



Good Governance Guide: No. 1.2

Category: Meetings

Subject: Procedural Matters on Putting a Motion to Vote

Source: Chartered Secretaries Malaysia

- Before any motion is put to the vote, the Chairman should explain in detail the effects and purpose.
 - Amendments to motions should be within the scope of the meeting and not more onerous nor should the amendments substantially change the original motion.
 - Where a motion is being varied, a vote should be first taken to determine if the amendments are to be accepted or not. A motion to put forward a matter for discussion or decision at a meeting must be in the form governing the rules of the meeting.
 - The motion should be within the scope of the notice calling for the meeting and should be relevant to the business of the meeting.
 - The motion should be properly proposed and seconded.
 - The terms of the motion should be clearly expressed.
 - The motion should be expressed in an affirmative manner.
 - The motion should begin with "That".
 - The motion should not go against any statutory or other covenants governing the company.
 - The motion should be presented in the form and manner as required by a qualified person.
 - After sufficient discussion a motion should then be either carried or rejected.
 - If the proposer is unable to secure a seconder, the motion may be shelved or dropped.
 - If a motion is adjourned, it is then in temporary disposal until the adjourned meeting is held.
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