

## MOTION SLIP

I move...

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Motion made by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Adopted

\_\_\_\_ Defeated

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Motion made by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Adopted

\_\_\_\_ Defeated

# Making a Motion

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A motion to take action is introduced by a member, seconded, discussed, and is voted upon. Only persons who have been members for at least 30 days are legally qualified to make motions, discuss, and vote. The steps are:

1. Member raises his/her hand and waits to be recognized.
2. Chairman recognizes the member.
3. The member presents the motion by stating, "I move..."
4. The motion is seconded by another member. This shows that more than one person is interested in bringing the business before the group for discussion.
5. The chairman restates the motion. This ensures all members understand what is to be discussed.
6. Discussion is held on the motion. During discussion, all members participate fully.
7. The chairman puts the motion to a vote by stating, "All those in favor say 'aye.'" (Pause for vote) "Those opposed say 'no.'"
8. The chairman announces the result of the vote to assure all members know whether the motion carried or failed.

## Examples of Motions

- "I move to release funds in the amount of [\$\_\_\_\_\_] for budget line item [\_\_\_\_\_]."
- "I move to adopt the budget for the 2020 - 2021 school year as presented."
- "I move that all proceeds from the Scholastic Book Fairs be granted to Sunshine Unified School District to buy materials for the Sunshine Elementary library."
- "I move that the budget line item 'Field Trip Buses' be increased from \$7,000 to \$8,000."
- "I move that Restaurant Nights fall on the last Friday of the month."

## Amending Motions Already Presented

Original motion: "I move that the Sunshine Elementary PTA purchase a new 10 foot by 10-foot EZ-Up shade structure."

- "I move to **amend** by inserting the phrase 'not to exceed \$150 dollars' at the end of the motion."
- "I move to **amend** by striking out the word 'new'."
- "I move to **amend** by striking out the words 'shade structure' and inserting the word 'canopy'."

## **FAQs for Making Motions**

**I want to end the discussion and have the vote.**

"I move to the previous question." You are voting only on whether or not to end the discussion on the motion, not to kill the motion itself.

**I think discussion should continue, but I don't want it to go on all day.**

"I move to limit debate to [insert time limit you desire, i.e. "two minutes"]."

**I want the chair to enforce the rules about time limits and the number of times people are allowed to speak.**

**I notice an item on the agenda was skipped over without explanation from the chair.**

"Point of order!" Point out the rules being violated. The chair is then obliged to follow the rules.

**The chair has been enforcing the rules about time limits and the number of times people are allowed to speak, but I really think we need to discuss this more.**

"I move to extend debate for [insert time you desire, i.e. "five more minutes"]."

**I think the motion needs more attention/investigation/discussion than we can give it today.**

"I move that the Fall Picnic committee select two of these vendors for us to vote on at the next association meeting."

**I need a bathroom break.**

"I move to recess for five minutes."

**I have no idea what is going on.**

**I want to make a motion to do something, but I'm not sure how to do it or if it is in order right now.**

"Madam President, I rise to parliamentary inquiry." The chair will recognize you, and you may ask your question.

**I have a question for the person who is speaking.**

**I have a question for the maker of the motion or someone who has already spoken.**

"Madam President, I rise to a point of information." or "A point of information, please."

**I made a motion and now I think it's dumb.**

Wait to be called upon to speak and then ask permission to withdraw the motion.