# Casting Votes

Last Modified on 25/01/2024 9:22 am AEST

If your body corporate or owners corporation allows for electronic voting before or at meetings, VoteMax can be used on a smart device or laptop.

Your manager will set a time frame where votes can be cast, declared or amended prior to the meeting.

First things first, in order to access VoteMax, you will need to have a StrataMax Portal Account. If you do not have one, take a look at the *Create a StrataMax Portal Account* article to find instructions on how to create one.

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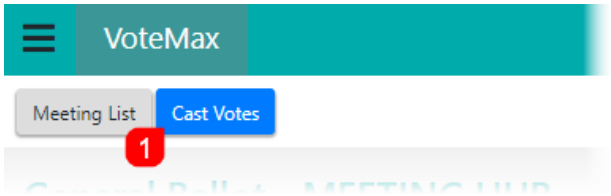
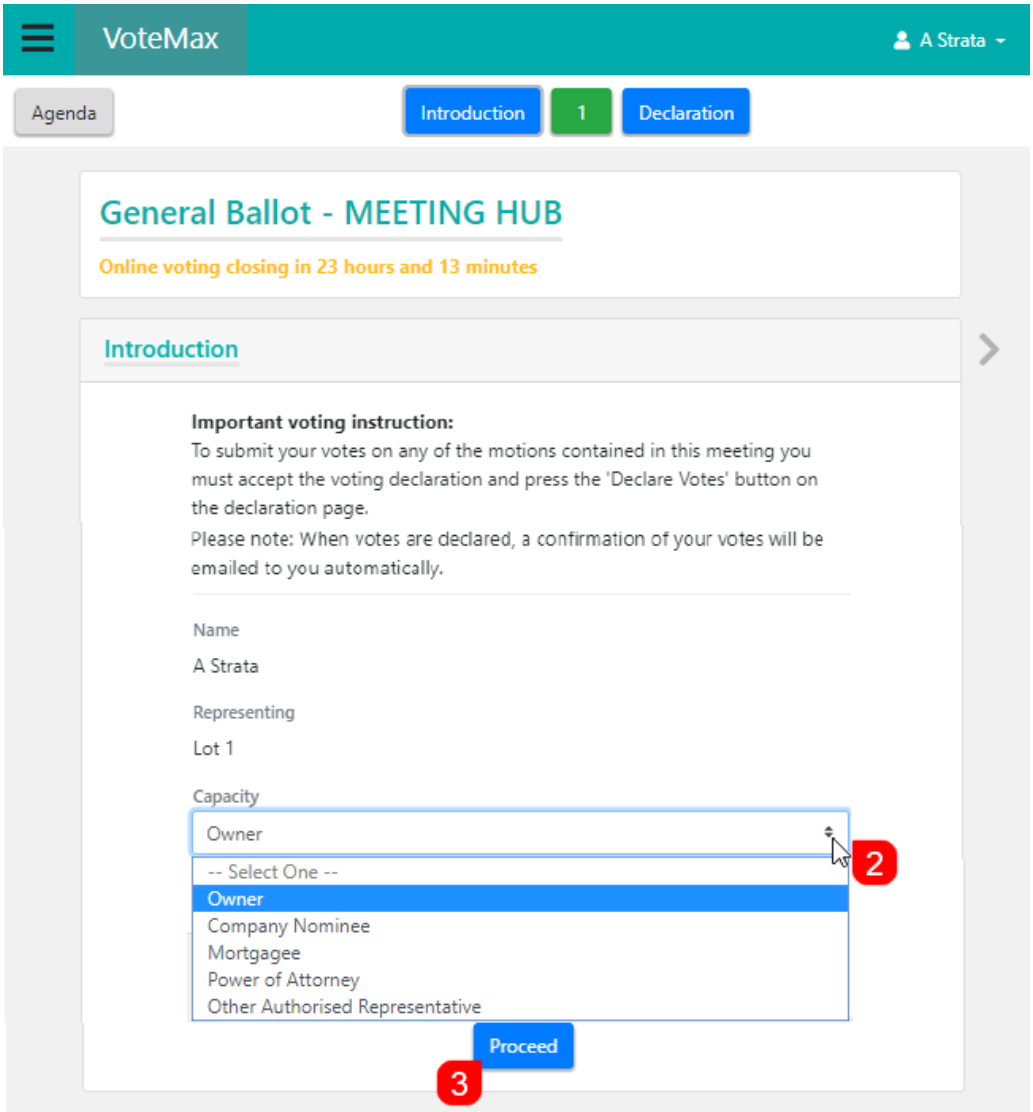
## Vote on a Motion

