

## EIGHT STEPS TO A MOTION

### 1. Obtain the floor.

The member rises or raises his hand and waits to be recognized before speaking further.

### 2. Recognition by the chair.

The chair grants the member the right to speak by a nod or by announcing the member's name.

### 3. Make the motion.

The member speaks clearly, stating the motion concisely, saying, "I move ..." (Never say, "I so move," or "I motion that ...") Motions are always in the affirmative. The chair has the right to request that the motion be in writing, unless the rules indicate otherwise.

### 4. The motion is seconded.

A second indicates that more than one person wishes to consider the subject. Another member says, "I second the motion," or simply, "Second!" If there is no second, the chair says, "Motion fails for lack of a second." Motions coming from a committee do not need a second.

### 5. Chair restates the motion.

Only the chair can formally place a motion before the assembly. The chair repeats the exact motion, "It has been moved and seconded that..." The motion is now pending. Once stated by the chair, it cannot be changed or withdrawn without consent of the members.

### 6. Debate or discussion.

Immediately after stating the question the chair asks, "Is there discussion?" The maker of the motion has the right to speak first. Discussion must remain relevant to the pending question. The chair should endeavor to alternate pro and con speakers. The maker of the motion may vote against the motion, but may not speak against it.

### 7. Putting the question – the vote.

When discussion appears to be concluded, the chair asks, "Are you ready for the question?" If the discussion has been long, or amendments made, the motion should be restated as it presently stands. The chair says, "The question is on the adoption of the motion that ..." The chair then calls for the vote by saying, "All those in favor of the motion say 'Aye'" and pausing for response. "All those opposed say 'No'." Always call for the negative vote, no matter how unanimous the affirmative vote may appear.

### 8. Chair announces result.

No motion is complete until the chair has announced the result of the vote. The chair says, "The 'ayes' have it and the motion is adopted," or, "The 'nos' have it and the motion is defeated." In a counted vote, the chair should first announce the count, then the result of the vote. The chair then states the effect of the vote.