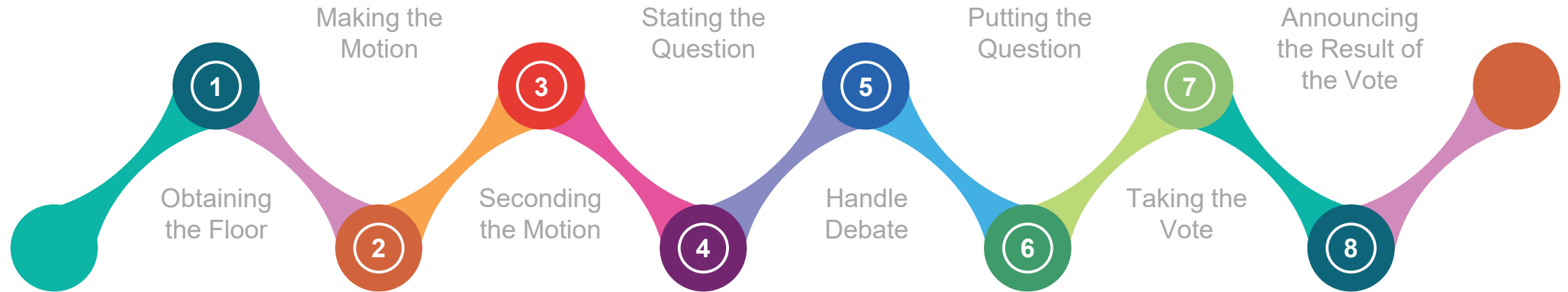


The Proper Steps to Handling Motions

A Step by Step Guide



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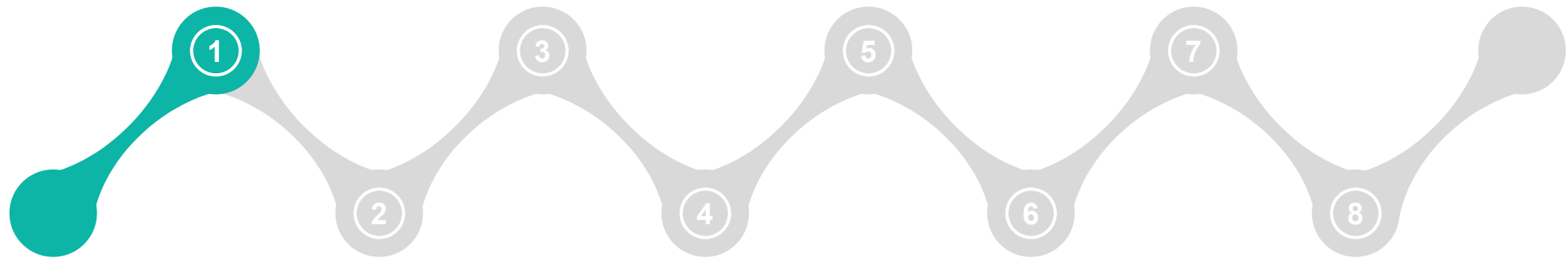
01

Obtain the Floor

When no one is speaking, a member rises and is recognized by the Chair

MEMBER(rising from chair): Mr. Chairman

CHAIR: Mr. <Member's Name>



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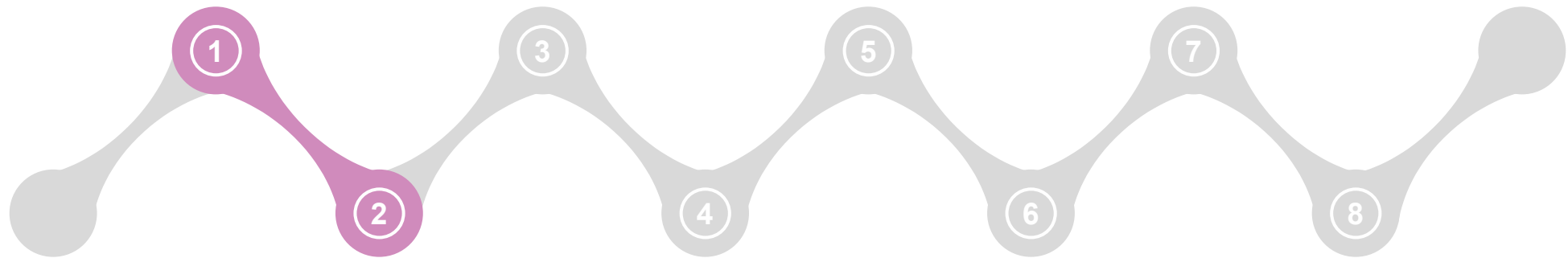


02

Making the Motion

The member introduces the motion. The motion is a call for action or to express the will of the assembly. The motion should be provided in writing, if necessary.

