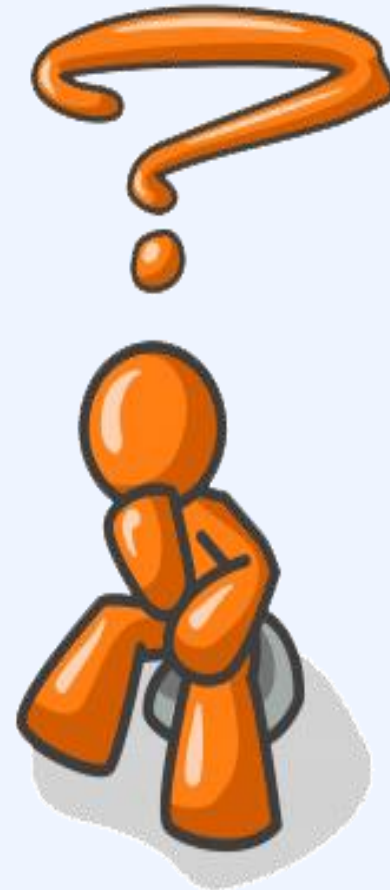


# How to Handle A Motion

**BRINGING  
BUSINESS  
BEFORE THE  
ASSEMBLY**



# Obtaining the Floor

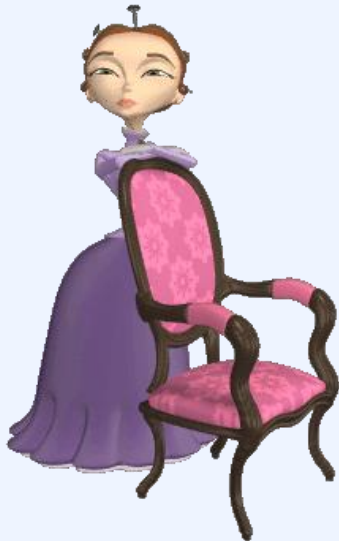
- 👉 **Member rises and addresses the chair saying:**
  - *Mr./Madam President*
  - *Mr./Madam Chairman*
  - *Other proper title*
- 👉 **In a large assembly, member gives name and identification**
- 👉 **The member remains standing and recognition by the chair**



# Assigning the Floor



- 🍌 **Chair recognizes the member**
  - **Calls member by name or title *or***
  - **Nods to the member (in a small assembly)**
- 🍌 **If two or more rise about the same time, the member who rose and addressed the chair first *after the floor was yielded* is entitled to be recognized**

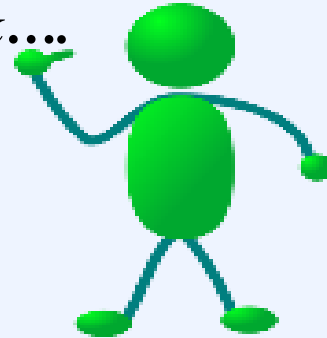


# Bringing the Motion before the Assembly

## Step 1:

- 🍌 A member makes a motion saying:
  - 🍌 “*I move that (to)...*”
  - or
  - 🍌 “*Resolved, That...*”

