

WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that..."	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by..." (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to..."	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until..." (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority

HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process

1

- Member makes a **clearly worded motion to take action or a position.**
- "I move..."
- Motions recorded in minutes

2

- **Motion must be seconded.**
- "Second!"
- A second allows discussion to occur; it does not signify approval.
- A motion without a second does not move forward.

3

- **Chairman restates the motion.**
- "It is moved and seconded that..."
- Provides clarity

4

- **Discussion/debate occurs.**
- Maker of motion starts discussion.
- Amendments may be offered - return to step 1 to amend motion: "I move to amend the motion by..."

5

- Chair closes discussion and **states the question/asks for a vote.**
- "The question is on the adoption of the motion that..."
- Motion repeated word-for-word

6

- Chairman provides **voting directions:**
- "Those in favor of the motion, say aye";
- "Those opposed, say no"

7

- Chairman announces the **result of the vote:**
- "The ayes have it, and the motion is adopted" or
- "The noes have it, the motion is lost."
- Recorded in minutes