



Eight Steps In Making and Carrying a Motion

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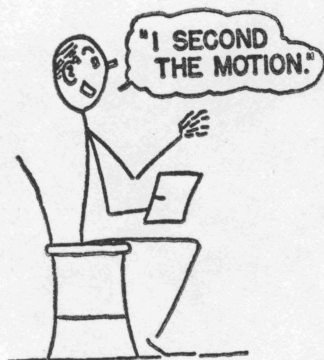
One way to give your ideas to your club is to make motions. If you know how to do this and what to expect of others while the motion is under consideration, you will be able to help with at least half of the work of the club to which you belong.

1. **The Member Addresses the President.** Stand and say: "Mr. President" or "Madam President." Always use the correct title for the organization, President, Chairman, Master, Chief.
2. **The President Recognizes Him.** The president says your name, John or John Smith, Mrs. Green. This gives you permission to speak.
3. **The Member Makes the Motion.** After obtaining the floor you say, "I move that" Make your motions in the affirmative to avoid the confusion that comes from a negative vote on a negative motion. For instance, you 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.



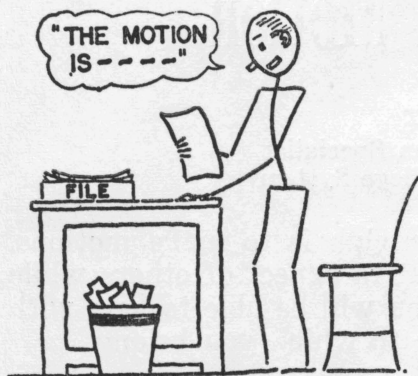
The proper form is, "I move that" not, "I make a motion that," or, "I move you."

To make a motion is equivalent to saying, "I propose that," or, "I think we should do so and so." It is assumed that you are in favor of the motion you make so you are not allowed to speak against it. However, since discussion may change your mind, you 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 president. In small groups you do not rise or address the president but simply say, "I second the motion." In large meetings it is proper to rise and say, "Mr. President, I second the motion."

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



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

6. **The President Calls for Discussion.** This step should never be omitted. The members should have an opportunity to express their opinions or to ask any questions that may make the motion clear.

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



8. **The President Announces the Result.** After the vote is taken the president 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."

TEXAS AGRICULTURAL EXTENSION SERVICE

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