Casting Votes

Last Modified on 29/10/2026 4:39 pm AEST

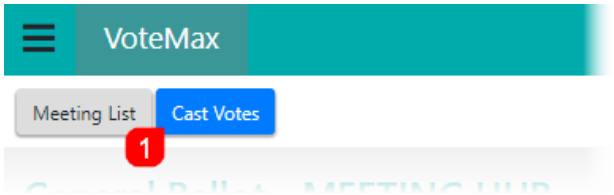
If your body corporate or owners corporation allows for electronic voting before or at meetings, VoteMax can be used on a smart device or laptop.

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

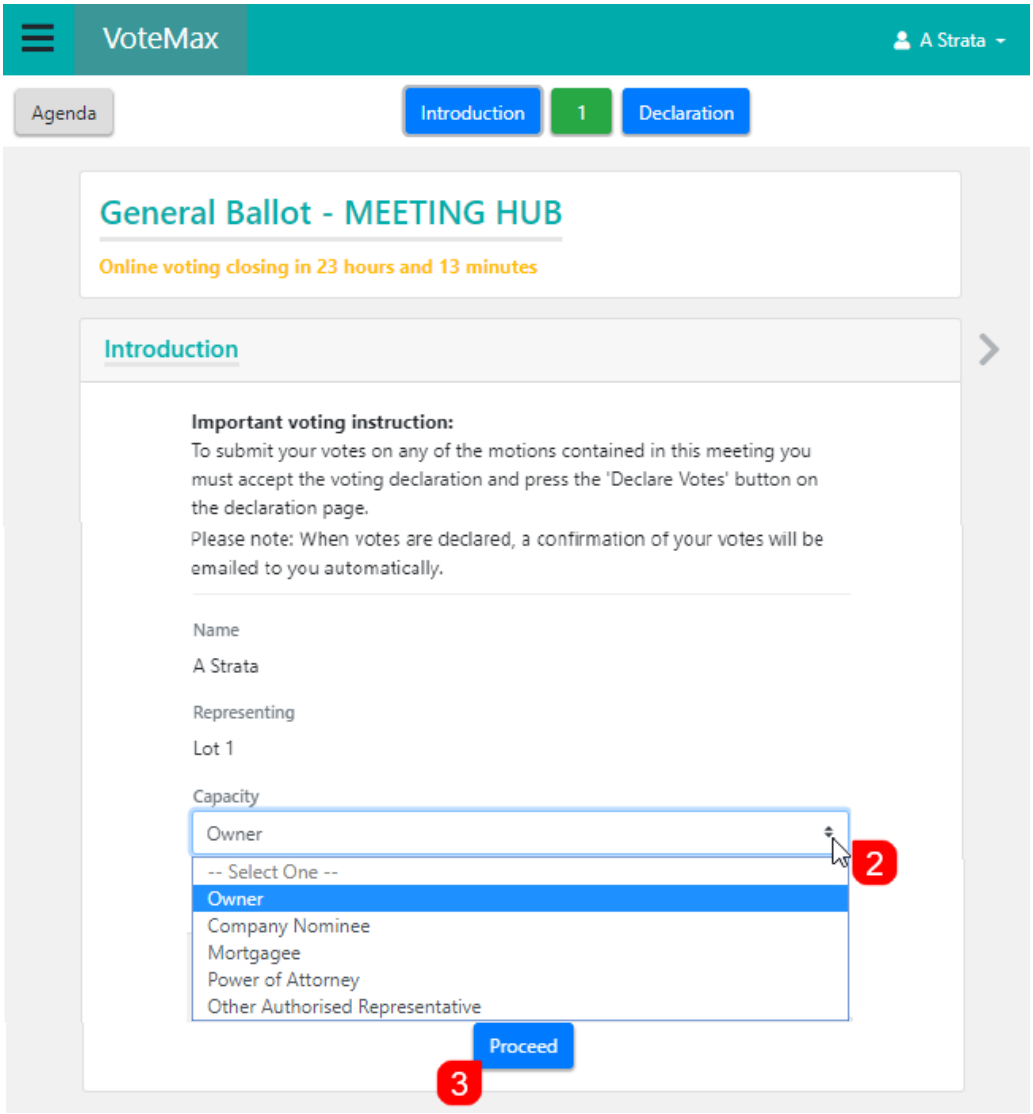
First things first, in order to access VoteMax, you will need to have a StrataMax Portal Account. If you do not have one, take a look at the *Create a StrataMax Portal Account* article to find instructions on how to create one.

