

Bylaws Workshop

Motion	Action taken
Obtaining the floor (Only members are legally qualified to make motions, discuss, and vote.)	Member: <i>"Madam or Mister Chair"</i>
Chair recognizing member	Chair: <i>"Member is recognized by the chair."</i>
Making the motion	Member: <i>"I move that _____."</i>
Stating the motion	Chair: <i>"There being no second, the motion is not before the assembly."</i>
Seconding the motion	2nd Member: <i>"I second the motion."</i> Chair: <i>"It has been moved and seconded that _____."</i>
Debate and discussion	Chair: <i>"Is there any discussion?"</i>
Vote	Usually a voice vote. If a standing vote is needed, the secretary will count. In a standing vote, proponents and opponents are asked to stand in turn.
Announcing the vote	Chair: <i>"The motion is _____. All in favor say 'aye.' (Pause) Those opposed say 'no'. The 'aye's' have it, and the motion is carried and we will ____." Or, "The 'no's' have it, and the motion is defeated."</i>
Amendments Before a vote is taken on a motion, its language may be amended.	Member: <i>"I amend the motion by _____." or "I amend the motion to read _____."</i> (1) If applied to a debatable motion (2) Rules of Order—2/3 vote, standing rules—majority vote Refer to <i>Robert's Rules of Order, Newly Revised</i> (10th edition) for rules.