

Eight Steps in Making a Motion

1. A member rises and addresses the Chair.
2. The member is recognized by the Chair.
3. The member makes a motion by saying, "I move to..."
4. Another member seconds or agrees with the motion by stating, "I second the motion"; ***If no second is made, the motion dies and is not considered by the group.***
5. The President states the motion of the member to the rest of the group. (If the President doesn't know what the motion is, then he or she can ask the secretary or the maker of the motion to repeat it.)
6. The President then asks the assembly if there is any discussion. He or she repeats this step until no other members have any discussion on the motion. Members should discuss whether they are for or against the motion and why. After the President says "Is there any discussion? Discussion? Discussion?", then discussion is over and you vote on the motion.
7. President asks for the members to vote on the motion. He/She will say, "All those in favor of (repeats motion) say aye. *Pause.* All opposed of the motion say no."
8. President states the result of the vote—whether it passed or failed—then taps the gavel once.