

How do I present my motion?

Here's what to do when it's your turn to speak...



1 OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair.
Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



2 MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively.
Say, "I move that we..." instead of "I move that we do not..."
- Avoid personalities and stay on the subject.



3 WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.



4 EXPAND ON YOUR MOTION

- Mover is allowed to speak first.
- Direct all comments to the chairman.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.



5 CHAIR STATES YOUR MOTION

The chairperson must say, "It is moved and seconded that we ..."
After this happens, debate or voting can occur.

Your motion is now "assembly property" and you can't change it without consent of the members.



6 PUTTING THE QUESTION

- The chairperson asks, "Are you ready for the question?"
- If there is no more discussion, a vote is taken. The chairperson announces the results.
- Or motion for previous question may be adopted.

