



### **Good Governance Guide: No. 1.1.3**

**Category: Meetings**

**Subject: Motions put forward at Annual General Meetings**

**Source: Chartered Secretaries Malaysia**

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- A motion is a proposition to put forth a matter for discussion and decision at a meeting. Once voted and agreed upon it becomes a resolution.
  - Each motion to be tabled and considered at an Annual General Meeting should be allocated a number in accordance with the order that the motions will be considered.
  - There should be separate motions for each director being considered for election.
  - Where there are motions to amend the Memorandum or Articles of Association of the Company, or other more prescriptive motions, these should be carefully worded.
  - There should be sufficient information on each motion and the rationale for approving it, to enable members attending the meeting to be prepared and know how they should vote.
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