

# PropertyIQ™

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## PIQ+ Meetings Meetings – Motions

Quick Reference Guide

Version 1. August 2023





## Description

- This is a Quick Reference Guide for PIQ+ Meetings: **Meetings – Motions**.
- A new meeting will include default motions that are pre-populated from the meeting template selected when creating the meeting.
- You can add additional motions to a meeting from the meeting’s **Motions tab** in two ways:
  - 1. Add a motion from the motions library**

NOTE: To create a motion in the motions library, refer to Quick Reference Guide “Libraries – Motions” (Create a new motion) and use the default motion template.
  - 2. Create an ad hoc one-off motion.**
- All motions for a meeting will be grouped into a ‘Motions block’ merge field that used in meeting notices and minutes.



## What you’ll learn

This guide will assist you to navigate the following:

- [How to add a motion to a meeting from the motions library](#)
- [How to create ad hoc motions for a meeting](#)



## Who should read this

- Users responsible for creating meetings and meeting notices.
- Users responsible for creating and adding motions to meetings.
- Strata Managers
- Administrators

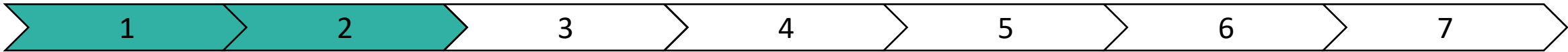


## Read time

8 minutes

# How to add a Motion to a meeting from the motions library

There are 7 steps to adding a Motion to a meeting from the motions library. Below are steps 1-2.



- 1** Select **Meetings** from the left-hand navigation menu.
- 2** Select a **meeting** from the list to view details of the meeting and motions.

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Meetings Libraries

1

2

Meetings

+ Create meeting

Building Date Status

1096 items

Meeting	Plan	Meeting type	Date	Manager	Status
<a href="#">18421 - AGM 01/10/2023</a> Jacksons Hill - 1014 Phillips Drive REDHILL, NSW 2001	18421	AGM	01/10/2023, 10:30AM		Pending notice
<a href="#">988 - AGM 30/09/2023</a> Waldorf Apartments - 2 Sussex Street REDFERN, NSW ...	988	AGM	30/09/2023, 09:00AM		Notice sent
<a href="#">988 - AGM 30/09/2023</a> Waldorf Apartments - 2 Sussex Street REDFERN, NSW ...	988	AGM	30/09/2023, 08:30AM		Notice sent
<a href="#">987 - VOCM 30/09/2023</a> Sydney Tower - 261 George Street SYDNEY, NSW 2563	987	VOCM	30/09/2023, 07:00AM		Cancelled
<a href="#">988 - AGM 29/09/2023</a> Waldorf Apartments - 2 Sussex Street REDFERN, NSW ...	988	AGM	29/09/2023, 09:00AM		Completed
<a href="#">234323 - AGM 01/09/2023</a> Scott's Mansion - 1 Park Lane KENSINGTON, QLD	234323	AGM	01/09/2023, 07:50AM		Pending notice
<a href="#">234323 - AGM 01/09/2023</a> Scott's Mansion - 1 Park Lane KENSINGTON, QLD	234323	AGM	01/09/2023, 07:50AM		Pending notice
<a href="#">234323 - VOCM 01/09/2023</a> Scott's Mansion - 1 Park Lane KENSINGTON, QLD	234323	VOCM	01/09/2023, 07:50AM		Notice sent

Settings

# How to add a Motion to a meeting from the motions library (continued)

There are 7 steps to adding a Motion to a meeting from the motions library. Below are steps 3-4.



- 3** Select **Motions** tab.
- 4** Select **+ Add Motions**.

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< Back to meetings

18421 - AGM 01/10/2023 Pending notice

Jacksons Hill - 1014 Ph...ive REDHILL, NSW 2001

Details **Motions** Results Minutes

**+ Add Motions**

	Title	Motion type	Resolution type	
+ 1	<a href="#">Proposed budget</a> FY24 Q1 PIQ+ showcase	Statutory	Ordinary resolution	<a href="#">Remove</a>
+ 2	<a href="#">Financial statements</a> FY24 Q1 PIQ+ showcase	Statutory	Ordinary resolution	<a href="#">Remove</a>
+ 3	<a href="#">Accept minutes of the previous meeting</a> FY24 Q1 PIQ+ showcase	Statutory	Ordinary resolution	<a href="#">Remove</a>
+ 4	<a href="#">Appointment of Strata Managing Agent</a> FY24 Q1 PIQ+ showcase	Committee	Ordinary resolution	<a href="#">Remove</a>

Settings

# How to add a Motion to a meeting from the motions library (continued)

There are 7 steps to adding a Motion to a meeting from the motions library. Below are steps 5-7.



- 5** Select **Motions library** tab.
- 6** Select checkbox to add motion to meeting from the list.
- 7** Select **Add to meeting**. The motion will then show in the list of motions on the Motions tab.

