

MOTIONS

(Motions frequently used)

MOTION	PURPOSE	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED
TABLE	To table action	Yes	No	No	Majority
PREVIOUS QUESTION	Stops Debate	Yes	No	No	2/3
POSTPONE DEFINITELY	Not beyond Next regular meeting	Yes	Yes	Yes	Majority
AMEND	To change or modify	Yes	Yes	Yes	Majority
POSTPONE INDEFINITELY	To kill main motion	Yes	Yes	Yes	Majority
MAIN	Introduces Business	Yes	Yes	Yes	Majority

PARLIAMENTARY PROCEDURE

Handling a Motion:

- Any member except the Chair may make a motion.
- All motions should be made using affirmative language (move “to adopt,” not to defeat”)
- Any member except the Chair may second the motion.
- The Chair restates the motion.
- The Body discusses the motion if it is debatable.
- The Body acts upon the motion.
- The motion passes if it receives the required number of votes.
- The motion is defeated if it does not receive the required number of votes.
- The one who made the motion may withdraw it prior to the start of the vote.
- The main motion may be changed by a motion to amend, which follows the same steps.

There are eight basic steps in securing action on a main motion, four for the member, and four for the Chair.

1. A member arises and addresses the Chair.
2. The Chair recognizes the member who arose.
3. The member makes the motion, “I move that. . .”
4. Another member seconds the motion (without rising).
5. The Chair states (repeats) the motion.
6. The Chair asks, “Are there any remarks?” or “Are you ready for the Question?” (This indicates that debate is in order, and members may discuss the motion.)
7. The Chair calls for the vote (after discussion).
8. The Chair announces the results of the vote and the status of whether the motion is carried or lost.