



Instructions on submitting a motion



What is a Motion?

A Motion is a written proposal formally submitted to Discovery Health Medical Scheme (“DHMS”/“the Scheme”) for discussion and possible adoption as a recommendation at the 2024 Annual General Meeting (“AGM”). A Motion **must** meet all criteria as set out in Rules 25.1.6 and 25.1.7 of the Scheme Rules.

If you intend to submit a Motion for consideration, you **must** ensure that your motion meets all the following criteria:

- 01 | Only a Principal Member in good standing may submit a motion. The Principal Member should present their motion at the AGM either personally, virtually or by means of a valid proxy.
- 02 | A motion must be submitted in writing, must be concise, defined and free from ambiguity.
- 03 | The motion must be accompanied by a detailed motivation. Without a detailed motivation the motion will not be valid.
- 04 | The Principal Member concerned shall first be required to engage with the Scheme/Trustees in good faith on the subject of their intended motion.

05 | A motion may not deal with:

- 5.1 matters that affect the operations of the Scheme
- 5.2 matters that fall outside the scope of the AGM
- 5.3 matters that affect how the Trustees may exercise their fiduciary or statutory duties
- 5.4 matters that fetter the Trustees’ discretion or compel/instruct the Trustees to act (whether by commission or omission) in a predetermined manner
- 5.5 matters that are inconsistent or in contravention of the Medical Schemes Act and the Scheme Rules

06 | A motion must be for the benefit of and/or in the best interest of the Scheme and its Members.

In the event that a motion does not meet all the above-mentioned criteria, the motion shall be deemed invalid.

All motions received by the Principal Officer through the Independent Electoral Body (“IEB”) will be evaluated by the Board, based on the above guidelines and only valid motions will be put to the meeting.



Submitting your motion

The Scheme Rules require that notices of motions to be placed before the AGM, reach the Principal Officer no later than **14 clear days** prior to the date of the meeting. For purposes of the submission of a motion, reference to a clear day contemplates a 24 hour day beginning and ending at midnight.

Please do not include any other correspondence or queries with your motion submission.

Motions can be emailed to DHMS2024AGM@mazars.co.za.

Motions have to reach the IEB by no later than **12:00 midnight on 12 June 2024**. Any motions received after this date and time will be invalid.

Although late submitted motions cannot be addressed at the Annual General Meeting, we will gladly address these separately, where applicable. We urge you to submit your motions on time so that they can be considered at the Annual General Meeting, if found valid.



Motions frequently asked questions

We have summarised member requests and questions that do not qualify as motions over the years and have placed this information in a Frequently Asked Questions document. Please review the contents of this document [here](#) prior to submitting a motion as the matter may have been communicated previously. Please do not submit new motions for matters closed in the said document.

All queries that relate to the submission of motions process must be directed to Mazars only, at telephone number **011 547 4212** or email: DHMS2024AGM@mazars.co.za.