Eight Steps to a Motion

Only members are legally qualified to make motions, discuss, and vote.

1. Member obtains the floor.
   Member rises and addresses the chair: “Madam/Mister President.”

2. Chair assigns the floor.
   Member is recognized by the chair, who nods or announces member’s name.

3. Member makes the motion.
   “I move that...”

4. Another member seconds the motion.
   “I second the motion.” If there is no second, the chair says, “Motion is not on the floor for lack of a second.”

5. Chair states the motion.
   “It is moved and seconded that...”

6. Chair opens debate or discussion of the motion.
   “Is there any discussion?”

7. Chair calls for a vote.
   “All in favor say ‘aye.’” “All those opposed say ‘no.’”

8. Chair announces result.
   “The ‘ayes’ have it and the motion is carried, and we will...”
   or
   “The ‘no’s’ have it and the motion is lost.”

Amendments
Before the vote is taken on a motion, it may be amended by
- Inserting or adding a word or words, or paragraph
- Striking out a word or consecutive words
- Striking out words and inserting others in their place
- Substituting one paragraph or another motion for the original
Motion Form for ___________________________ PTA/PTSA

Name: _________________________________ Date:  ________

Motion: ______________________________________________
_______________________________________
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_______________________________________

Vote: ____Approved  ____Not Approved  ____Postponed

Motion Form for ___________________________ PTA/PTSA

Name: _________________________________ Date:  ________

Motion: ______________________________________________
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Vote: ____Approved  ____Not Approved  ____Postponed