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Calling an extraordinary general meeting

An extraordinary general meeting is any general meeting of the body corporate that is not the annual general meeting. An extraordinary general meeting can be held at any time of the year. A body corporate can have as many or as few extraordinary general meetings as it wants.

Who can call an extraordinary general meeting

An extraordinary general meeting can be called by a:

- committee member (if approved by the majority of voting committee members) **or**
- written request signed by at least 25% of lot owners or their representatives **or**
- person authorised by an adjudicator's order.

Owners requesting an extraordinary general meeting

Usually the committee will decide to call an extraordinary general meeting. But owners can also ask for an extraordinary general meeting. The notice requesting the extraordinary general meeting must be given to the body corporate secretary, or in the secretary's absence, the chairperson (the secretary is taken to be absent if they do not respond to the request within 7 days).

The request must include:

- signatures of at least 25 percent of lot owners or their representatives
- motions which the owners want to have decided at the meeting

The person receiving the request must call an extraordinary general meeting within 14 days.

The meeting must be held within 6 weeks of receipt of the notice.

If the meeting is not called within 14 days, the owners who signed the original request can ask another committee member to call the meeting. The meeting must be called within 14 days of receiving the new request.

Giving lot owners notice

Each lot owner has to be given written notice (<https://publications.qld.gov.au/dataset/notice-of-general-meeting/resource/0eb2b8d3-575b-48e4-b0fd-f9aba6d63b9e>) of an extraordinary general meeting at least 21 days before the meeting. The notice must be given personally or sent to the owner at their address for service.

The meeting notice must include:

- the time and place of the meeting
- the agenda
- a proxy form (<https://publications.qld.gov.au/dataset/proxy-forms/resource/543efd6d-6511-4db6-b6bf-7544e9f46934>)
- a company nominee form, if the owner is a company
- a voting paper for all motions not being decided by a secret ballot
- for all motions decided by secret ballot:
 - a secret voting paper
 - an envelope marked 'secret voting paper'
 - a separate particulars tab or envelope
- any explanatory schedule or material required.

Agenda

The committee must decide on the agenda.

The agenda for the extraordinary general meeting must include:

- any motions submitted by lot owners received prior to the calling for the extraordinary general meeting that can practicably be included on the agenda
- any motions listed in the notice asking for an extraordinary general meeting to be called
- any motions submitted by the committee
- a motion to confirm the minutes of a previous general meeting

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

Voting papers

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

The secretary must prepare a secret voting paper for a motion to be decided by secret ballot. If there are 2 or more motions requiring a secret ballot they can appear on the same secret voting paper.

A voting paper for the meeting must:

- state each motion, in the form it was submitted, - including a motion 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 required for each motion
- allow voters to record a written vote on each motion
- 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 agreed to by the body corporate)

Explanatory schedule

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

- an explanatory note (of no longer than 300 words) about a motion given to the body corporate by an owner who has proposed a motion
- the motions submitted to the body corporate
- voting instructions for a motion with alternatives
- for a motion proposing a change to the regulation module an explanatory note in the approved form **BCCM Form 19** (<https://publications.qld.gov.au/dataset/changing-a-regulation-module>), explaining the effect of any proposed change.

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

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

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