

# There are 5 general types of motions.

## 1. Main motions

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example:

"I move that we purchase..."

## 2. Subsidiary motions

These change or affect how the main motion is handled. (They are voted on before the main motion.) For example:

"I move to amend the motion by striking out..."



## 3. Privileged motions

These concern special or important matters not related to pending business. In general, they are considered before other types of motions. For example:

"I move we adjourn."

## 4. Incidental motions

These are questions of procedure that arise out of other motions. They must be considered before the other motion. For example:

"I move to suspend the rules for the purpose of..."

## 5. Motions that bring a question again before the assembly

These enable certain items to be reconsidered. In general, they are brought up when no business is pending. For example:

"I move to reconsider..."



## Some questions relating to motions:

### Is it in order?

Your motion must relate to the business at hand and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

### Do I need a second?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question that interests only one person.

### May I interrupt the speaker?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

### Is it debatable?

Parliamentary procedure guards the right to free and full debate on most motions. However, some subsidiary, privileged and incidental motions are not debatable.

### Can it be amended?

Some motions can be changed by striking out or inserting wording, or both. Amendments must relate to the subject as presented in the main motion.

### Can it be reconsidered?

Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

### What vote is needed?

Most require only a majority vote (more than half the members present and voting). But, motions concerning the rights of the assembly or its members need a  $\frac{2}{3}$  vote to be adopted.

**The table on pages 8 and 9 answers these questions for some specific motions.**

# How do I present my motion?

Here's what happens when you want a motion considered:

## 1. You obtain the floor.

- Wait until the previous speaker is finished.
- Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



## 2. You make your motion.

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we do..." instead of "I move that we do not..."
- Stay on the subject and avoid personal attacks.



## 3. You wait for a second.

- Another member will say, "I second the motion."
- Or, the chair will call for a second.
- If there is no second, your motion will not be considered.

Motions made at the direction of a board or committee (of more than one person) do not require a second.



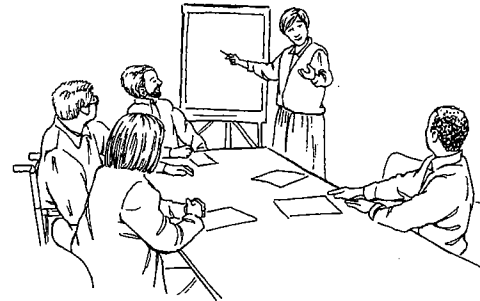
## 4. The chair states your motion.

- The chair must say, "It is moved and seconded that we..."
- After this happens, debate or voting can occur.
- Your motion is now "assembly property," and you can't change it without consent of the members.



## 5. You expand on your motion.

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the chair.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a  $\frac{2}{3}$  vote.



## 6. The chair puts the question.

- The chair asks, "Are you ready for the question?"
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The chair announces the results.

