

**Notice of Extraordinary General Meeting of the body corporate**

*Body Corporate and Community Management Act 1997*

Department of **Justice and  
Attorney-General**

This form is effective from 1 June 2010

**Section 1**

Owner's name and address as it appears on the roll.

**Note:** Please read the attached notice which sets out your rights and responsibilities in respect of the meeting.

Owners name .....

Postal address .....

Suburb ..... State  Postcode

You are advised that the Extraordinary General Meeting for:

Name of scheme .....

CMS number .....

Is to be held at:

Address .....

Suburb ..... State  Postcode

Time and date of meeting .....

**Section 2—Agenda**

**Note:** This agenda sets out the substance of the motions to be considered at the meeting. The full text of each motion is set out in the accompanying 'Voting Paper'. Any explanatory material provided by an owner proposing a motion is included in the schedule accompanying the voting paper.

• Attendance record and apologies

• Admission of proxies and voting papers

• Motion 1 .....

• Motion 2 .....

• Motion 3 .....

• Motion 4 .....

Name of Secretary.....

Address.....

Suburb ..... State  Postcode

Phone .....

Fax .....

Signature ..... Dated:  /  /   
D D M M Y Y Y Y

## Section 3—Voting paper

If you want to vote using this voting paper, mark either 'YES', 'NO' or 'ABSTAIN' opposite each motion you wish to vote on. You may vote for as few or as many motions as you wish. It is not necessary to vote on all motions.

After signing the completed voting paper, forward it promptly to the Secretary at the address shown at the end of the agenda.

### Motion 1

Person proposing .....

Lot number .....

Resolution required .....

Text of motion .....

.....  
 .....  
 .....

**Vote**     Yes     No     Abstain

### Motion 2

Person proposing .....

Lot number .....

Resolution required .....

Text of motion .....

.....  
 .....  
 .....

**Vote**     Yes     No     Abstain

### Motion 3

Person proposing .....

Lot number .....

Resolution required .....

Text of motion .....

.....  
 .....  
 .....

**Vote**     Yes     No     Abstain

**Note:** Where a motion is to be decided by secret ballot, secret voting documentation must be included in the notice of the meeting in accordance with the regulation module applying to the scheme.

I/we require that this voting paper, completed by me/us, be recorded as my/our vote in respect of the motions set out above.

I/we have signed the bottom of each page comprising this voting paper.

Lot number ..... Plan number .....

Name of voter .....

Signature..... Dated:   /   /

**D D M M Y Y Y Y**

Name of voter .....

Signature..... Dated:   /   /

**D D M M Y Y Y Y**

## Section 4

Statement regarding meeting procedure and voters' rights for an Extraordinary General Meeting.

1. The Regulations\* define who is entitled to vote at a meeting of the body corporate.
2. The Regulations\*\* set out how a person can vote at a meeting of the body corporate.
3. A notice is enclosed for a corporate owner to appoint a company nominee to vote on its behalf.
4. A person cannot vote on a motion requiring an ordinary resolution or a special resolution, or in an election ballot, if a contribution, instalment, penalty or another amount associated with the ownership of a lot due to the body corporate has not been paid.
5. One vote only may be exercised for each lot in the scheme.
6. Where there are two or more co-owners of a lot, a vote by any one of the co-owners will be counted as the vote for the lot unless a contrary vote is cast by another co-owner in which case no vote will be counted for the lot.
7. A voter may request that a motion requiring an ordinary resolution be determined by a poll of the Contribution Schedule lot entitlements of voters, instead of on the basis of one vote for each lot. The request may be made in writing beside the motion where it appears on the Voting Paper, or personally at the meeting by the owner or the owner's proxy.

## Notes

- \* See for example Sections 83 and 84 of the Standard Module Regulation.
- \*\* See for example Section 86 of the Standard Module Regulation which provides that a person may vote in any of the following ways on a motion, other than a motion to be decided by secret ballot -
- in person at the meeting.
  - in writing, by completing a 'Voting Paper' and giving it to the Secretary at the address shown on the first page.
  - by appointing a proxy to vote on the person's behalf.
  - by casting an electronic vote (if allowed by the body corporate) in accordance with the *Electronic Transactions (Queensland) Act 2001* and in accordance with any instructions accompanying the voting paper.