



Good Governance Guide: No. 1.3

Category: Meetings

Subject: Types of Motions

Source: Chartered Secretaries Malaysia

- **Dropped motion**
 - A motion is deemed dropped when the person proposing it decides not to proceed with the meeting's consent.
 - A motion could also be dropped as a result from a lack of seconder for the motion.

 - **Substantive motion**
 - Where an original motion is altered, the final motion put to the meeting is known as the substantive motion.

 - **Formal motion**
 - Motions like "closure" and "previous questions" that facilitate the transaction of businesses during the meeting are known as procedural motions.
 - Procedural motions help regulate the conduct of meetings.
 - These motions help prevent irrelevant discussion of business. Such a motion need not be in writing.
 - A formal motion cannot be amended but it can be overridden by a subsequent formal motion.

 - **Dilatory motions**
 - A formal motion that has been misused and impedes the conduct of a meeting is known as a dilatory motion.
 - The Chairman of the meeting has to use his discretion in preventing formal motions from being used frivolously.
 - The Chairman may reject dilatory motions.
-