Vote on a Motion

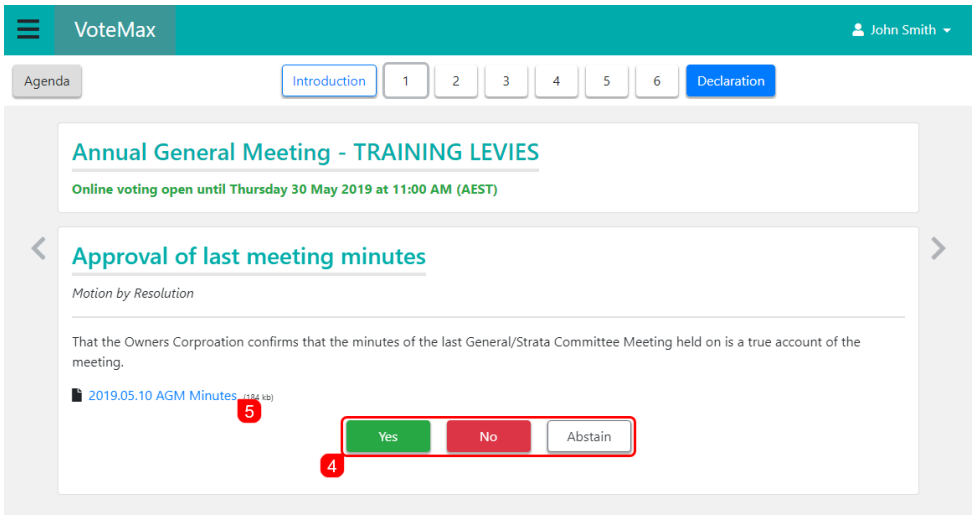
1. After logging into VoteMax and clicking the active meeting, click the *Cast Votes* button to start casting your votes in VoteMax.



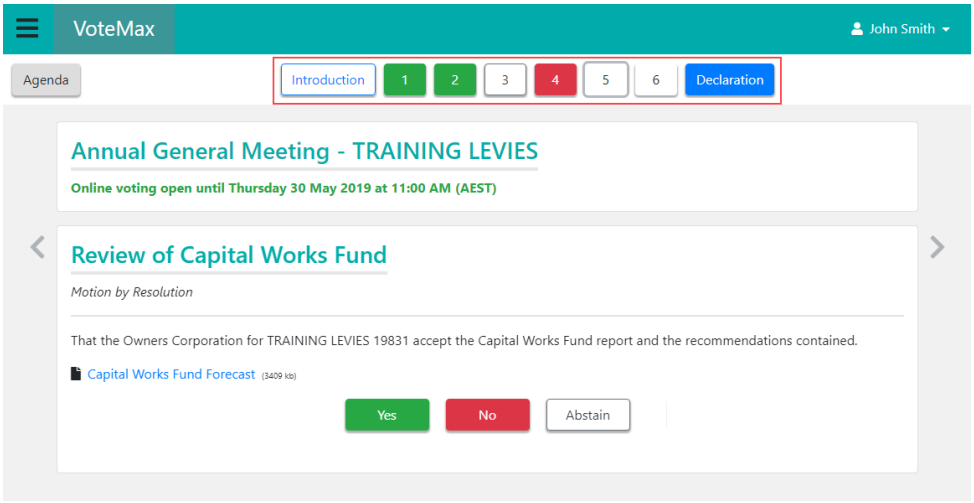
2. In the *Introduction* screen, confirm your details and use the drop-down menu to select the *Capacity* in which your are representing this lot or lots. If you own more than one lot and you have added the lots to your StrataMax Portal Account; you will only be required to vote once as your votes will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