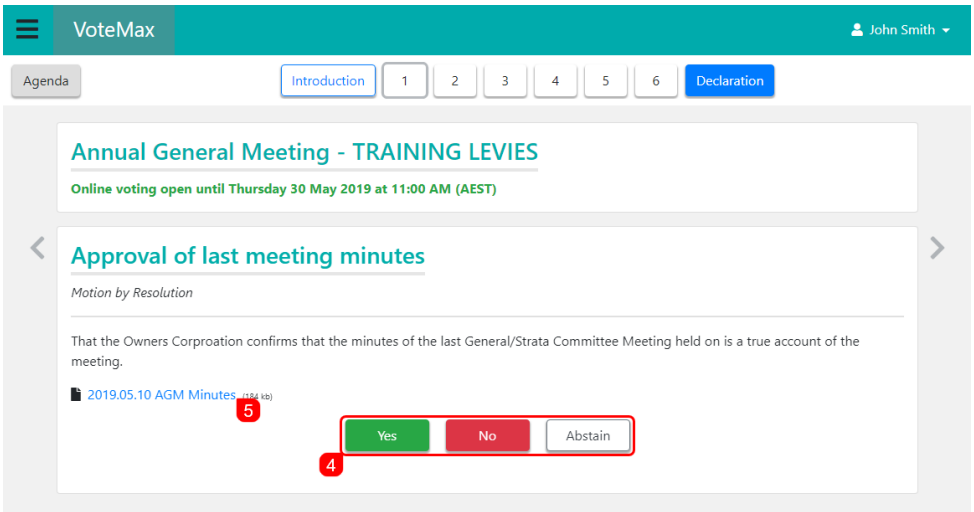
1. Click the *Cast Votes* button to start casting your votes in VoteMax.



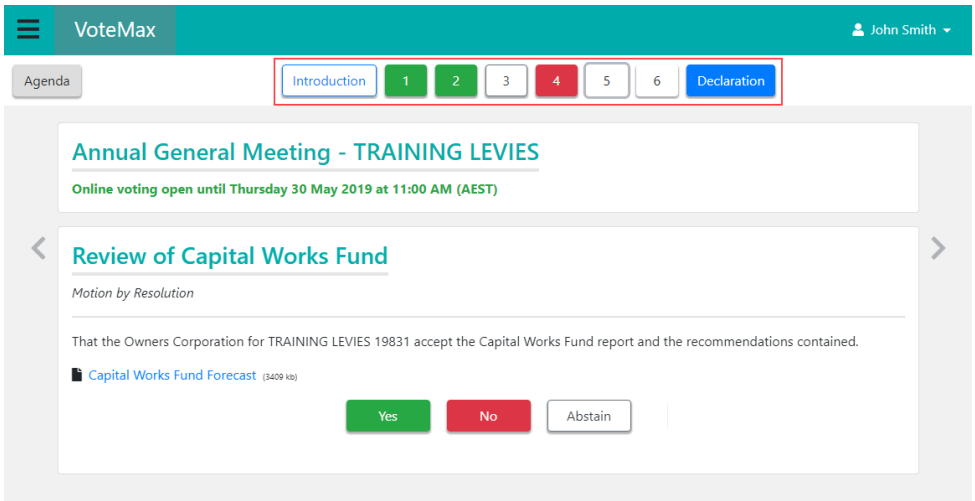

2. In the *Introduction* screen, confirm your details and use the drop-down menu to select the *Capacity* in which your are representing this lot or lots. If you own more than one lot and you have added the lots to your StrataMax Portal Account; you will only be required to vote once as your votes will be submitted for all lots detailed under *Representing*.
3. Then click the *Proceed* button.




