



Strata Gal's Field Notes

FACILITATING AN ELECTRONIC STRATA MEETING

This material is meant for educational purposes only, to assist chairs, secretaries, and strata managers with conducting strata meetings using Zoom or similar online platforms. It is not legal advice, insurance advice, or a substitute for professional guidance. Additional practical guidance, templates, and governance resources for strata councils can be found at: <https://groundbreakingstrata.com/resources>.

ONLINE MEETING PRESENCE

- Position camera at eye level with head and shoulders visible.
- Use lighting in front of you; avoid bright windows behind.
- Choose a neutral background or subtle virtual background.
- Use headphones or a headset to improve audio quality.
- Stay muted when not speaking and model the meeting behaviour you expect from others.
- Pause briefly before inviting responses to allow for audio delays.
- Use clear visual cues (nodding, brief acknowledgements) to support respectful discussion.
- Dress appropriately, as if you may need to stand up unexpectedly.

BEFORE THE MEETING

- Confirm that electronic attendance instructions were included in the notice of meeting.
- Keep a glass of water, agenda, and vote tally sheet within reach.
- Close unrelated apps and silence notifications before the meeting starts.
- Join 10-15 min early (test audio, video, screen share).
- Enable Waiting Room, Mute on Entry, Disable Join Before Host.
- Confirm documents open (agenda, minutes, financials, resolutions).
- Rename participants for easy tracking/counting:
 - non-voting [OBSERVER-SL7-Ted],
 - just self [1 vote-SL4-Bob], or
 - with proxies [3 votes-SL6-Sally].
- Identify non-voting attendees (guests, tenants, observers).
- Confirm voter eligibility before voting (owners not in arrears where bylaws restrict voting).
- Review proxy appointment forms and confirm proxy holders before voting begins (SPA s.56).
- Assign co-host(s) (Chair, Secretary) if needed.
- Confirm quorum (SPA s.48).

OPENING THE MEETING

- State Zoom ground rules: mute, raise hand, chat, etc.
- Avoid recording unless the strata has a clear policy and participants have been informed.
- Chair calls meeting to order.

VOTING PROCEDURE

Standard Vote (Raise Hand or Verbal)

- Chair reads motion clearly.
- Confirm mover/seconded if required.
- Vote: "All in favour?" → Raise Hand → Count.
- "Any opposed?" → Raise Hand → Count.
- "Any abstaining?" → Raise Hand → Count.
- Chair then verbally announces result of each vote and the outcome is recorded in the minutes.

*** Option: Poll-Based Voting**

- This works well for YES/NO ballots or simple motions.
- Launch preloaded Zoom poll (only for eligible owners).
- Ensure only eligible voters participate in polls (move observers to Waiting Room if needed).
- Share poll results verbally, do not record polls in Zoom if identifying data shown.
- Save screenshot or record tally manually.

*** Option: Owners Holding Multiple Votes / Proxy Votes**

- If an owner holds multiple votes and needs to split them, place them in a Breakout Room to cast votes separately, then record the vote count and add it to the tally.

DURING THE MEETING

- Confirm quorum again after late joins.
- Mute noise, prompt unmuting when needed.
- Use chat only for motions or clarifications, not discussion.
- Rename attendees as needed to clarify status.
- Warn and mute disruptive participants if necessary; removal should be a last resort.
- Stay neutral and refer legal, bylaw, or insurance questions to appropriate professionals.

ENDING THE MEETING

- Chair formally adjourns meeting.
- Stop recording (if used).
- Save chat log (if needed for votes/motions).
- Confirm follow-up: minutes, action items, next meeting.

KEY SECTIONS OF THE STRATA PROPERTY ACT

- Quorum: s.48
- Electronic attendance at GMs: s.49
- Voting rights: s.50-53
- Proxies: s.56
- Records: s.36