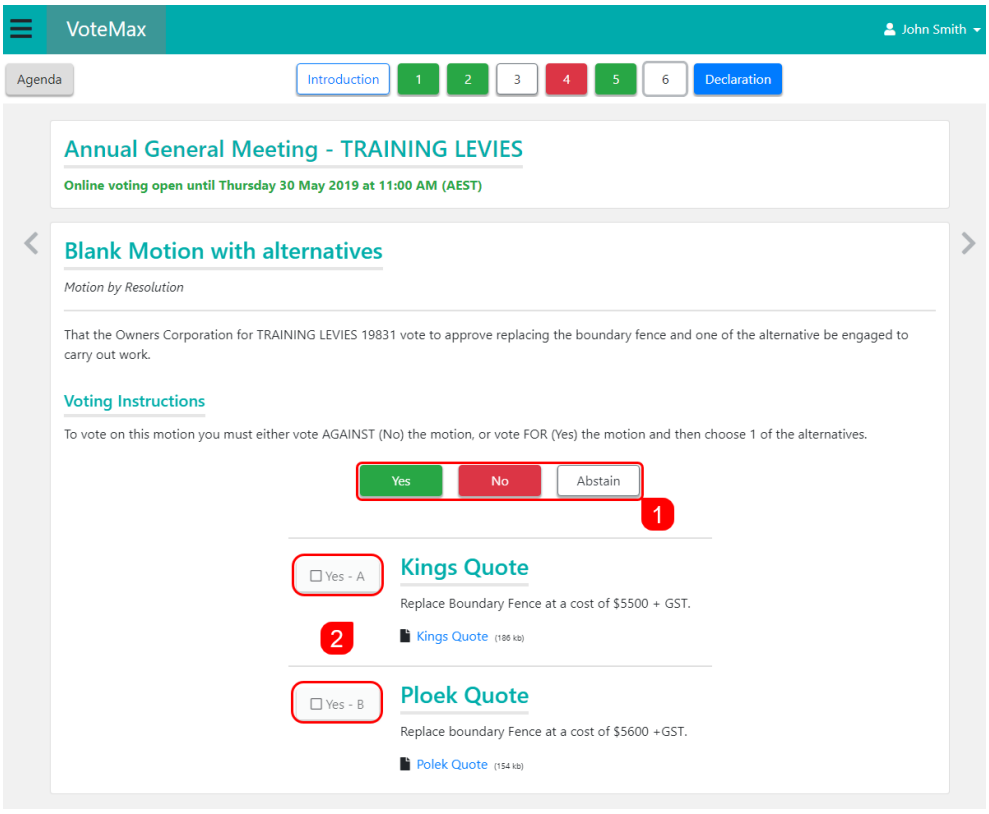


6. As you cast your vote for each motion, the numbered motion buttons at the top of the screen will change colour to green for *Yes*, red for *No*, or white with a blank outline for *Abstain.*



