

Process for doing Business

- A member should stand to make a motion.
- A member should be called on before making a motion.
- The motion is stated: “I move that...”
- The motion must be seconded.
- Restate the motion after it is made.
- Ask for discussion.
- After discussion, a vote is taken.
- Only one motion on the floor at a time except for amendments to the original motion.

Four Ways to Vote

- By voice. In favor say “Aye”, Opposed say “Nay”
- By standing
- By raising hands
- By secret ballot (recommended for elections and sensitive items of business).

To Amend a Motion

If a member wants to change a motion after it has been made and seconded, then they must make a motion to amend the original motion. A motion may be amended by:

- Inserting or adding a word or phrase.
- Taking out a word or phrase.
- By substituting a word, phrase, or entire statement.

A motion to amend must be seconded. Then the amendment is discussed, and voted on before further discussion on the original motion. After discussion, the amendment is voted on. If it passes the original motion is changed and discussion continues on the changed motion. If the amendment fails, the original motion stays the same as it was, and discussion continues.



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