

# QUEENSLAND VOTING PROCEDURES AND USE OF PROXIES - GENERAL MEETINGS

## TO VOTE

- You can attend your Annual General Meeting (AGM) IN PERSON and vote from the floor; or
- If you have supplied an email as part of your roll records, you will receive an electronic invitation which will allow you to use the SSKB "Click to Vote" digital online voting process; or
- Submit the VOTING PAPER attached to the meeting material by completing the voting boxes and signing the bottom of each page and posting or emailing to the Secretary c/- SSKB.
- If you are unable to attend, give someone attending the AGM your PROXY by completing the Proxy Form attached to the meeting material. The completed proxy form, signed by the proxy holder may be sent to the Secretary C/- SSKB via mail, fax, email or may be handed to the Secretary in person prior to the meeting.

## HOW TO COMPLETE A VOTING PAPER

You may wish to attend the meeting but submit a voting paper. You will need to confirm at the meeting that you wish to use your voting paper in the counting and recording of votes and that you will not be voting from the floor. This process will assist in the recording votes for the meeting.

To complete the voting paper –

- You will need to tick the required box and sign the bottom of each page.
- "A "Group of Same Issue Motions" will be used to list options or quotations that deal with the same matter. You will need to vote on each motion submitted.
- If you give your voting paper to someone other than the Secretary, or the Secretary c/- SSKB, your vote will be invalid.
- You should forward the completed voting paper to the secretary c/- SSKB by mail, email, or fax.

- If the lot is owned by multiple owners, a co-owner or all co-owners may sign the voting paper.
- If multiple lots are held by one owner all lots can be listed on the one voting paper, showing the lots held.
- Coloured paper pages included with the meeting material usually refers to a secret motion which will require completion and return to the returning officer as stated on the envelope provided or it may refer to a secret ballot for committee positions. The ballot envelope for secret ballots for committee may be returned to the Secretary C/- sskb.

## NOTES FOR VOTING AT A MEETING

- If you submit a voting paper and appoint a proxy, the proxy cannot be used, other than for procedural matters not listed on the voting paper.
- It is also important to note that proxies are also not able to be used for electing a committee, changing the regulation module, majority resolutions, engaging, terminating, or amending contracts for body corporate; managers, service contractors or letting agents, or secret ballot motions.
- A vote by proxy cannot be used if the owner who gave the proxy is present at the meeting, unless the owner consents at the meeting, or – on a particular motion if the owner who gave the proxy has submitted a vote in writing on the motion.
- If your lot is in a company name or trust you will need to ensure the voting is carried out by an authorised company nominee or the authorised nominee may appoint a proxy.
- If one or more but not all of the co-owners of a lot are present at the meeting, the co-owner, or co-owners present vote as the owner of the lot.

## SECRET VOTING ON A MOTION

- Secret Voting. This usually refers to a secret motion which requires a secret ballot which is managed by a Returning Officer for the count of votes received. If voting by paper, you will be required to complete a ballot paper and return in the secret voting envelope to the returning officer displayed on the envelope.

- Voting papers, other than the secret motion voting paper must not be included in the secret voting envelope, as those voting papers will not be counted towards voting on motions during the meeting and the lot may be shown as not being represented. This is due to secret motion voting papers being sent to the returning officer who will not open them until such time as that motion is to be discussed.
- Voting electronically. If you are voting online, you will be able to submit your secret vote which will be recorded for tally by the returning officer in accordance with the required process for secret voting.

## ELECTION OF COMMITTEE

Depending on the previous decision of the body corporate – committee members may be elected by open or secret ballot voting when more than the required number of nominees are received for the committee positions available. When this occurs, a ballot will be necessary, and a ballot paper and a ballot envelope will be provided with the meeting material. The ballot envelopes will not be opened until the voting on all motions has been completed.

You will need to complete your voting selection for the committee positions and return in the envelope provided to the Secretary of the Body Corporate C/- SSKB prior to the meeting.

- Voting electronically. If you are voting online, you will be able to submit your secret ballot for committee which will be recorded for tally by the secretary in accordance with the required process for secret ballot voting for committee.

## PROXIES

Proxy forms are included with general meeting material should owners wish to appoint another person to represent them at the meeting. A proxy may only be given by a person who has the right to vote at a general meeting and may be given to any named individual. A proxy cannot be transferred or be irrevocable.

A proxy may be valid for a particular meeting (the annual general meeting or an extraordinary general meeting) and will only be valid until the end of the body corporate financial year or a shorter period if stated in the proxy and will then lapse.

The proxy form must be properly completed, then signed and dated by the lot owner with the lot number and name of the scheme identified on the form.



The number of proxies that may be held by an individual person under the separate Regulation Modules are:

- Standard/Accommodation Modules – for bodies corporate with twenty (20) or more lots, no more than 5% of the total lots in the scheme. If there are fewer than twenty (20) lots, only one proxy may be held.
- Commercial Module -there is no limit to the number of proxies that may be held.

A proxy cannot vote –

- in committee elections,
- on a secret motion or ballot,
- on a motion consenting to the recording of a new community management statement, and
- the engagement of a body corporate manager or service contractor.
- an electronic vote submitted by a lot owner cannot be amended or changed by a proxy.