



## MOTION PRACTICE

- 1 Member rises and addresses the chair: M/M President/Chairman
- 2 Chair announces the result: **The chair recognizes ...**
- 3 Member makes motion: I move ...
- 4 Another member seconds the motion: Second.
- 5 Chair states the motion: **It is moved and seconded to ....**
- 6 Chair asks for debate (if debatable): **Are you ready for the question.**  
**OR Is there any debate on the motion ....?**
- 7 Chair puts the question to vote & **The question is on the adoption of the**
- 8 Announces the result of the vote **motion ....**

Majority vote: **Those in favor of the motion say AYE.**  
- Voice vote **Those opposed say NO.**  
Announce the **The ayes have it and the motion is adopted.**  
result **OR**  
**The noes have it and the motion is lost.**

Rising vote: **Those in favor of the motion will rise. Be seated.**  
- Majority vote **Those opposed will rise. Be seated.**  
- Uncounted **The affirmative has it and the motion is adopted.**  
rising vote **OR**  
**The negative has it and the motion is lost.**

2/3 Counted vote: **Those in favor of the motion will rise and remain standing until counted.**  
**Those opposed will rise and remain standing until counted.**  
**There are \_\_\_ in the affirmative and \_\_\_ in the negative.**  
**There are 2/3 in the affirmative & the motion is adopted.**  
**OR**  
**There are less than 2/3 in the affirmative & the motion is lost.**

Statement indicating the effect of the vote, or ordering its execution, if needed or appropriate. Then, announce the next item of business.



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	A	B	B2	B3	B4	C	C2	C3	C4	C5	C6	C7
1 Member rises & addresses the chair:												
2 Chair recognizes member:												
3 Member makes motion:												
4 Another member seconds motion:												
5 Chair states motion												
6 Chair asks for debate (if debatable):												
7 Chair takes vote: (restates motion)												
- Takes affirmative vote												
- Takes negative vote												
8 Chair announces the result:												

- A: **Main motion** (to have virtual dinner – adopted)
- B: **Main motion** (to have ... as main course)
  - **B2: Amend** – strike out and insert
  - **B3: Amend** – by adding
  - **B4: Amend** – by inserting
  - Main motion adopted as amended.
- C: **Main motion** (list side dishes ... and pumpkin pie.
  - **C2: Primary amendment** to strike out
  - **C3: Secondary amendment** to strike out (*adopt*) (adopt primary amendment as amended)
  - **C4: amend main motion** – by inserting (a dish not already mentioned)
  - **C5: amend** to strike out “pumpkin” and insert a blank (*Consider using unanimous consent for vote on this amendment*)
  - **C6: after blank is filled – amend by substitute** (pot luck dinner) – does not change the main course)
  - **C7: amend main motion** before voting to substitute  
(**vote NO on motion to substitute** – the main motion as amended during the consideration of the motion to substitute will be on the floor)

**Motion to Amend:**

It is moved and seconded to ....  
 If the amendment is adopted, the motion will read ....  
 Is there any debate on the motion to amend.

**C5: Unanimous consent:**

Without objection, the motion to strike out pumpkin and insert a blank is adopted.  
 The question is “and have \_\_\_\_\_ pie.”

**PROCESS FOR FILLING A BLANK**

Pumpkin has been suggested. Are there any further suggestions? Are you ready for the question?  
 Pumpkin  apple  cherry  pecan  peach  
 mince meat  \_\_\_\_\_  
 Have been suggested. A vote will be taken on each suggestion in the order they were made until one choice receives a majority vote the blank is filled, and no vote will be taken on any remaining suggestions. This means it is very important to vote every time.

**C7:** ... it is moved and seconded to amend by substituting “to have a pot luck” for the pending motion. Members will have an opportunity to amend the main motion, then to amend the motion to be substituted, before voting on the motion to substitute. (after amendments) Shall the motion last read be substituted for the pending question.