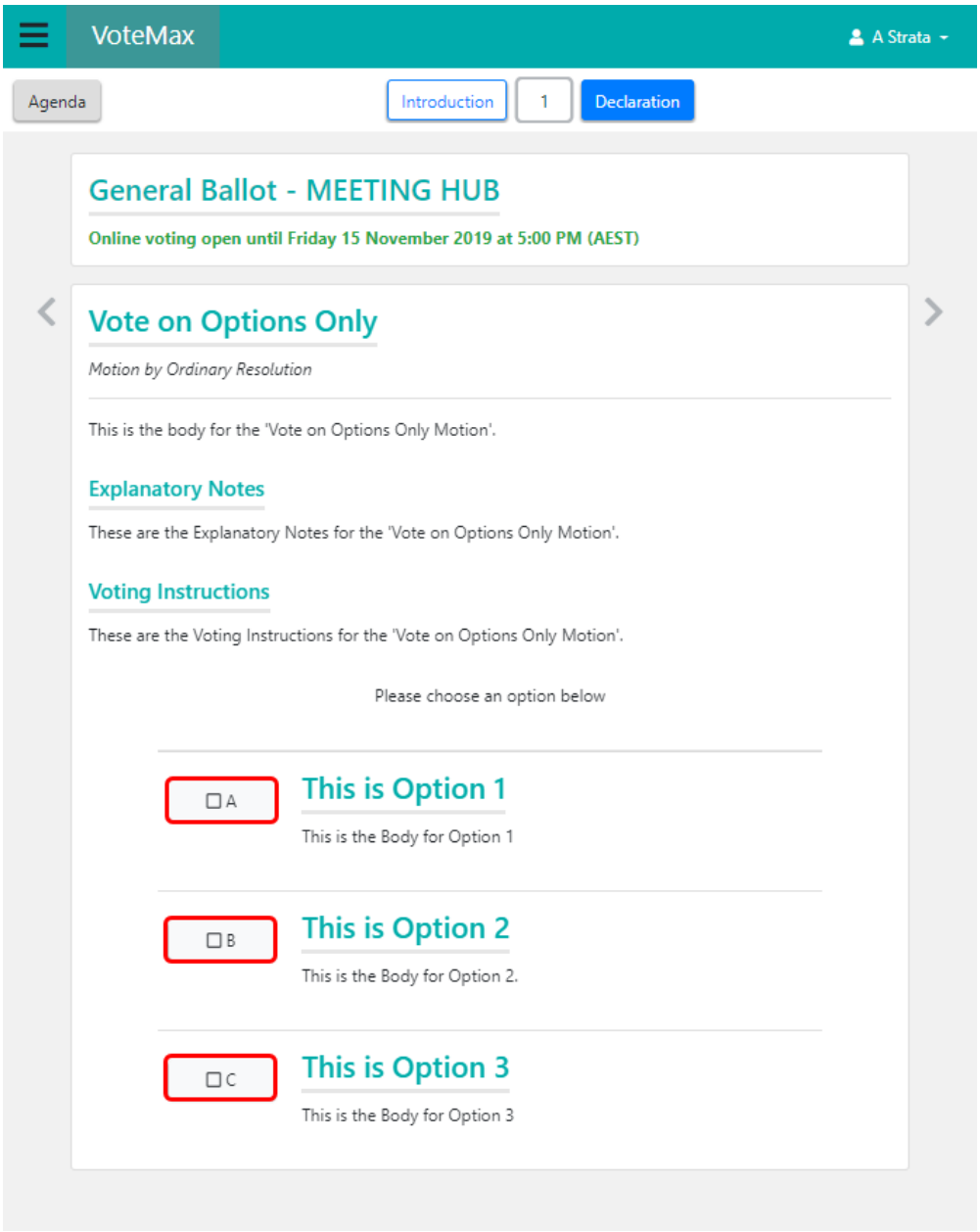
Vote on Motions with Alternatives

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

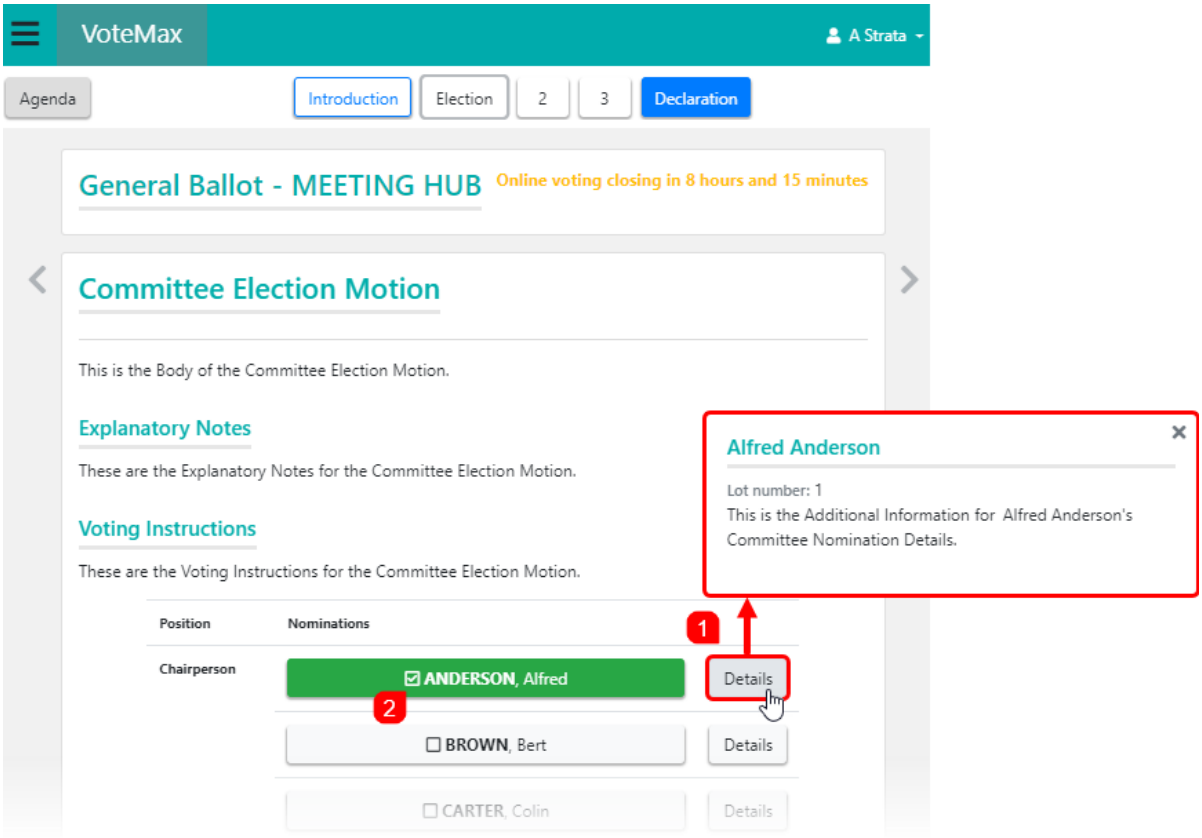
A *Vote on Option Only*Motion requires you to only vote on one of the options presented to you. Only one option can be chosen and as soon as you click the option, the screen will proceed to the next Motion.



