



Strata Schemes Management Act 1996 clause 7 (1), Schedule 3

**STRATA SCHEMES MANAGEMENT ACT 1996 - SCHEDULE 3**

**SCHEDULE 3 – Constitution of executive committee of the owners corporation and meetings of executive committee**

**Part 2 - Provisions relating to meetings of executive committee**

**7 Executive committee meetings may be required to be convened**

(1) The secretary of an owners corporation or, in the secretary's absence, any member of the executive committee must convene a meeting of the executive committee if requested to do so by not less than one-third of the members of the executive committee, within the period of time, if any, specified in the request.

(2) If a member of the executive committee other than the secretary is requested to convene a meeting of the executive committee under this clause, the member may give, on behalf of the executive committee, the notice required to be given under clause 6.

**Direction on completion of the Requisition for an ECM Form.**

1. Only members of the Executive Committee can request a meeting of the Executive Committee.
2. There must be at least one-third of the total number of the executive members requesting a meeting for it to be effective.
3. Unit Entitlement is not to be considered in Executive Committee decisions or a request for an ECM.
4. If one of the signatories holds more than one office bearer position that person is only considered once for the purpose of a requesting an ECM.
5. Please indicate the time frame (number of days) in which the meeting is begin requested. Remember that a minimum 72 hour notice of an ECM must be provided to all owners and that a notice is deemed delivered on the fourth day of posting. Therefore you should allow a minimum of seven (7) days.
6. You are required to identify the issue(s) that give cause to the request for an ECM. It must be in the form of a motion. Your motion needs to be written in the form of an outcome that you are aiming to achieve and should be a continuation of the sentence "THAT the owners corporation resolve that"
7. "Date": Insert the date that the completed form is lodged.
8. "Signatures": The members requesting the meeting must provide their name and sign the form.
9. If there is insufficient space for the motion or motions you wish to have included please complete on separate sheet of paper and attach to this form as a front sheet. Please identify the number of additional pages, if any, at the bottom front of this page.
10. Completed form should be lodged with South Coast Property Specialists:

Email: Scanned signed version to [info@southcoastps.com.au](mailto:info@southcoastps.com.au);

Mail: 5/534 George Bass Drive Malua Bay NSW 2536 or Fax (02)4471 2913

or with the Secretary of your owners corporation.

It is recommended that you maintain a copy of the documentation for your own records.