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."