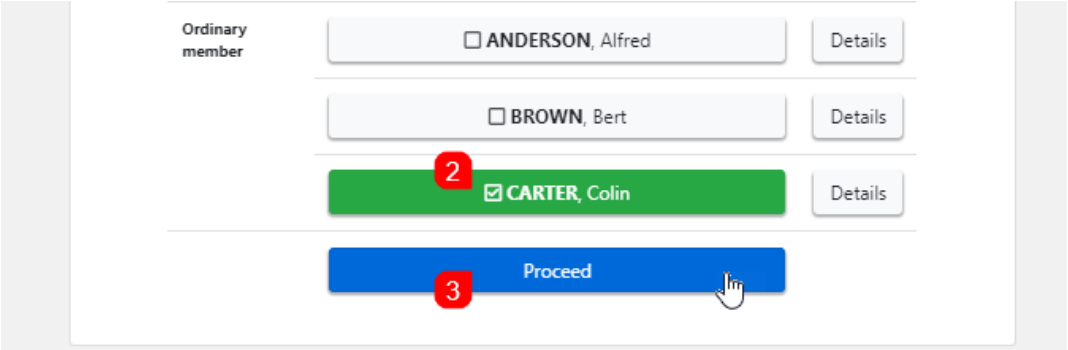
Committee Election

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.

