

## AND HOW WELL DO YOU UNDERSTAND MATTERS RELATING TO THEM?

### WHO ARE SUBSIDIARY PROPRIETORS (SP)?



**YOU** are an SP if you own your condo or strata unit.

### 2 WHEN SHOULD YOU SUBMIT YOUR PRIVATE MOTION?

If you are planning to submit one, you should do so before the agenda notice of a general meeting is issued.



Check with your Management Corporation (MCST) if there are any internal deadlines to ensure that you submit your motion in a timely manner.

### 4 DOES YOUR MOTION REQUIRE A VOTE?

Your private motion can be either for decision making or purely for discussion. For example, a motion about noise concerns might simply remind everyone to be considerate neighbours.

However, if a motion pertains to awning installation involving common property (i.e. exclusive use by-law), it must go through voting and approval at the general meeting. When in doubt, you may seek guidance from your MCST.

**Clear communication of a motion's purpose ensures all participants understand their role in the process.**



### 1 WHAT IS A PRIVATE MOTION AND WHO CAN RAISE ONE?

A motion is a formal proposal put forward for discussion and collective decision-making on a specific matter at a general meeting.

As an SP, you can propose a private motion by requesting its inclusion in the agenda of an upcoming general meeting. If passed, all SPs must follow that decision.

**This ensures that you can actively participate in and influence decisions affecting your development.** For example, you may submit a private motion to propose enhancements to facilities.

### 3 WHAT TYPE OF RESOLUTION DOES YOUR MOTION NEED?

The type of resolution depends on the contents of your motion. There are six types of resolutions available:

- ✓ Resolution by consensus
- ✓ Comprehensive resolution
- ✓ Unanimous resolution
- ✓ 90% resolution
- ✓ Special resolution
- ✓ Ordinary resolution



For instance, when an MCST wishes to carry out any improvement work on the common property, they must obtain a special resolution through a general meeting.



You may consult your MCST when uncertain, and the MCST may seek legal advice if needed.

**Understanding the appropriate type of resolution for your motion is crucial, as it influences both the voting process and the likelihood of obtaining the resolution.**

The Building and Construction Authority has introduced a set of Strata Management Guides for stakeholders to better understand the strata management framework.

For more information on writing a motion and the different types of resolutions, refer to BCA's Strata Management Guide 15 at [go.gov.sg/bca-smg](http://go.gov.sg/bca-smg).

