



STM Committee Training Note

Week commencing 16 January 2011

Meetings and Resolutions: The Legal Perspective

The Executive Committee's Guide to Better Owners Corporation Meetings

(Part 8 of 11 in this series)

Meeting Minutes

An owners corporation's only official record of its decisions of actions. Therefore, it is imperative that these records are properly taken. These points will help.

- A resolution is a formal determination by an organised meeting. A motion is a proposed resolution before it has been carried by the meeting.
- In the absence of any legislative requirement or rules of the strata community itself, a motion does not require a mover or a seconder. There are no such legislative requirements for strata communities in Australia.
- Minutes may be either 'minutes of resolution' or 'minutes of narration'. The former describe the decisions but not the discussion. We prepare minutes of resolution to avoid subjectivity and bias.
- Motions must:
 - Start with "that";
 - Be quite specific;
 - Be unambiguous;
 - Not be worded in the first person; and,
 - Not contain more than one sentence.
- Confirmation of minutes is a formal declaration of the facts recorded in the minutes, e.g. that a particular motion was carried or lost. It is not the ratification of any decisions made. No such ratification is necessary.

Next week

Cameras and Tape Recorders at Meetings