4. Select your vote for the Motion by clicking the *Yes*, *No*, or *Abstain* buttons.
5. If there are any attachments in the motions, they can be downloaded by clicking on their respective links.

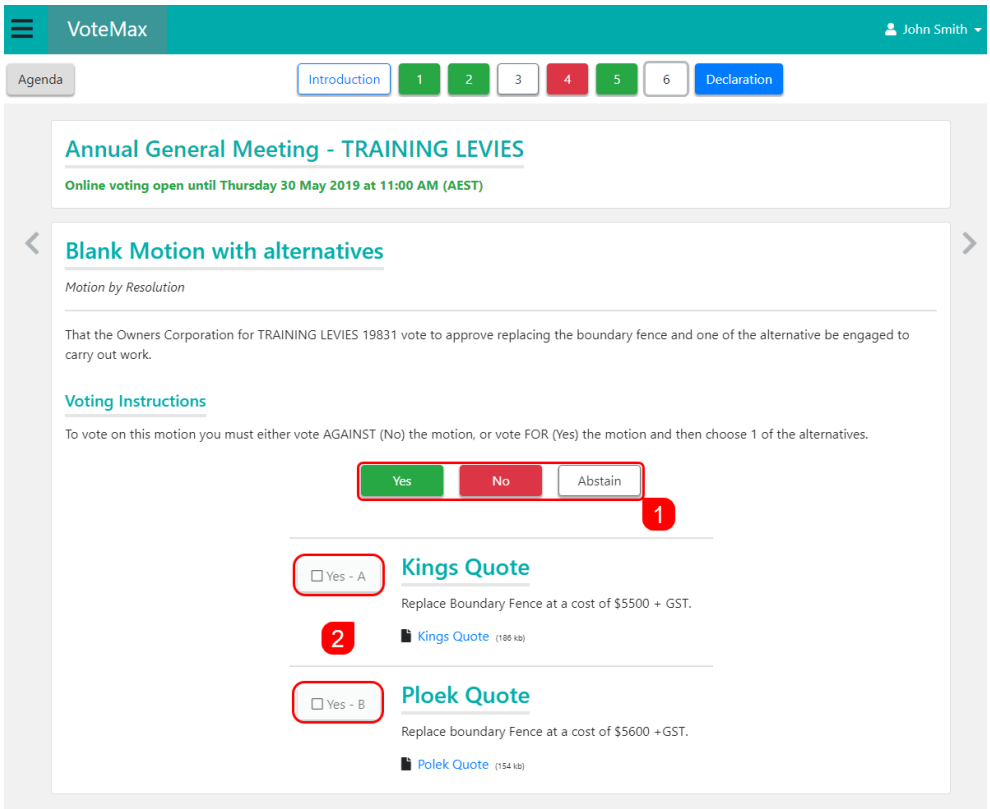


6. As you cast your vote for each motion, the numbered motion buttons at the top of the screen will change colour to green for *Yes*, red for *No*, or white with a blank outline for *Abstain*.



