

# Proxy appointment form

## Owner and Proxy Details:

Date:

Strata Plan:

Strata Plan address:

I/We

*(Owners' Names)*

The owner(s) of lot

*(Lot number)*

Appoint

*(Nominee's Name)*

Of

*(Position, unit number or organisation)*

As my/our proxy for the purposes of the meetings of the Owners Corporation (including adjournments of meetings).

## Period or number of meetings for which appointment of proxy has effect:

1 meeting

*(Tick)*

\_\_\_\_\_ meetings

*(Tick & Quantity)*

1 month

*(Tick)*

\_\_\_\_\_ months

*(Tick & Quantity)*

12 months or 2 consecutive general meetings

(Note: The appointment cannot have effect for more than 12 months or 2 consecutive annual general meetings, whichever is the greater. If no selection is made by the person giving the proxy, the proxy is effective for one meeting.)

## Voting Authorisation:

This form authorises the proxy to vote on my/our behalf on all matters.

This form authorises the proxy to vote on my/our behalf on the following matters only

*(Specify the matter and any limitations on the manner in which you want the proxy to vote)*

If a vote is taken on whether \_\_\_\_\_ should be appointed

*(Strata Managing Agent)*

or remain in office, or whether another managing agent is appointed, I/we want the proxy to vote as follows:

## Signature of Owner(s)

1. A proxy is not authorised to vote on a matter:
  - a) If the person who appointed the proxy is present at the relevant meeting and personally votes on the matter, or
  - b) So as to confer a pecuniary or other material benefit on the proxy, if the proxy is a strata managing agent, caretaker or on-site residential property manager
2. This form is ineffective unless it is given to the secretary of the Owners Corporation at or before the first meeting in relation to which it is to operate and it contains the date on which it was made. For complexes greater than 100 lots, proxies must be submitted at least 24 hours prior to the commencement of the meeting.
3. This form will be revoked by a late proxy appointment form delivered to secretary of the of the Owners Corporation in the matter described in the preceding paragraph.

**Specified Voting (please circle):**

My proxy is to vote as follows:

Motion 1		Motion 7	
Motion 2		Motion 8	
Motion 3		Motion 9	
Motion 4		Motion 10	
Motion 5		Motion 11	
Motion 6		Motion 12	

**Returning your proxy to Upper Hunter Strata:**

Post your signed and dated proxy form to Upper Hunter Strata or via email to [casey@upperhunterstrata.com.au](mailto:casey@upperhunterstrata.com.au).

**Voting by proxy ensures meeting are not adjourned due to lack of quorum. Please take the time to vote and have your say in the management of your strata scheme.**

**Important information about voting at a general meeting:**

In the notes:

- a) A priority vote means a vote by:
    - An enrolled mortgagee having priority over any other mortgagee or enrolled covenant chargee; or
    - An enrolled covenant chargee having priority over any enrolled mortgagee; or
    - An enrolled covenant chargee where there is no enrolled mortgagee.
  - b) A proxy means a person appointed as a proxy by an instrument in the prescribed form.
  - c) A person entitled to vote means (unless otherwise specified) a person entitled to vote on a motion other than a motion requiring a unanimous resolution.
1. A vote at the meeting by the owner of a lot does not count if a priority vote in respect of the lot is cast in relation to the same matter.
  2. An owner of a lot, or a person with a priority vote in respect of a lot, may not vote at the meeting on a motion (other than a motion requiring a unanimous resolution) unless payment has been made before the meeting of all contributions levied on the owner, and any other amounts recoverable from the owner, in relation to the lot that are owing at the date of this notice.
  3. If you, as the addressee of this notice:
    - a) Are not a corporation, the and other rights conferred by Schedule 2 of the Strata Schemes Management Act 1996 may be exercised by you in person or by proxy; or
    - b) Are a corporation, the voting and other rights conferred by that Schedule may be exercised only by your company nominee in person, or by proxy appointed by the corporation.
  4. Your right to vote as an owner, company nominee or person with a priority vote also depends upon your name being recorded on the strata roll.

**Important information about a quorum for a General Meeting**

1. A motion submitted at the Annual General Meeting must not be considered, and an election must not be held, unless there is a quorum present to consider and vote on the motion or on the election.
2. There is a quorum for considering and voting on a such a motion or at such an election only if:
  - a) At least one-quarter of the number of persons entitled to vote on the motion or at the election is present, either personally or by duly appointed proxy; or
  - b) At least one-quarter of the aggregate unit entitlement of the strata scheme is represented by the persons who are present and entitled to vote on the motion or at the election, either personally or by duly appointed proxy.
3. However, if there is more than one owner in the strata scheme and the quorum, calculated in accordance with clause 2 above, is less than 2 persons, then the quorum is 2 persons entitled to vote on the motion or on the election.
4. If a quorum is not present within the next half-hour after the relevant motion or business arises for consideration at the meeting, the meeting stands adjourned for at least 7 days. A further notice will be given about the adjourned meeting.
5. If a quorum is not present within the next half-hour after the time fixed for the adjourned meeting, the persons present personally or by duly appointed proxy and entitled to vote constitute a quorum for considering that motion or business.