



FROM ISSUE TO RECORDED DECISION

AGM & EGM JOURNEY

Prepare properly, let owners decide, then complete the action

AGM OR EGM?

AGM

The yearly meeting. Owners review finances, levies, insurance, governance and the year ahead.

EGM

A general meeting held between AGMs when an owners-corporation decision should not wait.

OWNERS DECIDE AT A GENERAL MEETING

The agenda defines what can be decided.

NOTICE BASICS

- ✓ AGM: at least 14 days written notice
- ✓ General meeting: at least 7 days
- ✓ Include agenda, voting details and required papers
- ✓ Use the approved voting method

SEE THE COMPLETE MEETING JOURNEY

ONE CLEAR PROCESS PROTECTS PARTICIPATION, AUTHORITY AND THE RECORD



1 2 3 4 5 6 7
ISSUE MOTION NOTICE MEETING VOTE MINUTES ACTION

DO NOT SHORTCUT

- ✗ Decide a matter that is not properly on the agenda
- ✗ Assume the committee or manager has the power
- ✗ Send notice without the required documents
- ✗ Ignore voting, proxy or quorum rules
- ✗ Treat discussion as a resolution

AFTER THE MEETING

- ✓ Record the exact resolution
- ✓ Give minutes to owners within 7 days
- ✓ Assign the next action
- ✓ Keep the supporting documents
- ✓ Report completion or return for direction

PREPARE

- Correct motion and papers
- Clear authority and recommendation

DECIDE

- Fair discussion and lawful vote
- Exact result recorded

FOLLOW THROUGH

- Minutes, owner communication
- Action owner and completion date



STRATA IQ ACADEMY

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CONNECTED LEARNING: Meetings, Voting & Governance

Law checked: 27 Aug 2026 | Next review: 27 Feb 2027

Educational overview only. Check current law, registered plans, by-laws, approvals and specialist advice for the actual matter.
Sources: NSW Government - Strata meetings; How to run a strata meeting; Strata Schemes Management Act 2015 (NSW).