

Main Motions To Introduce New Business

Obtaining and assigning the floor

- A member raises their hand (or rises, depending on your rules) and waits to be acknowledged.
- The chair recognizes the members by name.
- **Note:** It is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one of the kind that can interrupt the speaker, make your point or motion without waiting for recognition.

How the motion is brought before the assembly

- The member makes the motion: *I move that (or "to")...* and resumes his seat.
- Another member second the motion: *I second the motion, or I second, or second.*
- The chair states the motion: *It is moved and seconded that... Are you ready for the question?*

Consideration of the motion

- Members can debate main motions before the question is voted on, or otherwise decided.
- Before speaking in debate, members must obtain the floor.
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by order of the assembly ($\frac{2}{3}$ vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to vote

- The chair asks: *Are you ready for the question?*
- If no one rises to claim the floor, the chair proceeds to take the vote
- The chair says: *The question is on the adoption of the motion that... As many as are in favor, say 'aye,' (pause for response) Those opposed say 'nay,' (pause for response) Those abstained, please say 'aye.'* (pause for response)
- Depending on your rule, some kinds of business may call for a vote by a show of hands.

The chair announces result of the vote

- *The ayes have it, the motion carries.* (Indicating the effect of the vote) or
- *The nays have it, the motion fails.*

If the count may be incorrect a member calls for division.

- If any member feels that the tally of votes is incorrect they may call for a division.
- Any call for division, unless the result of the previous vote was obvious, must be honored.
- The chair will instruct the body how to vote (e.g. by show of hands or by standing), and the body will vote accordingly.

When debating your motions

- Listen to the other side
- Be polite.
- Focus on issues not personalities
- Avoid questioning motives.

Motions, Generally

Main Motion

You want to propose a new idea or action for the group.

- After recognition, make a main motion
- Member, "Madame Chairman I move that...."

Amending a Motion

You want to change some of the wording that is being discussed.

- After recognition "Mr. Chairman I moved at the motion to be amended by adding the following words _____."
- After recognition "Mr. Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Mr. Chairman, I moved that the motion to be amended by striking out the following words _____, and adding in their place, the following words _____."

Refer to a Committee

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition "Madame Chairman, I move that question be referred to a committee made up of members, Smith, Jones, and Brown."

Postpone Definitely

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day and have it come up for further consideration.

After recognition, 'Mr. Chairman, I move to postpone the question until _____."

Previous Question

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madame chairman I move the previous question."

Limit Debate

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition "Mr. President, I move to limit discussion to two minutes per speaker."

Postpone Indefinitely

You want to kill a motion that is being discussed

- After recognition, "Mr. Chairman, I move to postpone the question indefinitely."

Recess

You want to take a break for a while.

- After recognition, "Mr. Chairman I moved to recess for 10 minutes."

Adjournment

You want the meeting to end

- After recognition, “Madame Chairman, I moved to adjourn.”

Permission to Withdraw a Motion

You have made a motion and after discussion are sorry you made it.

- After recognition, “Mr. Chairman, I ask permission to withdraw my motion”

Call for Orders of the Day

At the beginning of the meeting, the agenda was adopted. The Chairman is not following the order of the approved agenda.

- Without recognition, “Call for orders of the day.”

Suspending the Rules

The agenda has been approved, and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition “Madame Chairman, I moved to suspend the rules and move item 5 to position 2.”

Point of Personal Privilege

The noise outside the meeting has become so great that you’re having trouble hearing or the temperature in the room is uncomfortable or some other concern.

- Without recognition, “Point of personal privilege.”
- Chairman, “State your point.
- Member, “There’s too much noise, I cannot hear.”

Committee of the Whole

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also, you want to keep out visitors and the press.

- After recognition, “Mr. Chairman I move that we go into a committee of the whole.”

Point of Order

It is obvious that the meeting is not following proper rules. E.g. A motion is passed without the right kind of vote or member is breaking rules of debate.

- Without recognition, “I rise to a point of order or point of order.” or “Point of order.”

Point of Inquiry

You were wondering about some of the facts under discussion, such as the balance in the treasury, when expenditures are being discussed.

- Without recognition, “Point of inquiry.”

Point of Parliamentary Inquiry

You were confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

Appeal from the Decision of the Chair

The chair has made a decision that you wish the body to vote on.

Without recognition, "Appeal from the decision of the chair."