

## **Eight (8) Steps to Making a Motion**

A motion to take action is introduced by a member, seconded, discussed, and is voted upon. Only persons who have been members for at least 30 days are legally qualified to make motions, discuss, and vote. NOT the President, they hold the floor at the meetings. The steps are:

1. Member stands and waits to be recognized.
2. Chairman recognizes the member.
3. The member presents the motion by stating, "I move..."
4. Another member seconds the motion. This shows that more than one person is interested in bringing the business before the group for discussion.
5. The chairman restates the motion. This ensures all members understand what is to be discussed.
6. Discussion is held on the motion. During discussion, all members participate fully.
7. The chairman puts the motion to a vote by stating, "All those in favor say 'aye.'" (Pause for vote.) "Those opposed say 'no.'"
8. The chairman announces the result of the vote to assure all members know whether the motion carried or failed.