

Procedural Details

- 1) The mover and the seconder agree only that the motion should come before the meeting, not that they favour the motion.
- 2) The seconder may call out "second" without being recognized by the Chair.
- 3) Motions brought forward by a committee of more than one person do not need a second because multiple people have already agreed on the proposal.
- 4) The correct language to make a motion is, "I move that" and then state the exact wording. Motions must be clear. The group votes on precise language, not a vague idea.
- 5) Discussion begins only after a stated motion has been moved, seconded, and then accepted by the Chair (in that order). After the Chair has "stated the question" and accepted it, the motion is "on the floor".
- 6) Motions, after acceptance by the chair become the property of the meeting, not the mover, and not the Chair.
- 7) The mover has right to speak first. The seconder has the right to speak second.
- 8) Members wishing to enter the discussion can now raise their hands and wait to be recognized by the chair.
- 9) Only after all the other members have had the opportunity to speak once, may other members seek permission to speak a second and final time. The mover has the right to speak last.
- 10) Remarks must be germane to the pending motion. The Chair is responsible for declaring irrelevant comments as "out of order" to get the discussion back on track.
- 11) When no else seeks recognition to debate, the Chair asks if everyone is ready to "put the question" (to a vote).
- 12) When voting is complete, the motion is considered "settled" and it belongs to the assembly as a whole (not the mover, and not the Chair).

Common Secondary Motions

A motion "on the table" has been temporarily laid aside to address more urgent business. If nobody takes it from the table by the end of the next regular meeting, the motion dies. (technical term is to "lay on the table").

A motion to "postpone to a certain time" comes back automatically at the specified date as *unfinished business*.

A motion to "postpone indefinitely" cannot be brought up again during the current meeting. It is often used to quietly kill a motion.