

MOTIONS

What is a motion? A motion is any proposal that introduces business to a group.

How to Present a Motion

1. Rise and address the chair – “Madam President...” for example.
2. Be recognized by the presiding officer.
3. State your motion – “I move...”
4. The motion needs a second by another member of the group.
5. The presiding officer states the motion as presented – “It has been moved and seconded that...”
6. Discussion is held, and the person who made the motion has the chance to speak first and present his/her reasons for the motion.
7. A vote is taken.
8. The presiding officer announces the result of the vote and action is taken.

MOTION SLIP

Date of Meeting _____

Name _____ Position _____

I move that

Second _____

Passed / Defeated

Script for Presenting a Main Motion

1. Rise and address the chair
"Madam President"
2. Be recognized by the chair.
- 3.
4. State your motion
"I move..."
5. Another member seconds the motion
"I second the motion." Or just *"Second"*
 - Secunder does not need to be recognized. **Why a second?** Roberts Rules says that a motion must be considered if two people are in favor of it coming before the meeting.
 - If a motion fails to get a second, the chair states:
"Since there is no second, the motion is not before the meeting."
6. The chair states the motion
"It has been moved and seconded that (or "to")..."
 - It is important to restate the motion so the members clearly understand the business at hand.
 - The chair should require that the motion be submitted in writing so they can accurately restate it.
7. Debate is held – The chair opens debate by saying
"Is there any discussion?"
 - Members debate the motion
 - Preference in recognition:
 - Member who made motion
 - Member who has not yet spoken
 - If possible, alternate for and against
8. Chair puts the question to a vote – The chair again restates the motion.
"A motion has been made and seconded that we..."
(Voice vote – Most common)
"Those in favor of the motion, say aye."
"Those opposed, say no."
9. Chair announces result of vote
"The ayes have it and the motion is adopted." (or)
"The nos have it and the motion is lost."