

To properly make a motion, the following procedures are followed:

1. Member rises and addresses the Chair.

“Mr. /Madam President or Chairperson.”

2. Chair recognizes the member.

3. Member: “I move that _____ (states motion).”

4. Second to motion (not necessary to stand).

“I second the motion.”

5. Chair states motion:

“It has been moved by (name) and seconded that
_____.”

6. Chair asks if there is any discussion

Discussion: If the motion is debatable, every member has the right to debate; the Chair refrains from debate while presiding. The Chair carefully determines the order in which members are recognized to speak, giving first opportunity to the proposer of the motion. Care should be given to assure that discussion is related to the question.

7. The Chair says, “If there is no further discussion, the motion is
_____ (restate motion).”

8. **Vote:** The Chair says, “All those in favor of _____ (the motion stated) say ‘aye.’ Those opposed say ‘no.’”

9. Result of the vote is stated by the Chair. “The motion is carried” or “the motion is lost.”