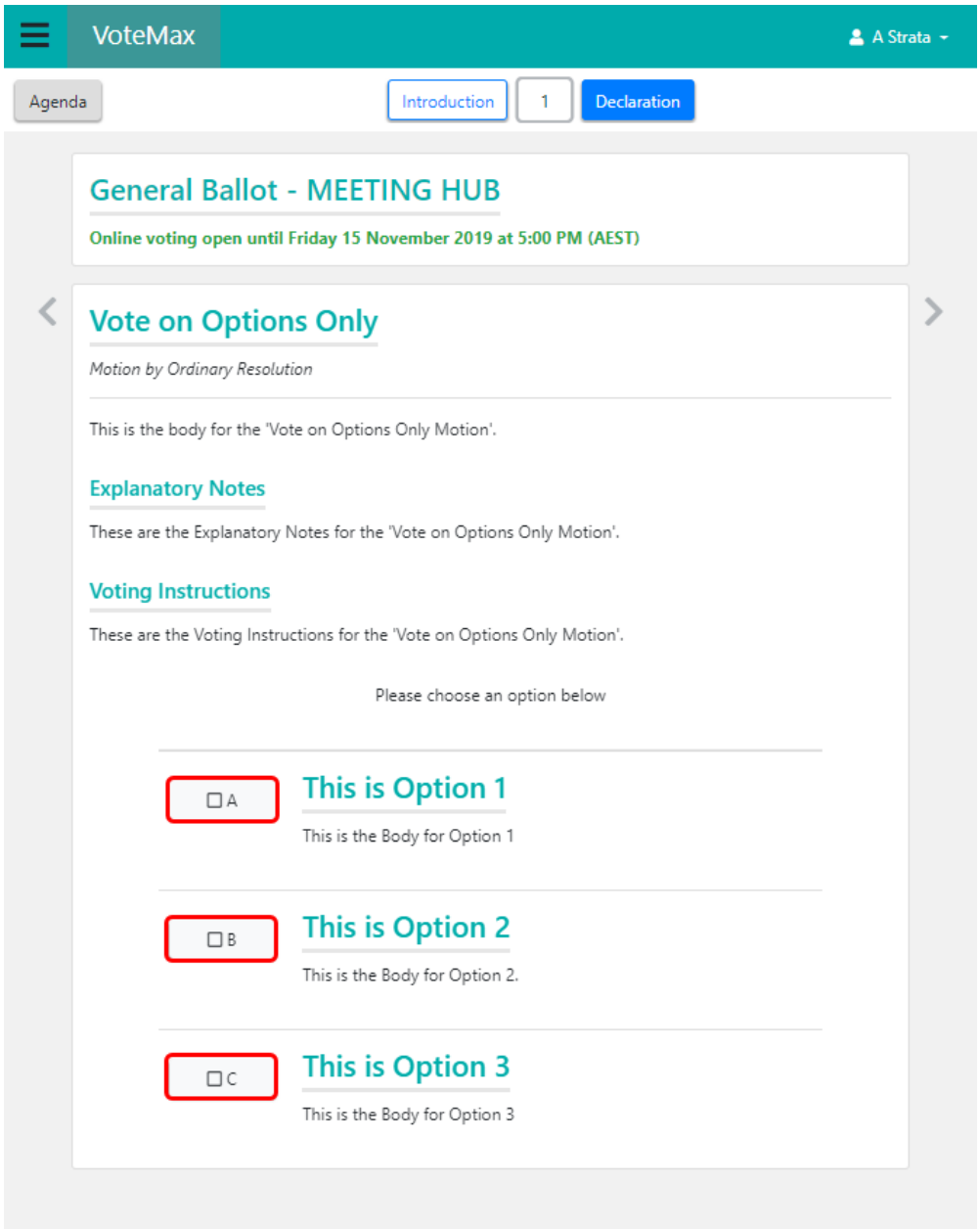

## Vote on Motions with Alternatives

A *Motion with Alternatives* is where you must (1)vote *Yes*, *No*, or *Abstain* and then (2)vote for one other option. Voting *No* or *Abstain* will not require you to select one of the additional options.



