

EIGHT STEPS TO A MOTION

1. Obtain Floor	Member – Rises or raises his/her hand and waits to be recognized before speaking further.
2. Recognition By Chair	Chair – Grants member right to speak by a nod or by saying the member's name.
3. Make Motion	Member – States the motion, 'I move ...' <ul style="list-style-type: none"> • Motions are always in the affirmative. • Chair has the right to request that the motion be in writing, unless the rules indicate otherwise.
4. Motion Seconded	Another member says, 'I second the motion' or simply, 'Second!' <ul style="list-style-type: none"> • Indicates that more than 1 person wishes to consider the subject. • If there is no second, chair says, 'Motion fails for lack of a second.' • Motions coming from a committee do not need a second.
5. Chair Restates Motion	Chair – Repeats motion, 'It has been moved and seconded that...' <ul style="list-style-type: none"> • Only the chair can formally place a motion before the assembly. • The motion is now pending. Once stated by the chair, it cannot be changed or withdrawn without consent of the members.
6. Debate Discussion	Chair – Asks, 'Is there discussion?' <ul style="list-style-type: none"> • Maker of the motion has the right to speak first. • Discussion must remain relevant to the pending question. • Chair should endeavor to alternate pro and con speakers. • Maker of the motion may vote against it, but may not speak against it.
7. Putting The Question: The Vote	Chair – When discussion appears to be concluded asks, 'Are you ready for the question?' <ul style="list-style-type: none"> • If discussion has been long or amendments made, chair restates motion as it presently stands by saying: 'The question is on the adoption of the motion that ...' Chair – Calls for a vote by saying, 'All those in favor of the motion say Aye' and pauses for response. "All those opposed say No.' <ul style="list-style-type: none"> • Always call for the negative vote, no matter how unanimous the affirmative vote may appear.
8. Chair Announces Result	Chair – Says, 'The ayes have it and the motion is adopted.' or. 'The nos have it and the motion is defeated.' <ul style="list-style-type: none"> • In a counted vote, chair should first announce the count, then the result of the vote. The chair then states the effect of the vote. • No motion is complete until the chair announces result of the vote.