Quick Guide to Handling Motions

#	Actor	Action	Language	Notes
1.	Chair	Recognize the speaker for the next agenda item	▪ " I call on . . . "	
2.	Representative	Make a motion	▪ "I move that . . ."	▪ No discussion yet
3.	Chair	Request a second	▪ "Do I hear a second?"	▪
4.	Representative	Second the motion	▪ "I second the motion."	▪ No discussion yet
5.	Chair	State the question	▪ "It has been moved and seconded that . . ." ▪ "The floor is now open for discussion."	▪ Restate using the wording of the maker.
6.	Chair	Open discussion	▪ "I first call on . . . " (the maker of the motion	▪
7.	Representatives	Discuss	▪	▪ Chair calls on speakers and controls debate - temper, duration, relevance. ▪ No side conversations. ▪ All discussion is addressed to the body.
8.	Representatives	Amend the motion	▪ "I move to amend the motion by. ..."	▪ Handle amendments first - Discuss/Vote ▪ Return to (possibly amended) motion – Discuss/Vote
9.	Representative	Close Discussion	▪ "Call for the question"	▪
--OR--	Chair	Close discussion	▪ "Are you ready to vote?"	▪
10.	Chair	Restate the motion	▪ "The motion to be decided is . . ."	▪ Use the original wording and any approved amendments
11.	Chair	Puts the question to a vote	▪ "Signify your vote by . . ." ▪ "All in favor . . ." ▪ "All opposed . . ." ▪ "All abstaining . . . "	▪ If voice vote not clear, may re-vote using show of hands
12.	Chair	Announce the result of the vote	▪ "The ayes have it and the motion is adopted." -- OR -- ▪ "The nays have it and the motion is lost."	▪
13.	Chair	State the impact of the vote	▪ "This means that . . . "	▪