MEMBER: I move that <motion>



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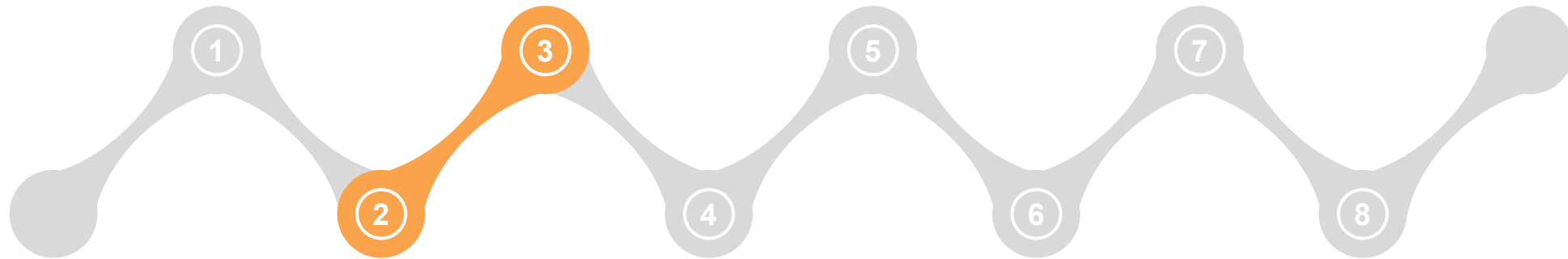
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03 Second the Motion

Without recognition, another member of the assembly agrees with the consideration of the motion.

ANOTHER MEMBER: Second!



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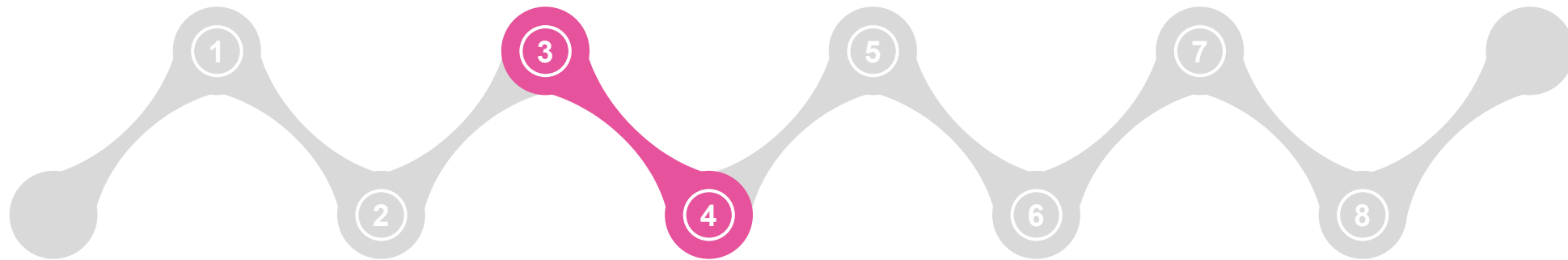


04

Stating the Motion

The motion is placed before the assembly by the Chair by restating the question.

CHAIR: It has been moved and seconded that
<reads the motion>



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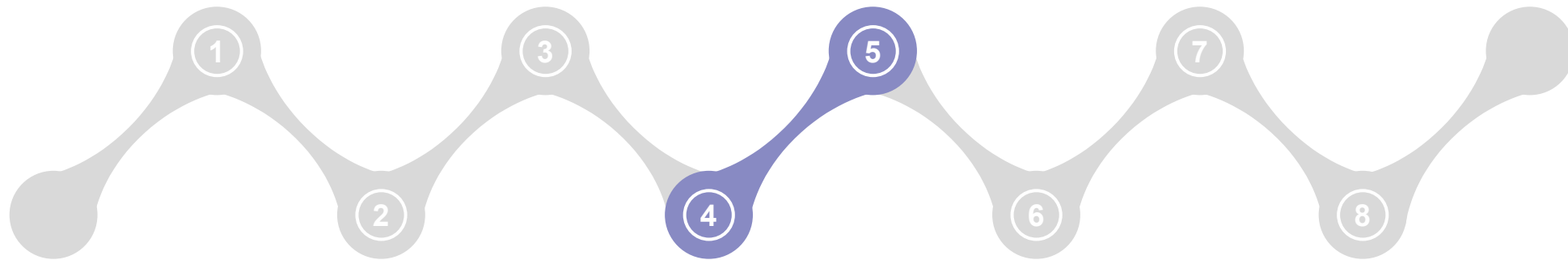


05

Debate

The Chair recognizes first the maker of the motion, then other members to speak for and against the motion per the assembly's rules.

