

## Parliamentary Procedures: Making a Motion

1. A member rises and addresses the presiding officer:

Please verbally ask or non-verbally signal (hand raised, etc.) that you would like to be heard at an appropriate time.

2. The presiding officer recognizes the member:

When recognized, please state your name and school site so that others may know who you are.

3. The member states the motion:

“I so move” or “I move” essentially means “I propose”. The purpose of a motion is to cause some action within the association. When possible, especially if it is very specific or long, pass a written copy to the secretary prior to (or at the time of) making your motion. This will allow your motion to be entered accurately into the record. It is ok to prepare motions long before a meeting and have them ready to go when you are at the meeting. Surprise motions can cause delays in that motion because reps might need to receive input from their school sites.

4. Another member seconds the motion:

It is always a good idea to have the person making the second stand with you during the creation of the motion to speed things up. Finishing your statement with “I have a second for the motion” will allow the person with you to make the second quickly and be heard immediately by the floor.

5. The presiding officer restates the motion, thus placing it before the assembly for consideration:

This is really a statement of clarity so that everyone in the room knows what is about to be discussed. Once the motion has been restated, the creator of the motion may speak to the motion allowing time to explain why that action might be necessary.

6. The assembly may discuss the motion if it is debatable and amend the motion if it is amendable:

If there is little debate, individual speakers will be called upon in turn. The secretary or vice-president may create a list of speakers to keep order. On controversial issues, a “pro-con” debate may take place asking for someone to speak in favor of the motion followed by someone speaking against the motion, etc.

7. The presiding officer takes the vote:

At whatever time someone on the floor calls the question to end debate, by stating “I move to close debate.” the presiding officer will ask for a second, restate that question (which is non-debatable) and call for the vote. At the close of debate, the vote on the original motion will be made.

8. The presiding officer announces the result.