Step #1 - Obtaining the Floor
(Only members are legally qualified to make motions, discuss & vote)

What to do/say:
Member: Stands, "Madam or Mr. Chair" then name and position or may just raise their hand in small group.

Step #2 – Chair Recognizing Member

What to do/say:
Chair: "_____ is recognized by the chair."

Step #3 – Making the Motion

What to do/say:
Member: "I move to _____"

Step #4 – Seconding the Motion

Did the motion come from committee?

Yes

No

What to do/say:
Chair: "Is there a second?"
Another Member: "I will second."
Note: If there is no second, the motion is dead. Then say:
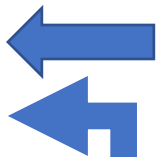Chair: "Seeing no second, the motion will not be discussed."

Motions brought forward from a committee does not need a second to be brought up for debate & discussion.
What to do/say:
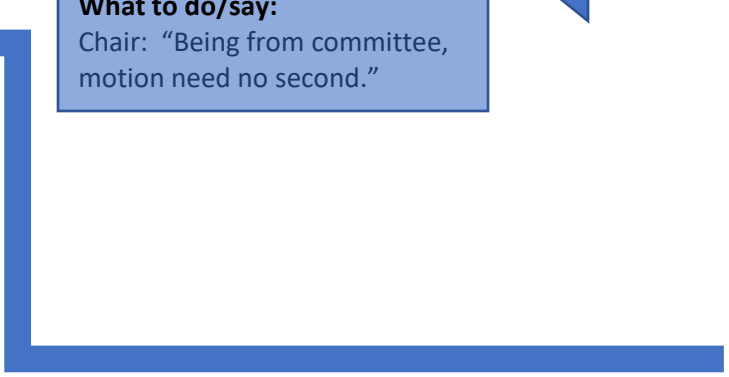Chair: "Being from committee, motion need no second."

Step #5 – Stating the Motion

What to do/say:
Chair: "It has been moved & seconded that...(read the motion)."

Step #6 – Rationale

What to do/say:
Ask the motion-maker to explain the reasoning behind the motion.
Chair: "Please give the rationale."

Step #7 – Debate & Discussion

What to do/say:
Chair: "Is there any discussion?"

NOTE: Chair maintains control, members will need to wait to be recognized to speak and there should be no cross-talking so that everyone has equal opportunity to be heard.

Step #8 – Amendments

What to do/say:
Before a vote is taken on a debatable motion, its language may be amended by any voting member.
Member: "I amend the motion by _____." Or "I amend the motion to read _____"

Yes

No

Step #9 – End Discussion

What to do/say:
After everyone has had the opportunity to speak either a member or the chair can end the discussion and call for a vote.
Member: "I call the question."
Chair: "Is there any more discussion? If no one comes forward "seeing none" move onto restating the motion & vote.

Step #10 – Restating the Motion

What to do/say:
Chair: "The motion is _____"
Read the motion exactly as written with the latest amendments.

Step #11 – Vote

What to do/say:
A voice vote is usually appropriate. Chair: "All in favor, say Aye!" "All opposed, say No!"
NOTE: If the vote is to close to hear, you may need to call for raised hands or people to stand. Secretary will count all in favor & all opposed. If the debate was especially heated or people are not comfortable with a public vote, a ballot vote can be called for by the Chair or a voting member.