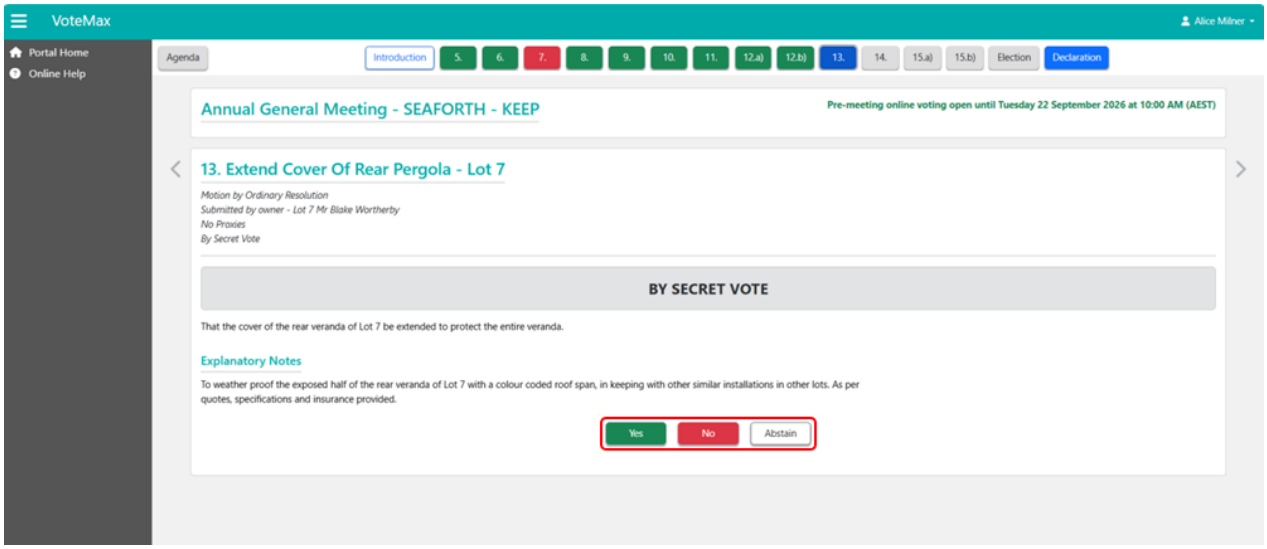


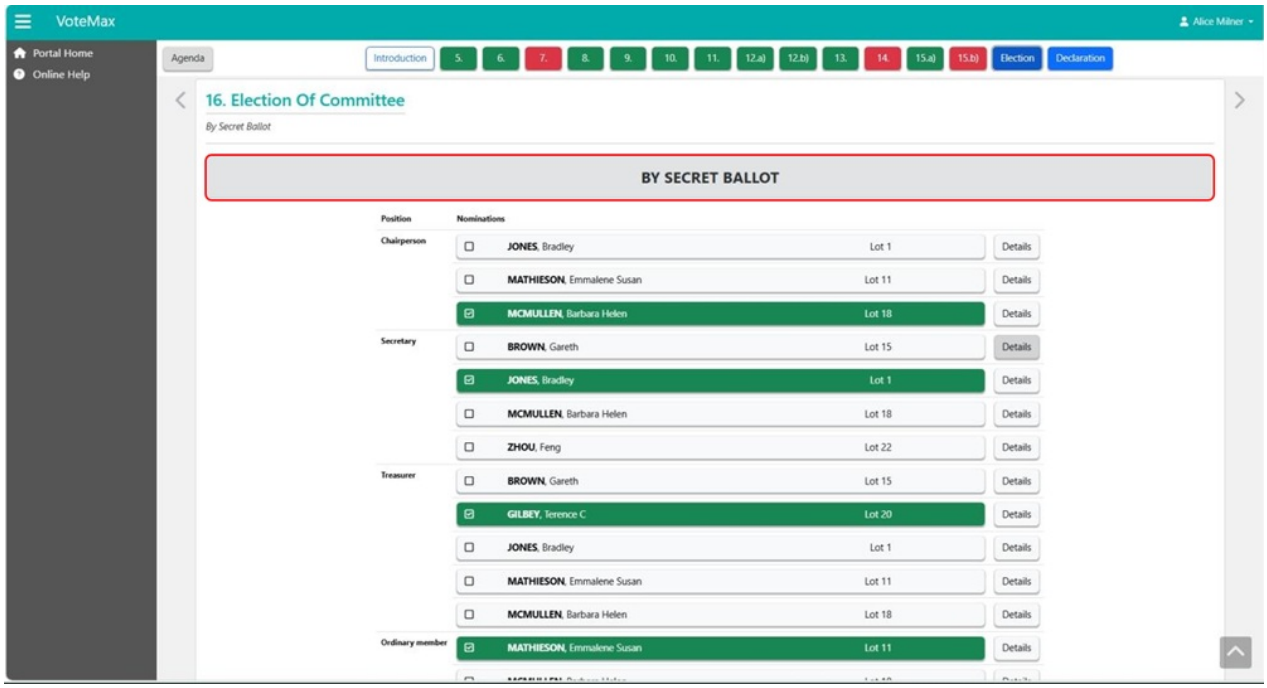
3. Click the *Proceed* button.

Secret Votes/Ballots

This section contains information about Secret Votes/Ballots in VoteMax. Please refer to instructions with the motion for guidance on how to cast your votes on these types of motions.

