



# Notice of Annual General Meeting of the body corporate

Body Corporate and Community Management Act 1997

This form is effective from 1 July 2025

## 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.

Owner's name .....

Postal address .....

Suburb ..... State  Postcode

You are advised that the Annual 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 .....  
.....

• Election of committee

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—Ballot paper for the election of committee members

**Note:** See Section 23 of the Accommodation Module and Section 22 of the Standard Module which prescribe the information to be provided about each candidate.

Candidates for Chairperson (alphabetical order of surname)	Vote (tick one only)
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
Candidates for Secretary (alphabetical order of surname)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
Candidates for Treasurer (alphabetical order of surname)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
Candidates for Ordinary Members (alphabetical order of surname)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	
.....	<input type="checkbox"/>
Owner <input type="checkbox"/> Non-owner <input type="checkbox"/> (See note)	

**Note:** Where the ballot is a secret ballot these details should not be shown on this form (instead these details must be recorded on the 'Particulars Envelope'- see 'Conduct of elections for body corporate committee by secret ballot' in the Regulation Module).

Lot number .....	Plan number .....																				
Name of voter .....																					
Signature .....	Dated: <table><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>/</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>/</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>D</td><td>D</td><td></td><td>M</td><td>M</td><td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D	D		M	M		Y	Y	Y	Y
<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
D	D		M	M		Y	Y	Y	Y												
Name of voter .....																					
Signature .....	Dated: <table><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>/</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>/</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>D</td><td>D</td><td></td><td>M</td><td>M</td><td></td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D	D		M	M		Y	Y	Y	Y
<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
D	D		M	M		Y	Y	Y	Y												

## Section 5

Statement regarding meeting procedure and voters' rights for an Annual 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 101 and 102 of the Standard Module Regulation.

\*\* See for example Section 104 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.