



**MALAYSIAN INSTITUTE OF MANAGEMENT**  
Institut Pengurusan Malaysia

Institut Pengurusan Malaysia (22978-D)  
Unit T1-L16-1, Level 16, Tower 1, PJ33,  
No. 3 Jalan Semangat, Seksyen 13,  
46200 Petaling Jaya, Selangor, Malaysia  
t +603 7711 2888 f +603 7711 2999  
e enquiries@mim.org.my  
www.mim.org.my

## STANDING ORDERS FOR MEETINGS

OF

**Institut Pengurusan Malaysia / Malaysian Institute of Management**

[Adopted by a resolution at a meeting of the General Council on 28<sup>th</sup> May 2019]

---

Dear Members,

Please be informed that the MIM General Council has passed the Standing Orders for Meetings with effect from 28<sup>th</sup> May 2019. The rules can be accessed on MIM's website using this link: <https://www.mim.org.my/standing-orders-of-institut-pengurusan-malaysia-2/>

Thank you.

By order of the General Council,

**LAM LEE SAN (f)**  
**(MAICSA 7048104)**  
**SECRETARY**  
Petaling Jaya

Date : 10<sup>th</sup> June 2019

## STANDING ORDERS FOR MEETINGS

OF

**Institut Pengurusan Malaysia / Malaysian Institute of Management**

**[Adopted by a resolution at a meeting of the General Council on 28<sup>th</sup> May 2019]**

---

1. These Standing Orders are made by the General Council under Article 47 of the Articles of Association and shall come into force on a date to be decided by the General Council
2. These standing orders shall be applicable, except where otherwise stated to all General Meetings, General Council meetings and Committee meetings and, as far as appropriate, to meetings of Sub-Committees (hereinafter collectively referred to as “meetings”.) The term “member” shall as per the context refer to participants of such meetings.
3. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the majority at the meeting, continue until all business on the agenda is disposed of.
4. If no quorum is present within 45 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the Chairman shall fix the time and date of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting.
5. Motions
  - (a) A motion is required to have a proposer and a seconder.
  - (b) A motion shall lapse if there is no seconder.
6. No substantive motion or amendment may be proposed at a meeting, which in substance, is the same motion as has previously been proposed and dealt with.
7. Any member desiring to speak at any meetings shall rise in his or her place and when called upon by the Chair shall address the Chair. If two or more members rise simultaneously, the Chair shall call upon the member who first caught the eye of the Chair.
8. Interruption of meetings.

A member must not, while at a meeting:

- (b) behave in an improper or disorderly manner; or

- (c) cause an interruption or interrupt another member who is speaking.
9. The Chairperson shall rule on any instances of interruptions by members. The Chairperson may seek an apology, have a short adjournment, ask the member to leave the meeting or adjourn the meeting until the next scheduled date. The Chairperson's ruling will be final subject to Order 21 below.
  10. When the Chair wishes to speak, any member standing shall sit down.
  11. No member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
  12. A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
  13. The proposer of any motion or amendment at a General Meeting shall submit it in writing in accordance with the Companies Act.
  14. A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.
  15. Except in Committee or General Council, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
  16. When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
  17. The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate.
  18. The Chair shall have the power to limit the time for each member to speak.
  19. A member at a general meeting wishing to raise several matters under an item on the agenda, shall raise all the points together consecutively. Answers on such points may be given together at end of discussion on that item of the agenda.

20. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The Chairman shall have the discretion as to whether the point of order raised be put to the floor. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
21. Decisions by the Chair shall be binding unless voted against by a two-thirds majority of the members entitled to vote on a motion for that purpose.
22. Voting
  - (a) The Chairperson may read out the motion before a vote is taken.
  - (b) A motion shall be decided on a show of hands.
  - (c) On an equality of voting, the Chair shall have a casting vote and if the Chair chooses not use the casting vote, the Chair shall declare the question resolved so as to maintain the status quo.
23. A member may at any time during discussion of any motion and/or question, whether another speaker has the floor or not, move, "That the question be now put", which closure motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse to put the motion. The Chair may on its own motion put the question if the Chair feels that adequate discussion has taken place. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
24. A member may move: "That the meeting be now adjourned." Subject to the discretion of the Chairman, discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the Chair except points of order and personal explanations.
25. No member shall comment on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted.
26. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected till after the decision had been made.
27. Any matters not dealt with in the above standing orders shall be decided by the Chairman who may rely on the customary procedure of meetings.
28. These standing Orders may be amended by the General Council where necessary.