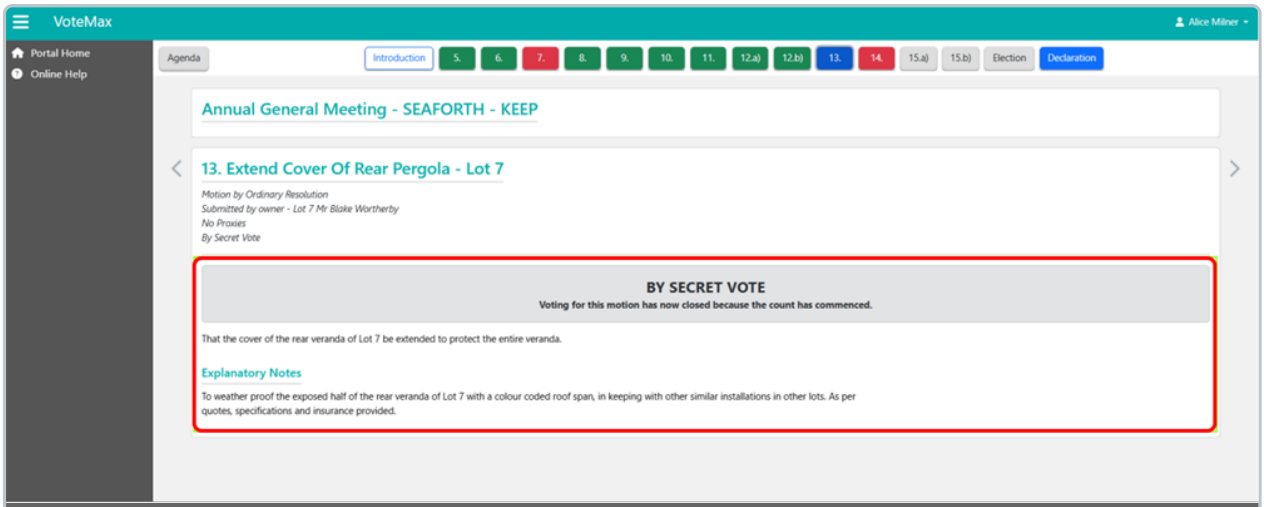
Voters can cast electronic votes on motions and committee elections that require secrecy, allowing secret votes and secret ballots to be managed more fully through the online voting experience.





Changing your Votes

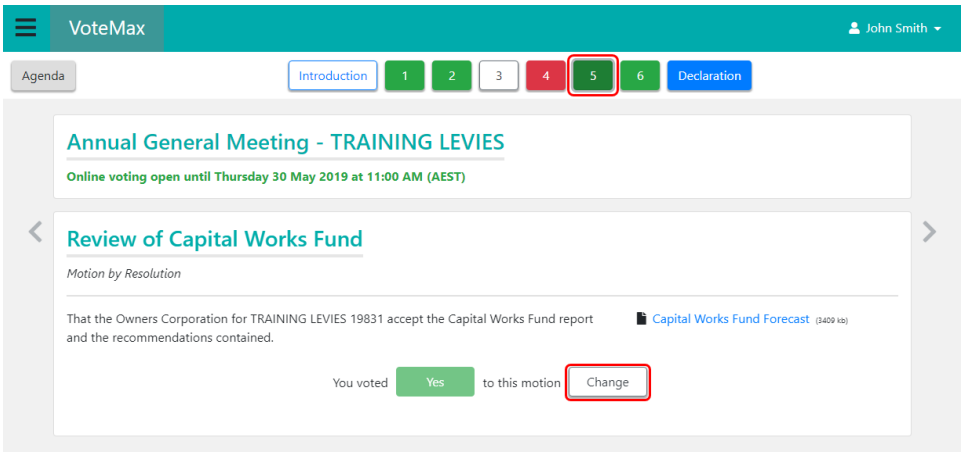
You can change your votes at any time - even after declaring them - as long as it is within the voting window period. This also applies to changing or withdrawing your secret voting response in VoteMax, which can be done until counting has commenced for the first secret vote or secret ballot.



