

MEMBERS GUIDE TO MAKING MOTIONS

An organization makes group decisions by agreeing to “motions.” A motion is a proposal made by a member that the organization does something. Only one motion is considered at a time, although some secondary motions can be made if relevant to the pending motion. If there is a secondary motion, also called an “amendment to the motion”, the main motion is suspended until the secondary motion is completed.

The normal cycle of a main motion is:

A member seeks permission to speak by standing and saying, “Commander”;

The Commander *recognizes* the member, giving them the *floor* (permission to speak);

The member should state their name, and, in a convention, the unit or state department they represent;

Without lengthy explanation, will state “*I move that*” (and this *is* the ONLY correct terminology). A brief explanation for why you are making the motion is okay. For example, Since we need money, I MOVE that we have a fundraiser.

Another member, without recognition or rising, *seconds* the motion. “I second the motion” or simply “second” is acceptable.

The Commander *states* the motion for all to hear - “It is moved and seconded that..... Are you ready for the question?” If you are ready, do not shout “Question!” Sit tight. If nobody rises to speak, the Commander will proceed with the vote.

The members debate (discuss) the motion, speaking for or against it. First time speakers get to speak before those seeking to speak a second time;

During the debate/discussion phase, a member may, after receiving recognition from the Commander, state “I move to amend the motion by making the fundraiser a ‘Stay-at-Home Tea.’” Another member, without recognition or rising, may second the amending motion.

The secondary motion is then discussed and completed.

Once completed, the Commander will state the result and return to the main motion for voting.

Prior to calling for the vote on the main motion as amended, the Commander will state the main motion as amended;

Following the vote on the main motion, the Commander will state the result of the vote.