

Motions and Voting

(Ref. from: "A Guide for Effective Meetings". Professional Parliamentary Research Unit of Colorado. 1992)

- Members place their ideas before the assembly by making motions. A motion is a proposal in a meeting by a member that the organization takes certain action.
- The maker of a motion has the right to speak first in discussion, if the motion is debatable. He may not speak against his motion but may vote against it.
- During debate, the chair should let the speakers alternate, as far as possible, between those favoring and those opposing the pending question.
- Not member may speak more than twice in debate on a motion. No one may speak a second time until all who wish have had the opportunity to speak once.
- Request and inquiries are not considered debate.
- Adoption or defeat of a motion is based on the number of votes cast, not the number of members present. Each local council and each executive member is eligible to vote at SRC Executive meetings. All and any member of the SRC is able to vote during the Annual General Meeting.

The 8 Steps of a Motion:

- 1) Member rises and addresses chair.
- 2) Member is recognized by chair.
- 3) Member proposes motion: **I move that...**
- 4) Another member seconds motion.
- 5) Chair states motion: **It is moved and seconded that...**
- 6) Chair calls for debate: **Is there any discussion?**
- 7) Chair takes vote: **All those in favor/opposed...**
- 8) Chair announces results: **The motion is adopted/rejected and we will/will not...**

The 3 Processes of Amending:

- 1) Insert or add
- 2) Strike out
- 3) Strike out and insert; or substitute

Any number of amendments may be offered, but only two may be pending at any one time.

I move to amend the motion by ...

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