## Vote on Options Only

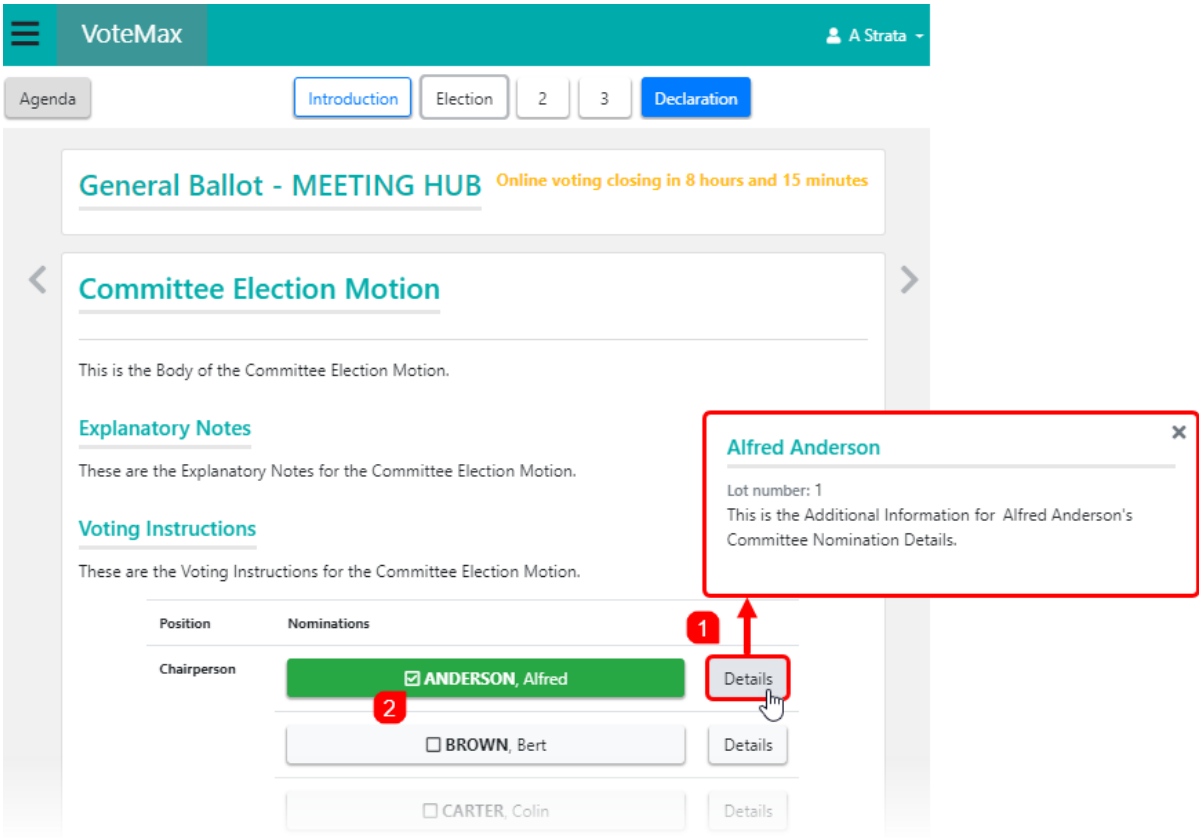
A *Vote on Option Only* Motion requires you to only vote on one of the options presented to you. Only one option can be chosen and as soon as you click the option, the screen will proceed to the next Motion.



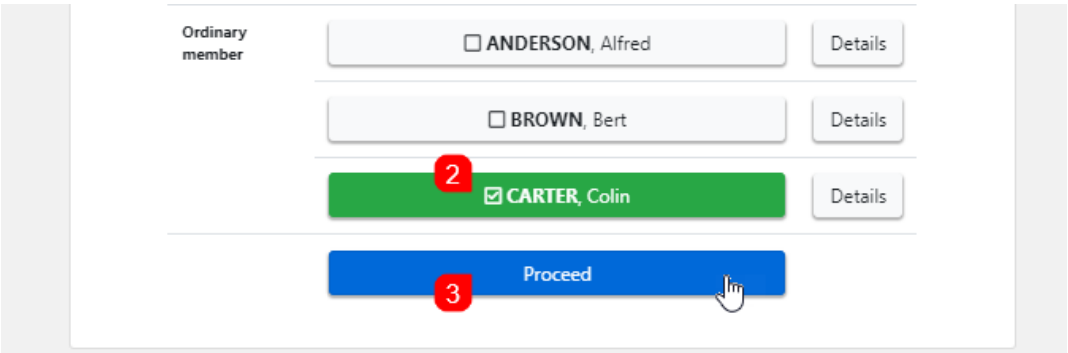

## Committee Election

When casting votes for a Committee Election, you must chose a *Nomination* for each Committee *Position*.

