

Steps to Handling a Motion

Start

1. Member Gains Recognition from the chair and makes a motion beginning with "I move..."



2. The Motion is seconded by another member

- Secunder does not need to be recognized by the chair
- Second implies another member wishes to discuss motion



3. The motion is stated by the chair.

- Opens floor up for debate
- It has been moved and seconded...
- Is there any (discussion/debate)?

Some motions, such as adjourn, are not debatable and skip over step 4, debate



4. Members debate the motion

- need recognition from the chair to participate
- maker of the motion has first rights to debate



5. The chair puts the question (to a vote)

- Always include what the motion is about when putting the question so members know what they are voting on
- begin with the affirmative side



6. The chair announces the results of the vote.

- Include which side "has it"
- Whether the motion is adopted or lost
- The effect of the vote



Start

Steps to Handling a Motion

1. A member makes a motion during new business

Member 1: rises "(Mr/Madam) President"

President: "Member 1"

Member 1: "I move that our club host a bake sale fundraiser."

Example motion: if you want your club to host a bake sale fundraiser

2. The Motion is seconded by another member.

Member 2: "Second" or "I second that"

3. The motion is stated by the chair.

- "It has been moved and seconded that our club host a bake sale fundraiser. Is there any (discussion/debate)?"

4. Debate

Member 1: "(Mr/Madam) President"

President: "Member 1"

Member 1: "I made this motion because ..."

Member s debate motion

5. The chair puts the question (to a vote).

President: "Are you ready for the question?"

No member rises to obtain floor

President: "All those in favor of our club hosting a bake sale fundraised, say aye"

Members: "Aye"

President: "All of those opposed say (no/nay)"

Members: (No/Nay)"

6a. The chair announces the results of an adopted motion.

President: "The ayes have it. The motion is adopted. Our club will host a bake sale fundraiser"

6b. The chair announces the results of a lost motion.

President: "The nos have it. The motion is lost. Our club will not host a bake sale fundraiser."