

Kerin Benson Lawyers ACT Fact Sheet 1

Types of Meetings

In the ACT there are four different types of strata meetings. Each type has different characteristics regarding when they are called and who calls them.

Meeting Type	When to Call	Who Calls the Meeting	Legislation
First Annual General Meeting	Within 3 months after the registration of the units plan	Secretary on behalf of the executive committee or a member of the owners corporation	UTMA - Section 42; Schedule 3(s. 3.3)
Annual General Meeting	Within 15 months after the last annual general meeting	Secretary on behalf of the executive committee	UTMA - Section 42; Schedule 3(ss. 3.2 & 3.6)
General Meeting	Whenever the executive committee considers it appropriate or within 28 days after the day the executive committee receives a written meeting request	Secretary on behalf of the executive committee	UTMA - Section 42; Schedule 3(s. 3.5)
Executive Committee	Whenever the executive committee decides or not less than 7 days after an executive member calls a meeting by written notice	Secretary on behalf of the executive committee or executive member	UTMA - Section 42; Schedule 2(s. 2.8)

Executive committee and general meetings can also be convened:

- as the owners corporation directs by resolution at a general meeting (s. 35(3)(a) UTMA; s. 3.1, Schedule 3, UTMA); or
- by ACAT making an order requiring a meeting be held (s. 129(1)(a) and (b)) and appointing an administrator to exercise all or stated functions of the executive committee and owners corporation (s. 129(1)(k) UTMA).

There is no explicit provision under the UTMA for the holding of a meeting “on the papers”.

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