1. Click the *Details* button next to the *Nomination* to display any additional information about the Nomination.



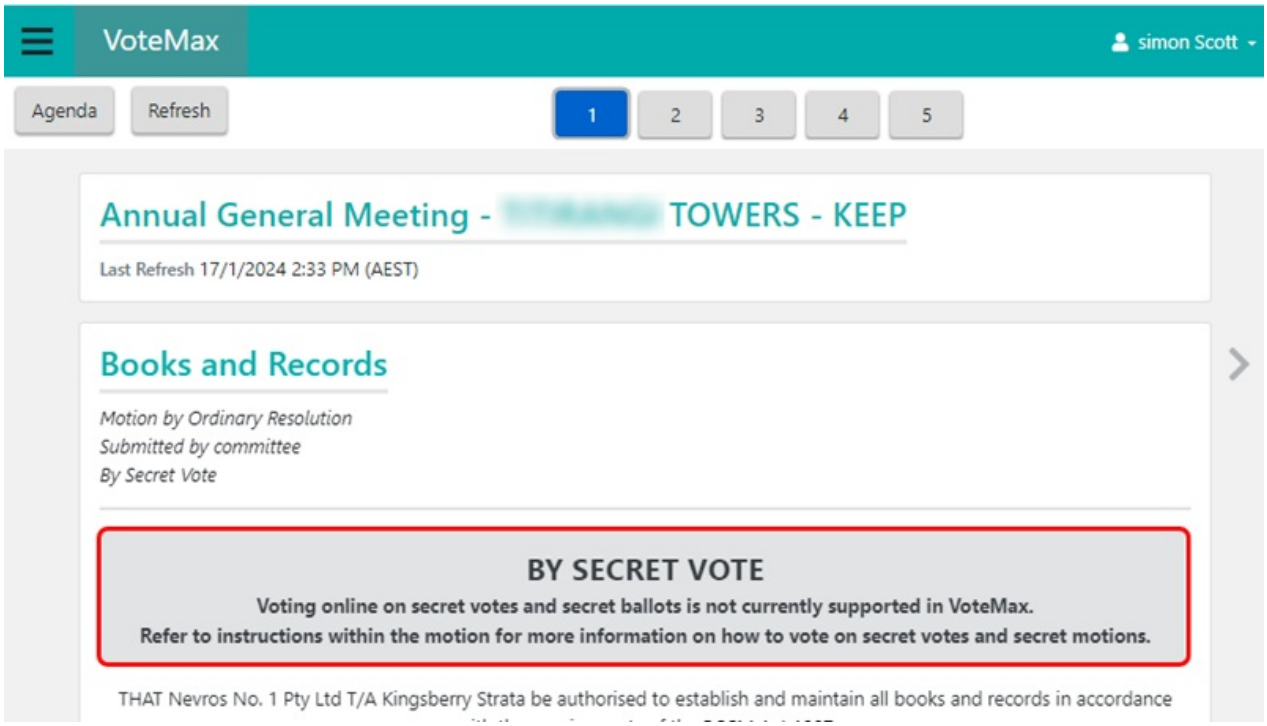

2. Select a Candidate for each *Position* as required.




3. Click the *Proceed* button.

## Secret Ballots

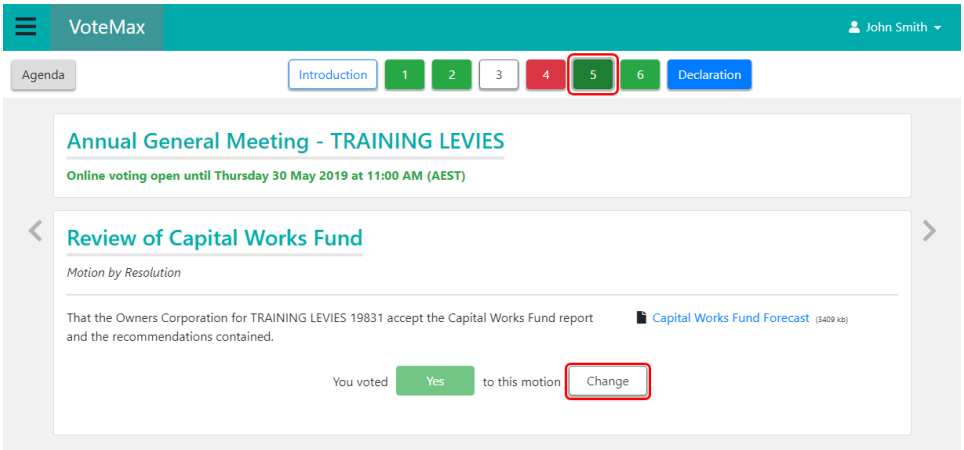
It is not currently possible to cast votes in VoteMax for secret ballots or secret votes. Please refer to instructions with the motion for guidance on how to cast your votes on these types of motions.




## Changing your Votes

You can change your votes at any time - even after declaring them - as long as it is within the voting window period. Follow the below to change your vote.

1. In the meeting information screen, click the *Cast Votes* button.
2. Click the *numbered button* for the appropriate motion.
3. Then click the *Change* button.



