

Handling a Main Motion in Eight Easy Steps

Step 1. The member raises their hand for recognition by the presiding officer

Step 2. The presiding officer recognizes the member

Step 3. The member states the motion.

Member says *“I move that...”* or *“I move to...”* NOT “I make the motion that...” or *“I so move.”*

Step 4. Another member seconds the motion

Step 5. The presiding officer states the motion.

“It is moved and seconded that...is there any discussion.”

Step 6. The members debate the motion

-Members wishing to speak must first obtain the floor (steps 1 and 2 above).

-The maker of the motion may speak first, if desired; cannot speak against the motion but may vote against it.

-Remarks must be addressed to the chair and confined to the motion being discussed.

Refrain from using members names--use title or “the previous speaker” or “the speaker who...”

No more than two speeches per member per motion on the same day.

No second speech if another is seeking to make a first one.

Step 7. The presiding officer puts the question and the members vote

When discussion has concluded the chair calls for the vote. *“Are you ready to vote? The question is on the adoption of the motion that ... (repeat the motion). Those in favor say ‘Aye’ (pause). Those opposed say ‘No’.”*

Step 8. The presiding officer announces the result

“The ayes (noes) have it, the motion is adopted (lost), and ... (state the outcome-what has been decided).”