the vote as is proportionate to his interest in the lot.

#### **12. Results of voting**

The outcome of voting on any Unanimous, Without Dissent or Special Resolution will be announced and recorded numerically.

All other results will be announced by the Chair as carried or lost as the case may be.

#### **13. Business of the meeting**

Only those items of business shown in the agenda for the meeting may be discussed or determined by that meeting although, subject to the discretion of the Chair and the leave of the meeting, any other matters raised which are relevant to the affairs of the Strata Company may be discussed and referred to the elected Council for their consideration and any appropriate or directed action.

#### **14. Forms of proxy**

Any forms of proxy issued by the strata company for future general meetings are to make provision for a named person to be appointed in addition to any default appointee such as “the Chairman of the meeting”.

#### **15. Alterations to standing orders**

These standing orders may only be altered by the Strata Company in General Meeting after notice of an item of special business specifying the wording or general nature of such proposed alteration.