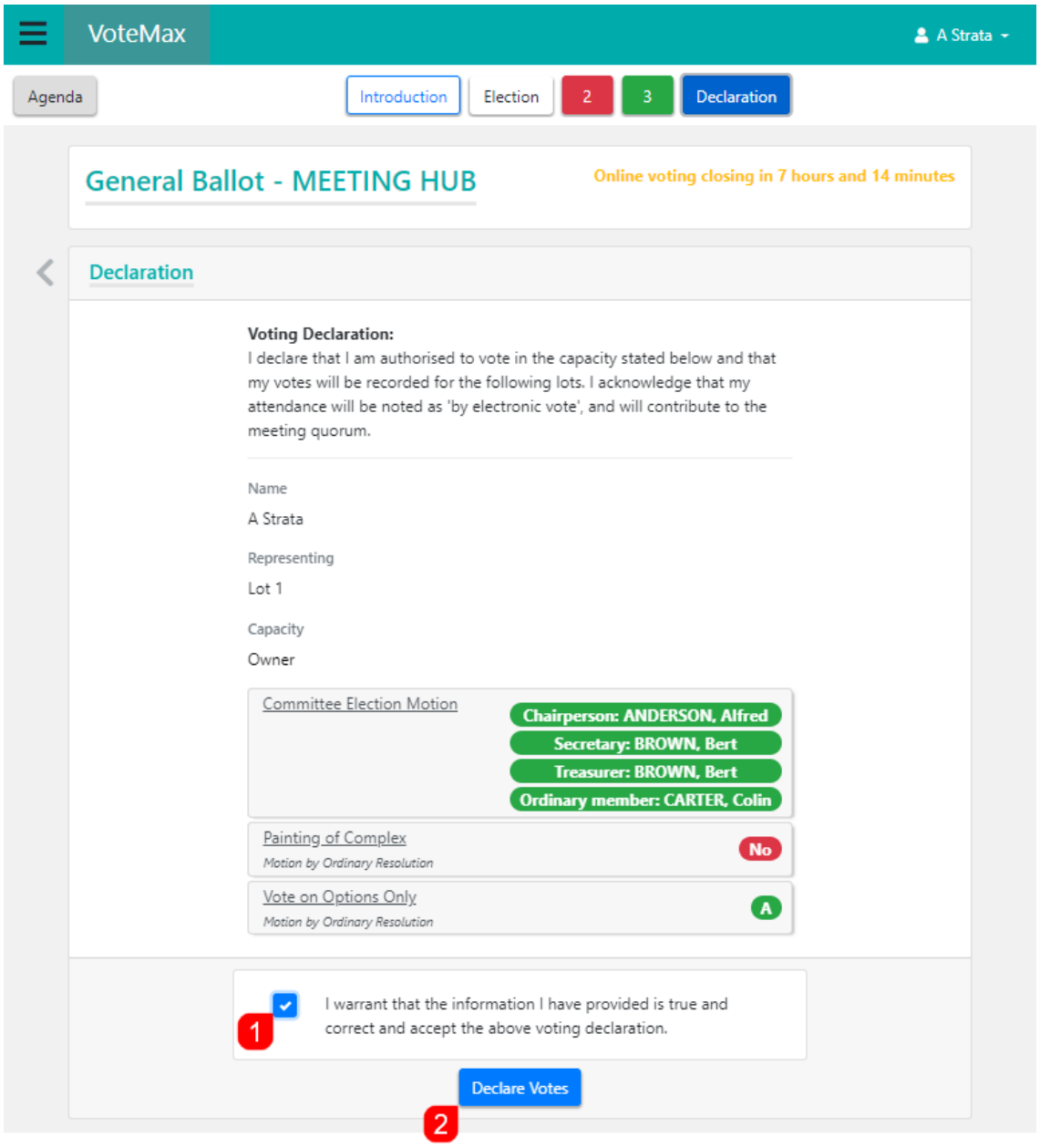

4. Change your vote.
5. Once you have changed all required votes, click the *Declaration* button.
    - If you declared them previously, a warning prompt will be displayed to confirm that you wish to

declare your votes again.

## Vote Declaration

Once you have voted on all the motions, you will need to declare your votes.

1. Tick the voting declaration tick box.
2. Then click the *Declare Votes* button.
    - If you declared them previously, a warning prompt will be displayed to confirm that you wish to declare your votes again.




3. The browser window will now return you to the Meeting list, and you will receive an email with a confirmation of the votes you have submitted.

SEAFORTH (99851A) Annual General Meeting - Confirmation of votes submitted - [redacted].

NR no-reply@stratamax.com.au
To User Accounts Auto Emails

Reply | Reply All | Forward | •••

Fri 23/06/2023 9:02 AM

StrataMax

# Confirmation of votes submitted

Thank you for submitting your online votes for the following meeting.

## Annual General Meeting - SEAFORTH (99851A)

**Meeting Details**
30 Festival Place, Newstead QLD, Australia
Conference Room 1
Friday 30 June 2023 at 12:00 PM (AEST)

**Name**
Bradley Jones

**Representing**
Chairperson

**Capacity**
Owner

| | | |
|---|---|---|
| 1. | Confirmation of Minutes<br>*Motion by Ordinary Resolution* | Yes |
