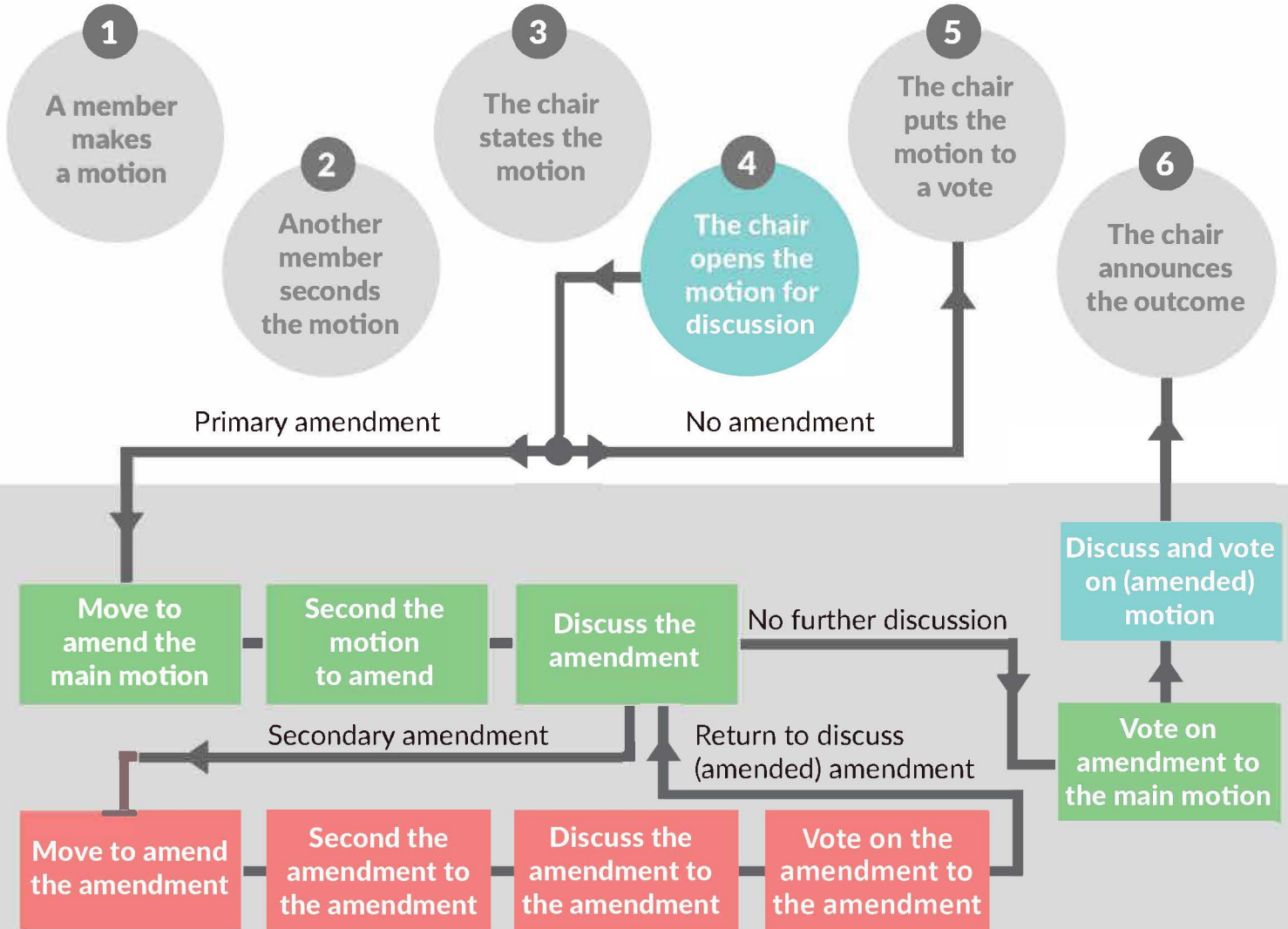# ◉REA
Handling Amendments

An amendment is a motion to change the wording of another motion before voting on it. The proposed amendment sets the main motion aside. If pursued formally, amending requires the same six steps as main motions do (see page one).

1 A member makes a motion

2 Another member seconds the motion

3 The chair states the motion

4 The chair opens the motion for discussion

5 The chair puts the motion to a vote

6 The chair announces the outcome

Primary amendment

No amendment

Move to amend the main motion

Second the motion to amend

Discuss the amendment

No further discussion

Discuss and vote on (amended) motion

Secondary amendment

Return to discuss (amended) amendment

Vote on amendment to the main motion

Move to amend the amendment

Second the amendment to the amendment

Discuss the amendment to the amendment

Vote on the amendment to the amendment

Guidelines for handling amendments

- Forms of amendments: Insert text, strike out text, replace text or amend by substitution.
- An amendment must be directly related to the main motion.
- State the amendment and its impact (clearly):

  "It is moved and seconded to amend the motion by adding the words: 'at a cost not exceeding $1,000'. If the amendment is passed, the motion will read '_____'. Discussion is now only on adding the words 'at a cost not exceeding $1,000'."

- Non-contentious amendments may be approved by unanimous consent:

  "Is there any objection to inserting the words _____?"