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Meetings > 18421 - AGM 01/10/2023 > Motions

Add motions to 18421 - AGM 01/10/2023 Pending notice

Motions library **5** Motion

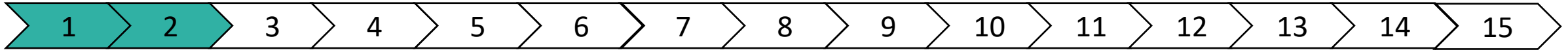
<input type="checkbox"/>	Title ▲	Motion type	Resolution type	Last updated	
<input checked="" type="checkbox"/>	Accept minutes of the previous meeting FY24 Q1	Statutory	Ordinary resolution	21/06/2023 by Michael	
<input type="checkbox"/>	agm global 1234 test agm global	Statutory	Ordinary resolution	05/04/2023 by Michael	
<input type="checkbox"/>	Financial statements FY24 Q1	Statutory	Ordinary resolution	21/06/2023 by Michael	

1 selected

Cancel **Add to meeting** **7**

# How to create ad hoc Motions for a meeting

There are 15 steps to creating an ad hoc one-off Motion for a meeting. Below are steps 1-2.



- 1 Select **Meetings** from the left-hand navigation menu.
- 2 Select a **meeting** from the list to view details of the meeting and the motions.

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Meetings Libraries

1

2

Meetings + Create meeting

Building Date Status

1096 items

Meeting	Plan	Meeting type	Date	Manager	Status
<a href="#">18421 - AGM 01/10/2023</a> Jacksons Hill - 1014 Phillips Drive REDHILL, NSW 2001	18421	AGM	01/10/2023, 10:30AM		Pending notice
<a href="#">988 - AGM 30/09/2023</a> Waldorf Apartments - 2 Sussex Street REDFERN, NSW ...	988	AGM	30/09/2023, 09:00AM		Notice sent
<a href="#">988 - AGM 30/09/2023</a> Waldorf Apartments - 2 Sussex Street REDFERN, NSW ...	988	AGM	30/09/2023, 08:30AM		Notice sent
<a href="#">987 - VOCM 30/09/2023</a> Sydney Tower - 261 George Street SYDNEY, NSW 2563	987	VOCM	30/09/2023, 07:00AM		Cancelled
<a href="#">988 - AGM 29/09/2023</a> Waldorf Apartments - 2 Sussex Street REDFERN, NSW ...	988	AGM	29/09/2023, 09:00AM		Completed
<a href="#">234323 - AGM 01/09/2023</a> Scott's Mansion - 1 Park Lane KENSINGTON, QLD	234323	AGM	01/09/2023, 07:50AM		Pending notice
<a href="#">234323 - AGM 01/09/2023</a> Scott's Mansion - 1 Park Lane KENSINGTON, QLD	234323	AGM	01/09/2023, 07:50AM		Pending notice
<a href="#">234323 - VOCM 01/09/2023</a> Scott's Mansion - 1 Park Lane KENSINGTON, QLD	234323	VOCM	01/09/2023, 07:50AM		Notice sent

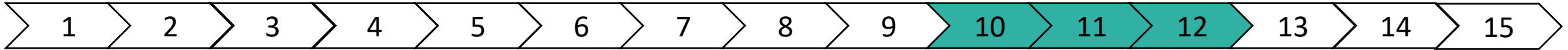
Settings

There are 15 steps to creating an ad hoc one-off Motion for a meeting. Below are steps 3-9.



- 3** Select **Create Motion** tab. This motion will only apply to this meeting.
- 4** This is the **Details** section.
- 5** Enter **Title** for the motion.
- 6** Enter an optional internal **Description**.
- 7** Select the **Motion type**. Options are Statutory, Owner and Committee.
- 8** Select the **Resolution type** that's applicable.  
**Note:** This displays a list of available types across all States.
- 9** Scroll down to **Agenda** section.

There are 15 steps to an ad hoc one-off Motion for a meeting. Below are steps 10-12.

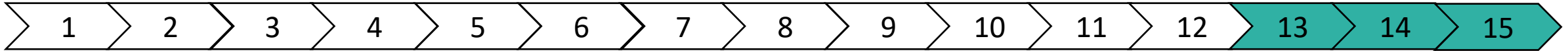


This is the **Agenda** section.

- 10** Enter **Motion description**. This is the Motion text that will appear in meeting notice document.
- 11** Select toggle to enter **Explanatory note** and/or **Instructions**.
- 12** Scroll down to **Minutes** section.



There are 15 steps to an ad hoc one-off Motion for a meeting. Below are steps 13-15.



This is the **Minutes** section.

**13** Enter Motion outcome text that will appear in the minutes document.

**14** You must add a description for each possible Motion outcome.  
**Note:** Motion outcomes are determined by the Motion Results settings. To configure, go to Settings menu in PIQ+ > Motions Results section.

**15** Select **Add to meeting**. The motion will then show in the list of motions on the Motions tab.

