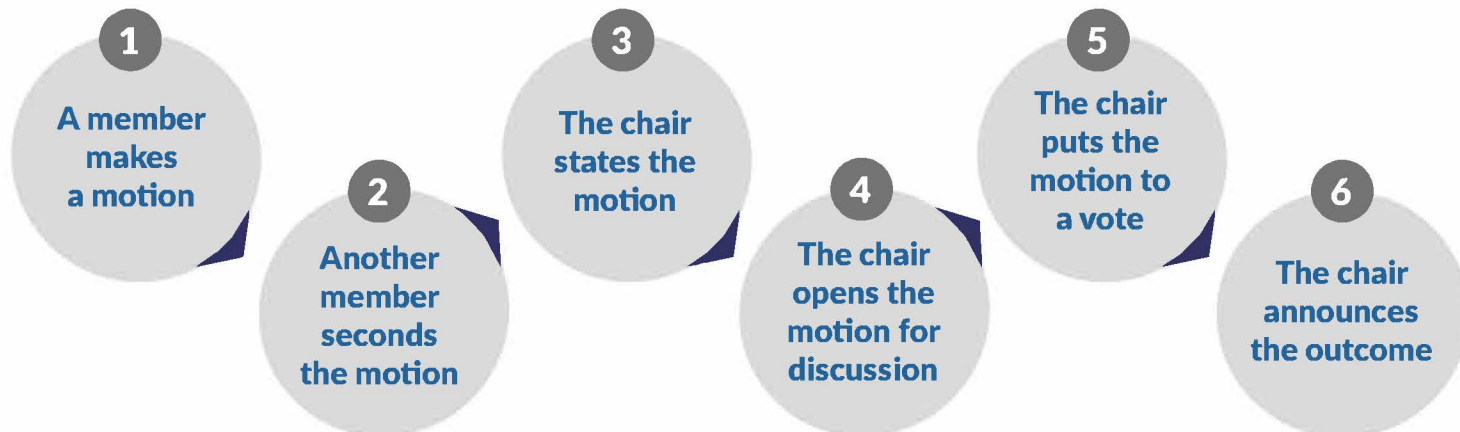


# Handling Motions



	Step	Language	Pertinent Points
1	A member makes a motion	"I move that _____" or "I move that the following resolution be adopted: Resolved. That _____"	<ul style="list-style-type: none"> <li>• Make sure the motion is concise, complete and unambiguous</li> <li>• Requiring motions to be submitted in writing is good practice</li> </ul>
2	Another member seconds the motion	"I second the motion" or "Second"	<ul style="list-style-type: none"> <li>• Seconding does not mean endorsement of the motion, but only agreement that it should be discussed</li> </ul>
3	The chair states the motion	"It is moved and seconded that we _____."	<ul style="list-style-type: none"> <li>• The chair may rule it out of order (giving the reasons) or ensure clarity before stating the motion</li> <li>• Ownership becomes collective (from now on withdrawing or amending the motion requires the group's permission)</li> </ul>
4	The chair opens the motion for discussion	"Is there any discussion on this motion?"	<ul style="list-style-type: none"> <li>• The chair ensures that everyone has the opportunity to speak without interruption</li> <li>• The chair maintains order and decorum (courtesy and respect)</li> <li>• If an amending motion is made, refer to Handling Amendments (see page two)</li> </ul>
5	The chair puts the motion to a vote	"There being no further debate, we will proceed to the vote. The motion is that _____. Those in favour of the motion say aye (or raise your voting cards). Thank you. Those opposed say no (or raise your voting cards). Thank you."	<ul style="list-style-type: none"> <li>• Ensure clarity by repeating the motion before taking the vote</li> <li>• There is no need to call for abstentions, since they are not counted (unless the statute or the by-laws suggest otherwise)</li> <li>• Except when the result is close, it is not necessary to count the votes</li> </ul>
6	The chair announces the outcome	"The motion is adopted" or "The motion is defeated."	