

# Steps in Making a Motion

If there is something the club members need to decide during the business meeting, it requires a motion, a second, open discussion, and a vote. The following steps are used to "entertain a motion" and to decide if club members are in favor of the item of business brought before the club.

The proper way to move a motion is to say, "**I move that,**" not "I motion."  
When an item of business is brought up for discussion these steps are used:

1. President says, "**Is there a motion to \_\_\_\_\_?**"
2. A member says, "**I move that \_\_\_\_\_.**"
3. President says, "**Is there a second to the motion?**"
4. A different member says, "**I second the motion.**" If no second is made the motion dies and no further action is taken. If the motion is seconded, move on to step 5.
5. President says, "**It has been moved and seconded to \_\_\_\_\_.** Is there any **discussion?**"
6. President allows discussion on the motion.
7. When the discussion ends, the president says, "**It has been properly moved and seconded that we** (President states the motion or has the secretary read the motion). **All in favor say 'aye.'** (Pause for vote). **All opposed say 'nay.'**"
8. President says, "**Motion passes.**" or "**Motion fails.**"

**NOTE:** The following tool helps keep order when a member seeks the floor to make a motion or discuss business. No one should speak unless recognized by the chair and given the floor. When a person wishes to speak the president says, "**The chair recognizes (name of speaker) and (name of speaker) has the floor.**"