

How a Motion is Made

- *Recognition.* Raise your hand to get the President's permission to speak: "Mr. (or Madam) President..."
- *Make the motion.* Offer your recommendation to the rest of the group: "I move we have a spring picnic..."
- *It must be seconded.* To support your idea, another member should say: "I second the motion..."
- *Clearly state the motion.* The President puts the motion in words that everyone can understand and then states the motion: "It has been moved and seconded that we have a spring picnic..."
- *Discussion.* The President invites members to discuss the motion: "Is there any discussion?"
- *Restate the motion.* The discussion ends when the President prepares the members for voting by restating the motion: "The motion before us is to have a spring picnic."
- *Motion.* The President calls for the vote. The vote can be done by voice, written ballot, or show of hands. If the vote is by voice, the President says: "All those in favor of a spring picnic, signify by saying, 'aye'; those opposed, say 'nay'; those abstaining?"
- *State the results.* The President announces whether or not the motion has carried or failed: "The motion carried."

