



Effective Meetings Quick Reference:

How a Main Motion is Made and Acted Upon

Step:	How To:	Example:
1. A member requests the floor.	Member rises and addresses the presiding officer.	<i>Madame chairperson, may I have the floor.</i>
2. The floor is assigned by the presiding officer.	Presiding officer recognizes the member and assigns the floor by calling her name.	<i>Jane Smith has the floor.</i>
3. The motion is made.	Member introduces a motion by stating, <i>"I move that..."</i> <i>Always state motions in the positive.</i>	<i>I move that the group organize a bake sale to raise funds for a new computer.</i>
4. The motion is seconded.	Another member of the assembled group says, <i>"I second the motion."</i>	<i>I second the motion to organize a bake sale as a fundraiser.</i>
5. The presiding officer states the motion.	The presiding officer restates the motion so that it is clear to all members: <i>"It has been moved and seconded that..."</i>	<i>It has been moved and seconded that the group organize a bake sale to raise funds for a new computer.</i>
6. Debate is held.	Presiding officer opens debate by saying, <i>"Is there any discussion?"</i> Presiding officer recognizes members who wish to speak by stating their names and granting them the floor. Members wait in turn for the floor, so there is only one speaker at a time.	<i>Is there any discussion?</i> <i>Yes, Sally Jones has the floor.</i> <i>[Sally Jones speaks.]</i> <i>Is there any other discussion?</i>
7. The presiding officer puts the motion to a vote.	Presiding officer restates the motion. Presiding officer asks for a voice vote by saying, <i>"All in favor of the motion please say 'aye'...those opposed say 'no.'"</i> <i>Presiding officer should also note abstentions by asking, "Are there any abstentions?"</i> <i>Main motions require a majority vote in the affirmative to be adopted!</i> <i>(Abstentions do <u>not</u> count as "yes" or "no" votes.)</i>	<i>There is a motion on the floor to organize a bake sale in order to raise funds for a new computer.</i> <i>All in favor of the motion please say "aye."</i> <i>All opposed say "no."</i> <i>Are there any abstentions?</i>
8. The presiding officer announces the vote.	Presiding officer announces the results of the vote, explaining the outcome to the members.	<i>The "ayes" have it, and the group will organize a bake sale to raise funds for a new computer.</i>