



PROPOSING AND VOTING ON A MOTION

Although we tend not to be formal in our approach to running meetings in our chapters, there are some things we need to do for the business part of our meetings to run smoothly and for the recording secretary to do her job efficiently. Remember that the minutes of your meetings are legal documents. The information recorded should be accurate and succinct.

When recording motions, the secretary will include in the minutes the name of the person who proposed the motion (but not the person who seconded it) and the motion in its final form just before the vote is taken. She may have to start with one statement and end with something quite different. If so, she may need to include the names of those who propose changes if the changes remain in the motion to be put to a vote.

Proposing and Voting on a Motion (The Simple Way)

1. When there is no other person speaking, stand up, address the chair (“Madam President”)
2. The chair recognizes you.
3. You say, “I move that...” and then clearly, precisely state your proposal.
4. You sit down.
5. Someone else seconds your motion. (This person does not have to be recognized by the chair)
6. The chair states the question, “It has been moved and seconded that...”
7. The chair allows “debate” (discussion). (Normally the debate is alternated between those for and against the motion with the person who proposes the motion given the option to speak first.)
8. When no one else wishes to speak, the chair may ask, “Are you ready for the question?” or “Is there any further debate?”
9. When debate is completed, the chair puts the question to a vote by saying, “The question is on the adoption of the motion that...” and then repeats the exact wording of the motion to be voted on.
10. The chair says, “Those in favor of the motion, say aye.” Unless the vote is unanimous, the chair then says, “Those opposed, say no.” (In smaller groups, voting by voice is most common although voting by raising hand may be necessary. There are situations in which a ballot vote or a standing vote is desirable.)
11. The chair announces the result of the vote: reporting which side “has it”; declaring that the motion is adopted or lost; and indicating the effect of the vote, if needed or appropriate.