

# Handling of a Motion

Based on *Robert's Rules of Order Newly Revised (11<sup>th</sup> 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 is moved and seconded that (or "to") ..."

## 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  
    "The question is on the adoption of ..."

### **(Voice vote)**

"Those in favor of the motion, say aye."

"Those opposed, say no."

### **(Rising vote)**

"Those in favor of the motion will rise [or "stand"]. Be seated."

"Those opposed will rise [or "stand"]. Be seated."

3. Chair announces result of vote  
    "The ayes have it and the motion is adopted." (or)  
    "The noes have it and the motion is lost."

"The affirmative has it and the motion is adopted." (or)

"The negative has it and the motion is lost."

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