



MOTION SLIP

Date of Meeting _____ **Name** _____ **Position** _____

I move that

Second _____ **Passed / Defeated**

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Script for Presenting a Main Motion

1. Rise and address the chair "Madam President"
2. Be recognized by the chair.
3. State your motion "I move..."
4. Another member seconds the motion "I second the motion." Or just "Second"
 - Secunder does not need to be recognized.
 - Why a second? Roberts Rules says that a motion must be considered if two people are in favor of it coming before the meeting.
 - If a motion fails to get a second, the chair states: "Since there is no second, the motion is not before the meeting."
5. The chair states the motion "It has been moved and seconded that (or "to")..."
 - It is important to restate the motion so the members clearly understand the business at hand.
 - The chair should require that the motion be submitted in writing so they can accurately restate it.
6. Debate is held – The chair opens the debate by saying "Is there any discussion?"
 - Members debate the motion
 - Preference in recognition:
 - Member who made motion
 - Member who has not yet spoken
 - If possible, alternate for and against
 - Once there seems to be no more discussion, chair states again, "Is there any discussion." Give it a minute then proceed to #7.
7. Chair puts the question to a vote:
 - The chair again restates the motion. "Seeing that there is no further discussion, A motion has been made and seconded that we..." (Voice vote – Most common)
 - "Those in favor of the motion, say aye."
 - "Those opposed, say no."
8. Chair announces result of vote:
 - "The ayes have it and the motion is adopted." (or)
 - "The nos have it and the motion is lost."