*Resolved that the  
planning  
committee be  
thanked for all its  
work....*



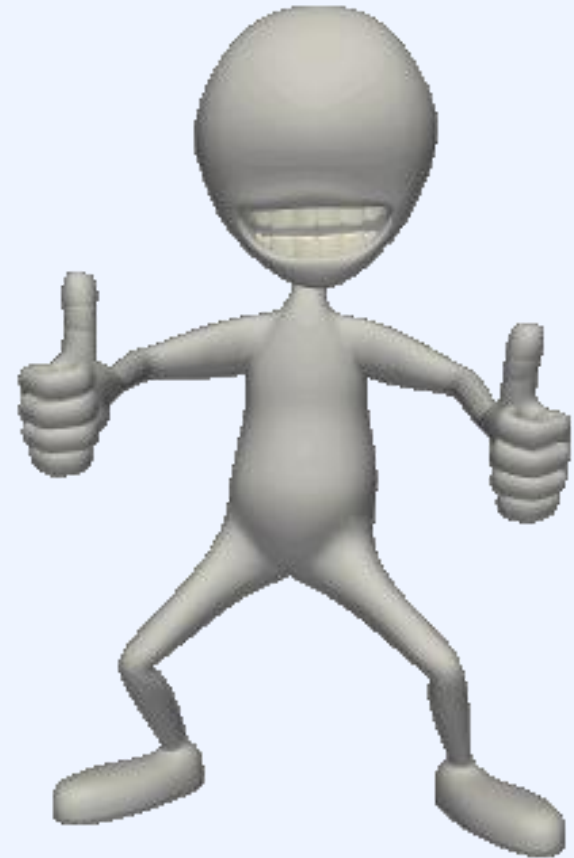
## Step 2

🌟 Another member seconds the motion without waiting to be recognized

🌟 *“I second the motion.”*

or

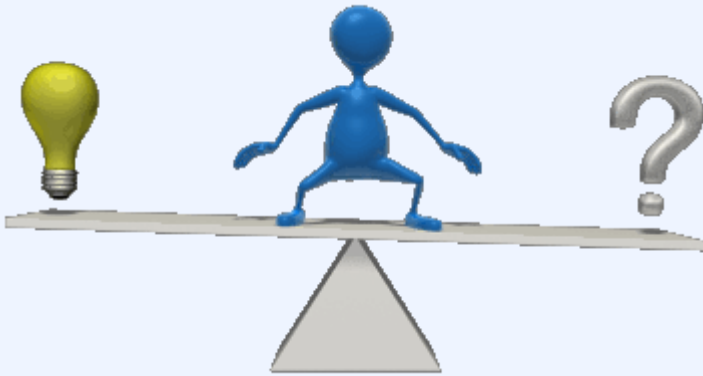
🌟 *“Second”*



# Step 3

- 🍌 The chair states the question by repeating the whole motion. ***“It is moved and seconded that (to)...”***
- 🍌 Then the chair says, ***“Are you ready for the question?”***  
  
or alternatively,
- 🍌 ***“Is there any debate?”***





# Considering the Motion

## Fourth Step: *(Members debate the motion)*

- 🍌 Before speaking in debate, members must obtain the floor
- 🍌 Maker of the motion has right to speak first if the floor is claimed promptly
- 🍌 All remarks must be addressed to the chair
- 🍌 Debate must be confined to the merits of the pending question

## **Step 5 *Putting the question to a vote***

- 🍌 **The chair asks, “*Are you ready for the question?*”**
- 🍌 **If no one rises to claim the floor, the chair proceeds to take the vote**
- 🍌 **The chair says, “*The question is on the adoption of the motion that (to)... [repeating the motion]*”**





# Step 5 Continued:



- The Chair now says,
- “*Those in favor of the motion, say ‘**aye.**’*” [Pause]
- “*Those opposed, say ‘**no.**’*” [Pause]’



# Step 6 *Announcing the Vote Result*

- 👉 Which side *has it*
- 👉 Whether the motion is adopted or lost
- 👉 Effect of the vote
- 👉 Where applicable, announcement of the next item of business



# Announcement Example

**“The ayes have it,  
the motion is  
adopted, and the  
treasurer will issue  
the check.”**

*OR*

**“The nays have  
it, the motion is  
lost, and a check  
will not be  
written.”**





## **Review of the Steps in Handling a Motion**

**After obtaining and being assigned the floor, these are the six steps in handling a motion:**

- 1. A member makes a motion.**
- 2. Another member seconds the motion.**
- 3. The chair states the question.**
- 4. Members debate the motion.**
- 5. The chair puts the question to a vote.**
- 6. The chair announces the result of the vote.**

# Summary of Kinds of Motions

The ranking motions are considered in order of rank. The Incidental and Bring Back motions can be considered at any time they are appropriate.