| 2. | Adoption of Financial Statements<br>*Motion by Ordinary Resolution* | No |
| 3. | Administrative Fund Levies<br>*Motion by Ordinary Resolution* | Yes |
| 4. | Sinking Fund Levies<br>*Motion by Ordinary Resolution* | Yes |
| 5. | Non Audit<br>*Motion by Special Resolution* | By Secret Vote |
| 6. | Appointment of Auditor<br>*Motion by Ordinary Resolution* | B |
| 7. | Building Insurance Revaluation | |
| 7.a. | Building Valuation - Accurate Valuations<br>*Motion by Majority Resolution* | Yes |
| 7.b. | Building Valuation - Avalanche Valuers<br>*Motion by Ordinary Resolution* | No |
| 7.c. | Building Valuation - Wests Engineering Solutions<br>*Motion by Ordinary Resolution* | No |
| 8. | Front Door Replacement - Lot 5<br>*Motion by Ordinary Resolution* | Yes |
| 9. | Pontoon Installation<br>*Motion by Resolution without Dissent* | Yes |
| 10. | Employment of Facility Manager / Body Corporate Committee Liaison Representative<br>*Motion by Ordinary Resolution* | By Secret Vote |
| 11. | New Caretaking and Letting Agreements<br>*Motion by Ordinary Resolution* | Yes |
| 12. | Election of Committee | By Secret Ballot |

Return to VoteMax to view details of this meeting and to review or change your votes.

Changes can be made anytime prior to the close of online voting on 30 June 2023 at 10:00 AM (AEST) or by attending the meeting in person.

This is a system generated email. Please do not reply directly to this email as it may not be delivered.