

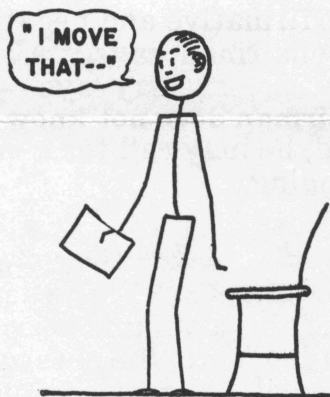


# Eight Steps

## In Making and Carrying a Motion

The first thing that most people do in an organization is to make a motion. If we know how to do this and what to expect of others while the motion is under consideration, we will be able to help with at least half of the work of the club to which we belong.

1. **The Member Addresses the Chair.** He stands and says: "Mr. President" or "Madam President." Always use the correct title for the organization, President, Chairman, Master, Chief.

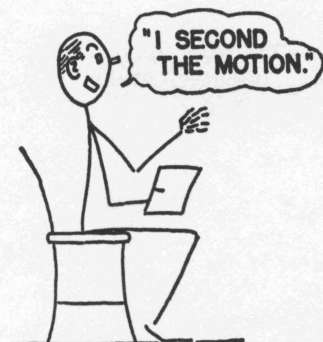


2. **The Chair Recognizes Him.** The presiding officer says the speaker's name: John or John Smith, Mrs. Green. This gives him permission to speak.

3. **The Member Makes the Motion.** The member, having obtained the floor, says, "I move that....." Motions should be made in the affirmative to avoid the confusion that comes from a negative vote on a negative motion. For instance, one should say, "I move that the club give a picnic," not "I move that the club does not give a picnic." In the latter case those voting for the motion would be voting against the picnic and those voting "no" would be voting for it.

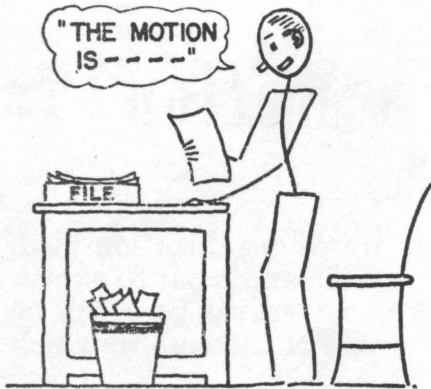
The proper form is, "I move that.....," not "I make a motion that," or "I move you."

To make a motion is equivalent to saying, "I propose that" or "I think we should do so and so." It is assumed that the person who makes the motion is in favor of it. So he is not allowed to speak against it. However, since discussion may change one's mind the maker of a motion may vote against it.



4. **The Motion is Seconded.** All ordinary motions must be seconded. This is to prove that at least two persons desire to have the subject discussed. Ordinarily, motions should be seconded promptly. It is not necessary to be recognized by the chair. In small groups one does not rise or address the chair, but says simply, "I second the motion." In large meetings it is proper to rise and say, "Mr. Chairman, I second the motion."

If there is no second the chairman may say, "Is there a second?" — not, "Do I hear a second?", or, "Will someone second the motion?" If no one except the maker of the motion thinks the subject should be discussed and there is no second, the chairman says, "The motion cannot be considered," or, "The motion is lost for want of a second."



5. **The Chair States the Motion.** When the motion has been seconded the chair states it; that is, repeats it clearly so everyone will understand exactly what is proposed.

6. **The Chair Calls for Discussion.** This step should never be omitted. Everyone should have an opportunity to express his opinion or to ask any questions that may make the motion clear.

7. **The Chair Puts the Motion.** When everyone who wishes to do so has spoken or when the chair thinks that all sides of the question have been discussed, he may say, "Are you ready for the question?" If no one speaks the chair puts the motion. It is not considered good manners to say "Question" in response to the chairman. Both the affirmative and negative votes must be taken. The chairman says, "All in favor of the motion which is....., say 'aye'—all opposed say 'no'." If the chairman does not know on which side the majority voted, he may call for a vote by raising the hands or standing.

8. **The Chair Announces the Result.** After the vote is taken the chair must announce the result. The usual form is, "The ayes have it and the motion is carried. We will have a telephone installed;" or, "the noes have it and the motion is lost. We will not serve refreshments."



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