



BODY CORPORATE MANAGEMENT

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Members of:



www.ernstbcm.com.au

First Annual General Meeting Procedure

Beginning

1. During completion of Attendance and Voting Register, the Original Owner Nominee should keep audience informed of expected time to start. Usually, it takes about 30-60 minutes to correctly prepare the Attendance Register.
2. When Attendance Register is completed, Original Owner Nominee shall advise audience that First Annual General Meeting will now commence.
3. Original owner Nominee should welcome all and thank for their attendance.
4. Original Owner Nominee should introduce key meeting participants:-
 - Corporate Owner Nominee and any other attendees from the Development Company
 - Representatives of Ernst Body Corporate Management Pty Ltd
 - Representative of the Caretaker's
5. Original Owner Nominee to advise that as this meeting is to be conducted in accordance with the prevailing body corporate legislation, you shall be chairing proceedings and will have a representative of Ernst Body Corporate Management (EBCM) facilitate the meeting accordingly.
6. Hand over to EBCM representative to run meeting.
7. However, Corporate Owner Nominee is to advise the result of each motion. The EBCM Representative will advise the votes for, against and those abstaining, then you can advise based on the voting whether the motion is **passed** (if more votes in favour than against), or **lost** (if more votes against than in favour), or **lapses** (as there is no clear decision).

Elections

Original owner Nominee must be present for this process to validate the proceedings. The EBCM Representative will continue to conduct.

Conclusion

At conclusion of the Meeting, Original Owner Nominee is required to close the Meeting and ask for those elected to the Committee to come to the front to organize the date for the first committee meeting with the new members.