CHAIR: Are you ready for the question?
MEMBER (obtains the floor – see step 1)
<repeat until no more speakers or limit reached>



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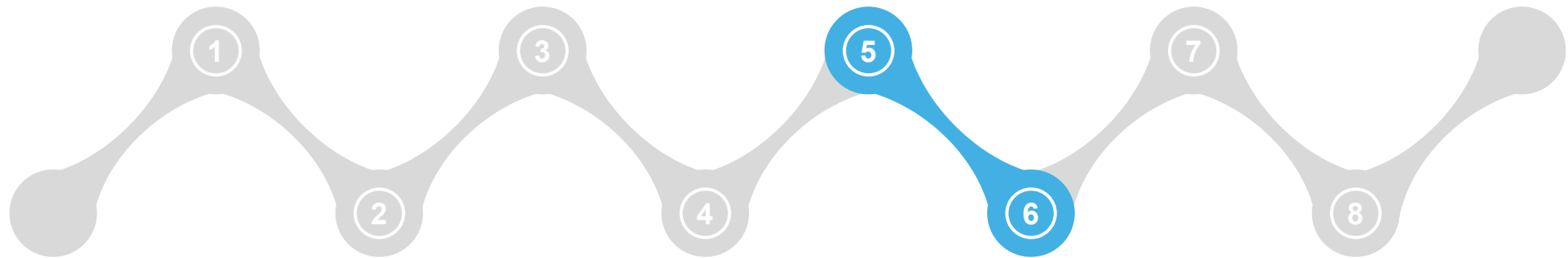


06

Putting the Question

The Chair places the final version of the motion before the assembly.

CHAIR: The question is on the adoption of the motion to <read exact question>



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07

Voting

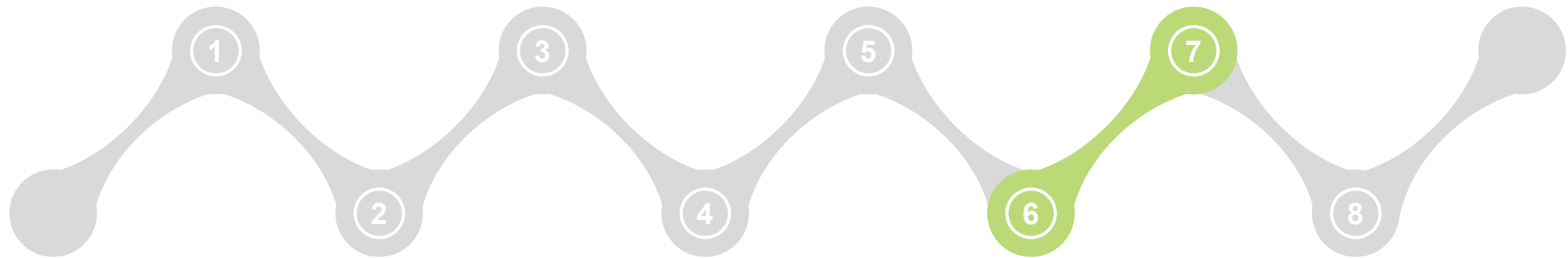
The Chair handles the voting by the appropriate method. Usually a voice vote is called for.

CHAIR: Those in favor of the motion say Aye.

<pause>

Those opposed say no

<pause>



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08

Announcing the Result of the Vote

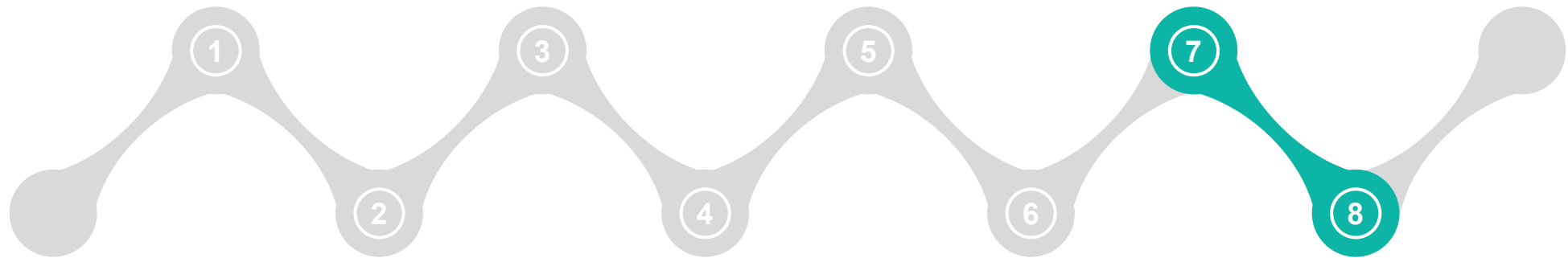
Depending on the Voice Vote:

