

HOW TO MAKE A MOTION:

Discussion in a body occurs following a motion. Having a motion on the floor helps the chair to direct the conversation appropriately. The group should vote on **exact language** not a vague idea. In the end the motion needs to be written in the minutes accurately.

The proper way to make a motion:

- The individual wishing to make a motion is called upon by the chair of the body
- The individual states the motion clearly for the body provides a written copy of the motion to the chair without further discussion
 - Anyone in the body may call out “second” to support the motion. The person making the second does not change the motion. If there is no second, the motion dies
- If there is a second, the chair repeats the motion for the body in order to direct discussion: “The motion on the floor is...”
 - The chair calls for discussion/debate on the motion from the maker of the motion: “Do you wish to speak to your motion?”
 - Following input from the maker of the motion, the chair asks for debate on the motion.
- *If an individual wishes to amend the motion:*
 - The individual states “I wish to amend the motion and insert/strike the words... (or the paragraph). The motion must be seconded.
 - The chair states: The motion on the floor is...” and asks for input from the maker of the motion.
 - Following input from the maker of the motion, the chair asks for debate on the motion until the body is ready for the question.
- *If an individual wishes to close debate:*
 - The individual states “I move the previous question.”. The motion must be seconded. This closes debate.
 - The motion to close debate requires a two-thirds vote.
 - The chair presents the motion: “It is moved and seconded to order the previous question. Those in favor say “yes”, those opposed say “no”.
 - The chair presents the results of the motion: There are two-thirds in the affirmative and the previous question is ordered. The question is now on the adoption of the motion....”
 - Once the body has voted on an amendment, the specific matter is considered settled.
- When discussion ends, the chair may ask: “Are you ready for the question?” If so, the chair repeats the motion on the floor: “The question is on the adoption of the motion that...” and repeats the exact motion.
 - The chair asks for “yes” votes, “no” votes and “abstentions”.
 - The chair announces the results of the vote: “The ayes have it and the motion is adopted.”