Once counting has commenced, secret voting is closed and voting buttons are no longer displayed.

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.



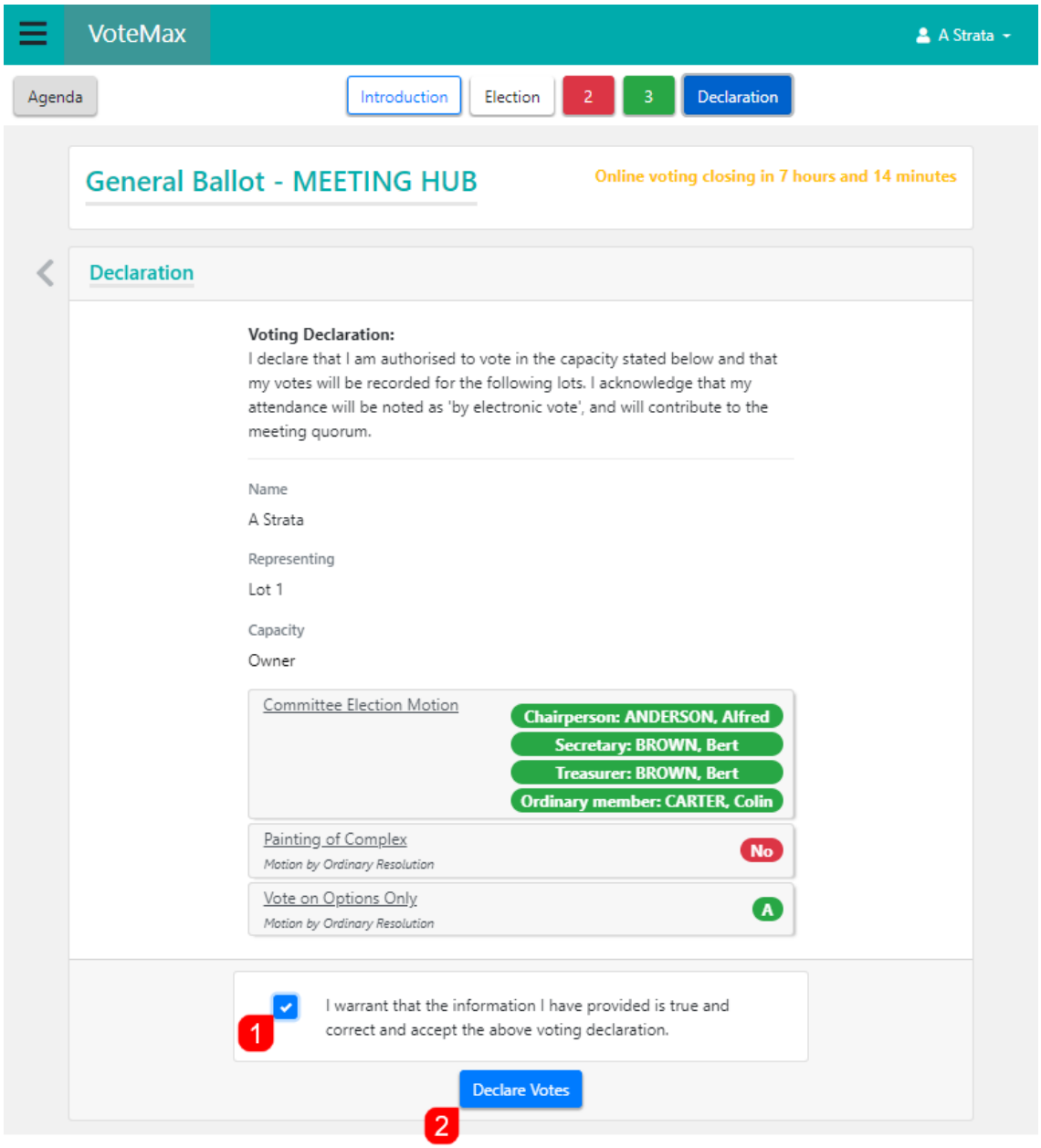
4. Change your vote.
5. Once you have changed all required votes, click the *Declaration* button.
    - If you declared them previously, a warning prompt will be displayed to confirm that you wish to declare your votes again.

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