A Motion is in Order

- Always rise when making a motion
- A member must be recognized before making the motion
- State the motion….*I move that*
- Motions must be seconded
- Restate the motion after it is made
- After discussion, a vote is taken
- Only one motion on the floor at a time except amendments to the original motion
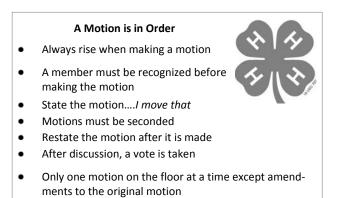
5 Ways of Voting

- By acclamation or voice. *In favor say aye opposed nay*
- By standing
- By raising of hand
- By secret ballot
- By calling the roll and ordering yeas and nays

To Amend a Motion

A motion may be amended during discussion by:

- Inserting or adding a word or phrase
- Striking out a word or phrase
- By substituting a word, phrase or entire statement

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment carries, the original motion must be voted upon as amended. If the amendment is lost, the motion is voted upon as originally stated.

* Calling the Meeting to Order
  Pledges
* Roll Call—Stand
* Minutes—*Are there corrections or additions if not, they stand approved as read.* Sit while the report is given.
* Treasures Report—*We will now hear the Treasures report. Sit while...Are there questions? If not, the report will be filed for audit.*
* Report of Committees, project leaders, etc—*Sit while…*
* Old Business—*We shall now proceed to unfinished business. Ask the Secretary if there are any motions pending from the last meeting? Any other unfinished business? If not, we shall proceed to new business. Use gavel.*
* New Business—*We're ready to receive any new business.* Call the person's name to recognize.
  Proper motion begins with *I move* _____
* President: **Is there a second?**
* Member #2—I second the motion.
* President: **It has been moved and seconded that (repeat the motion). Is there any further discussion?** A member should call for Question.
* President: **The question has been called for we will now vote on the motion. All those in favor of (repeat the motion) raise your right hand. All opposed, same sign. Motion carried or (failed)** Use gavel.
* Program—**If there is no more business to come before the club we will now announce the program**. Sit while…
* Call meeting back to order—*Are there any announcements*?
* Motion to Adjourn—*If there are no announcements, the next meeting will be _____. Is there a motion for adjournment?* Receive motion and second and say, "*It has been moved and seconded to adjourn, meeting adjourned*. Use gavel