

# Procedure for Meetings Step by Step Guide

## IN THE MEETING

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### **DEFINITIONS:**

**Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

**Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

### **TO INTRODUCE A MOTION:**

Address the Chair by the proper title when no one else has the floor.  
Wait until the chair recognizes you.

1. Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.
2. Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
3. If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
4. If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

### **DEBATE OR DISCUSSING THE MOTION:**

1. The member who made the motion is entitled to speak first.
2. Every member has the right to speak in debate.
3. The Chair should alternate between those "for" the motion and those "against" the motion.
4. The discussion should be related to the pending motion.
5. A person may speak a second time in debate with the assembly's permission.

### **VOTING ON A MOTION:**

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."

Source: [https://www.afsc.noaa.gov/Education/Activities/PDFs/SBSS\\_Lesson6\\_roberts\\_rules\\_of\\_order.pdf](https://www.afsc.noaa.gov/Education/Activities/PDFs/SBSS_Lesson6_roberts_rules_of_order.pdf)