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## Calling an annual general meeting

### Who can call an annual general meeting

The following people can call the annual general meeting:

- a voting member of the committee (usually the secretary) who has been authorised by the majority of the committee voting members
- a non-voting member of the committee (i.e. a body corporate manager) who has been authorised by the majority of the committee voting members
- someone who has been authorised by an adjudicator's order.

### Giving lot owners notice

Each lot owner must be given a written notice (<https://publications.qld.gov.au/dataset/notice-of-general-meeting/resource/e91bb152-51fd-4696-bdfc-436cbd16f245>), of the annual general meeting. It is the secretary's job to send the notice taking into account information about who is authorised to call the meeting.

The notice must be given to the lot owner personally or sent to the address for service for the lot.

The notice must include:

- the time and place of the meeting
- an agenda
- a proxy form (<https://publications.qld.gov.au/dataset/proxy-forms/resource/543efd6d-6511-4db6-b6bf-7544e9f46934>).
- a voting paper for all open motions
- any explanatory schedule or explanatory material
- committee ballots—including secret voting documentation if necessary
- copies of proposed budgets
- insurance details, including the
  - name of the insurer
  - amount of cover
  - type of cover (a summary)

- amount of the premium
- date the cover expires
- a statement of accounts
- a copy of the register of reserved issues.

For all motions decided by secret ballot, the notice must also include:

- a secret voting paper
- an envelope marked 'secret voting paper'
- a separate particulars tab, or envelope.

## Agenda

The agenda must include:

- any motions submitted by the committee
- any motions submitted by lot owners—which the secretary must receive before the end of the body corporate's financial year
- a motion to confirm the minutes of the previous general meeting
- any statutory motions, including
  - presenting the body corporate's financial accounts for the financial year
  - appointing an auditor of the body corporate's financial accounts for the next financial year, or deciding not to audit the accounts
  - adopting administrative fund and sinking fund budgets for the financial year
  - reviewing each insurance policy held by the body corporate.

Find out how to submit motions (<https://www.qld.gov.au/law/housing-and-neighbours/body-corporate/committees-meetings/general-meetings/submitting-motions>) to the annual general meeting.

## Voting papers

The secretary must prepare 1 voting paper for all open motions to be decided at the annual general meeting.

The secretary must also prepare a secret voting paper for any motion to be decided at the meeting by secret ballot. If there are 2 or more motions that need a secret ballot, they can appear on the same secret voting paper.

A voting paper must:

- state each motion, as it was submitted, to be considered at the meeting—including any motions with alternatives
- state the name and lot number of the person who submitted the motion or state 'motion proposed by the committee'
- state the type of resolution needed for each motion
- allow voters to record a written vote on each motion to be considered at the meeting
- say 'secret voting paper' (if it is a secret voting paper)

- state if there is an explanatory note for the motion included in the explanatory schedule
- give instructions on how a voter can vote electronically for an open or secret motion (if it is an option).

## Explanatory schedule

The explanatory schedule is part of the notice of an annual general meeting. It includes material about motions on the agenda such as:

- an explanatory note (of no longer than 300 words) about a motion given to the body corporate by an owner
- an explanatory note that the administrative fund or sinking fund budget may be adjusted
- the motions submitted to the body corporate and voting instructions (for a motion with alternatives)
- for a motion proposing a change to the regulation module an explanatory note (<https://publications.qld.gov.au/dataset/changing-a-regulation-module/resource/6765f6fa-74b1-494a-9569-59294c7975d5>) in the approved form explaining the effect of any proposed change.

The committee may include an explanatory note to the owners' motions as long as the committee's explanatory note is included with the notice of meeting on a separate explanatory schedule.

The committee is not subject to a word limit when including an explanatory note.

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