

HANDLING OF A MOTION

Based on *The Standard Code of Parliamentary Procedure (4th Edition)*

I. BRINGING A MOTION BEFORE THE ASSEMBLY

1. A member makes the motion ("I move that ...")
2. Another member seconds the motion
 Secunder does not need to be recognized
3. The chair states the question
 "It has been moved and seconded that
 Is there any discussion?"

II. CONSIDERING THE MOTION

1. Members debate the motion (unless undebatable)
 Preference in recognition:
 1. Member who made motion
 2. Member who has not spoken first time
 3. If possible, alternate for and against
2. Chair puts question to a vote
 (Voice vote)
 "Those in favor of the motion that _____, say aye."
 "Those opposed, no."

 (Rising vote)
 "Those in favor of _____, please rise [or "stand"]. Be seated."
 "Those opposed, please rise [or "stand"]. Be seated."
3. Chair announces result of vote
 "The motion is carried." (or)
 "The motion to _____ is carried."

 "The motion is lost."

American Institute of Parliamentarians, Post Office Box 2173, Wilmington, DE 19899 (302)762-1811
Nat'l Assoc. of Parliamentarians, 213 South Main Street, Independence, MO 64050 (816)833-3892