

**8 STEPS TO A MOTION**

<p><b>1. Obtain Floor</b></p>	<p><b>Member – Stands or raises hand and waits to be called on by chairperson</b></p>
<p><b>2. Recognized By Chairperson</b></p>	<p><b>Chairperson – Recognizes/calls on member to speak</b></p>
<p><b>3. Make Motion</b></p>	<p><b>Member – Presents motion by saying ‘I move ...’</b></p> <ul style="list-style-type: none"> <li>• Motions are always in the affirmative.</li> <li>• Chairperson has right to request motion be in writing, unless Standing Rules indicate otherwise.</li> </ul>
<p><b>4. Second Motion</b></p>	<p><b>Another member says, ‘I second the motion’ or simply, ‘Second!’</b></p> <ul style="list-style-type: none"> <li>• Shows that more than 1 person is interested in discussing the item.</li> <li>• If no second, chairperson says: <b>‘Motion fails for lack of a second.’</b></li> <li>• Motions coming from committee do not need a second.</li> </ul>
<p><b>5. Restate Motion</b></p>	<p><b>Chairperson – Repeats motion, ‘It has been moved and seconded that...’</b></p> <ul style="list-style-type: none"> <li>• This formally places motion before the assembly and ensures everyone understands what will be discussed.</li> <li>• Once stated by chairperson, motion cannot be changed or withdrawn without consent of the members.</li> </ul>
<p><b>6. Debate   Discussion</b></p>	<p><b>Chairperson – Asks, ‘Is there discussion?’</b></p> <ul style="list-style-type: none"> <li>• Maker of motion has the right to speak first.</li> <li>• Discussion must remain relevant to pending question.</li> <li>• Chairperson should alternate between pro and con speakers.</li> <li>• Maker of motion may vote against it, but may not speak against it.</li> </ul>
<p><b>7. Put Question To A Vote</b></p>	<p><b>Chairperson – When discussion seems finished, asks, ‘Are you ready for the question?’</b></p> <ul style="list-style-type: none"> <li>• If discussion is long or amendments made, chairperson restates motion as it presently stands by saying: <b>‘The question is on the adoption of the motion that ...’</b></li> </ul> <p><b>Chairperson – Calls for a vote by saying, ‘All those in favor of the motion, say Aye’. [pauses for response] ‘All those opposed, say No’.</b></p> <ul style="list-style-type: none"> <li>• Even if affirmative vote seems unanimous, always call for a negative vote.</li> </ul>
<p><b>8. Announce Result</b></p>	<p><b>Chairperson – Says, ‘The ayes have it and the motion is adopted.’ or ‘The nos have it and the motion has failed.’</b></p> <ul style="list-style-type: none"> <li>• With a counted vote, chairperson first announces the count (total number of members present), then the result of the vote.</li> <li>• Chairperson states effect of the vote: <b>‘We will ...’</b></li> <li>• No motion is complete until chairperson announces result of vote</li> </ul>