CHAIR: The ayes have it and the motion is adopted. <state implication of result>

Or

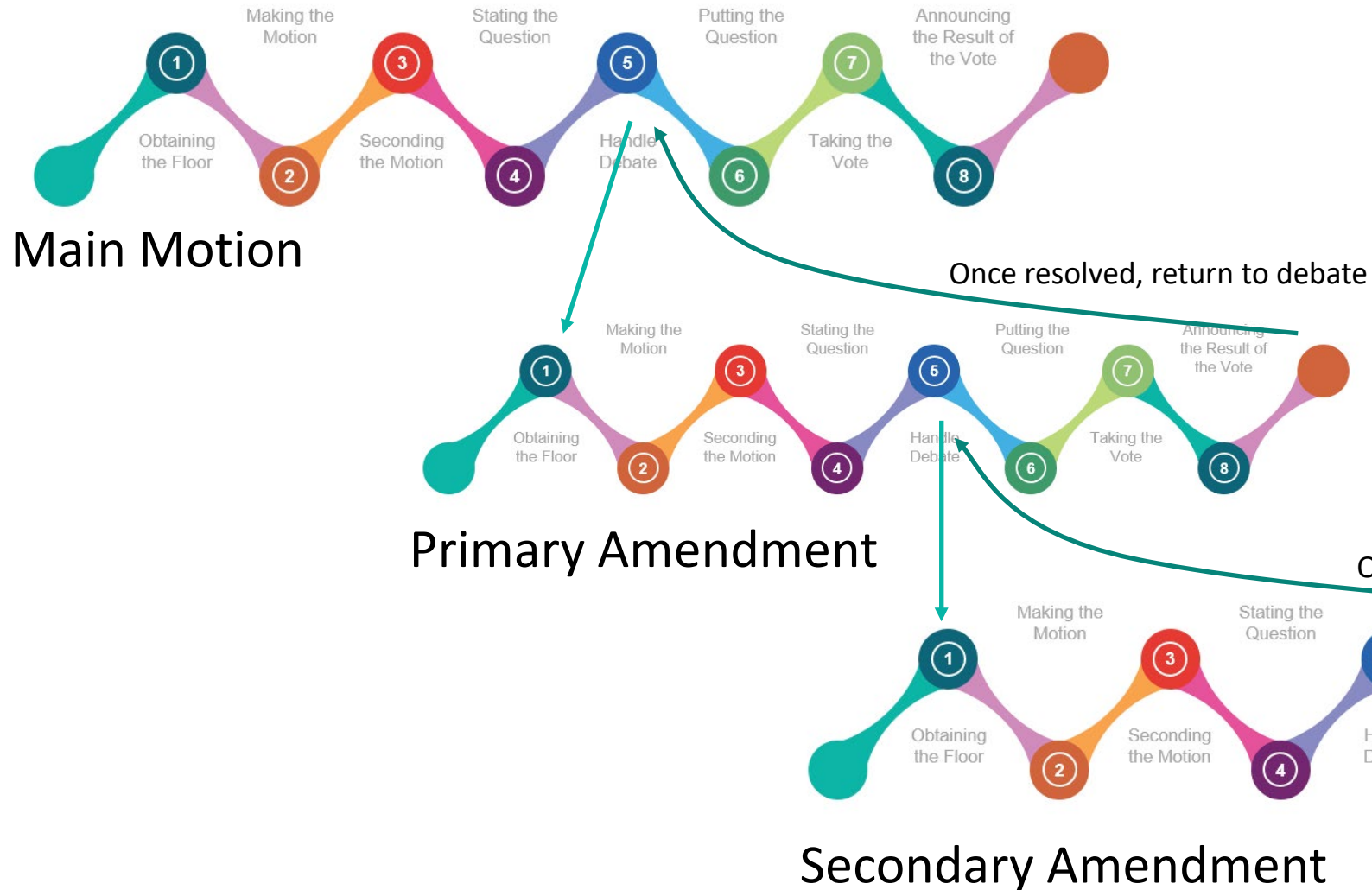
CHAIR: The noes have it and the motion is lost.

CHAIR: <Announce next item of business>



The Proper Steps to Handling Motions

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Stacking of Motions

There are many types of motions and some can modify the motion pending. So while a motion is being debated, other motions, if in order, can be made and must be handled first. Once the new motion has resolved, you return to where you were on the previous motion.

Remember to keep track of what all is pending.

The Proper Steps to Handling Motions

The Example

