

STAINING THE FLOOR and PROCESSING A MOTION

address the Chair as follows:
"Madam President (Chairman), I move that";
"The adoption of the following resolution"
Member will rise, address the Presiding Officer,
r./Madam President (Chairman)"

Presiding Officer recognizes the member by call-
member by name (or position in the assembly
).

Member states the motion,
move that"
move adoption of the following resolution

Member second the motion,
second the motion" or "second".
Presiding Officer states the motion,
has been moved and seconded that"
Presiding Officer call for debate,
there any discussion?"

Are you ready for the question?"
Presiding Officer takes votes after all debate has
ded.

The question is on(states motion).
"I move in favor, say, 'aye.'" (Majority vote)
"Those in favor please rise" (2/3 vote).
"I move opposed say, 'no.'" (Majority vote)
"Those opposed please rise (2/3 vote)
Presiding Officer announces result of vote.
The yeas have it, the motion is carried, and we

states the effect of the motion)."
"The yeas have it, the motion is lost and we
I not
state effect of motion)."

NR pages 23-24 — 1981; 28-31 —1990

THE PROPER FORM FOR MOTIONS

MAIN MOTION:

"I move that"
"I move the adoption of the following resolution
....."

POSTPONE INDEFINITELY:

"I move to postpone the pending motion in-
definitely."

AMEND:

"I move to amend the motion by inserting
between and"
"I move to amend the motion by adding
after"
"I move to amend by striking out"
"I move to amend by striking out and inser-
ting"
"I move to amend by striking out the motion (or
sentence, paragraph) and inserting this motion (or
sentence, paragraph)"
* This is a substitute motion.

REFER, COMMIT:

"I move that this matter be referred to a commit-
tee of to be appointed by (or elected by
the assembly)."

POSTPONE TO A CERTAIN TIME:

"I move that this matter be postponed to"
"I move that this matter be postponed to
meeting and at (name time) be made a
Special Order of Business."

LIMIT OR EXTEND LIMITS OF DEBATE:

"I move that debate be limited to (time)."
"I move that (time) be extended."

PREVIOUS QUESTION:

"I move the previous question"
"I move the previous question on all pending mo-
tions."

LAY ON THE TABLE / TAKE FROM THE TABLE

"I move that this matter be laid on the table."
"I move that the motion be taken from the
table."

AMENDMENTS

Three Methods of Amending

(The original motion is to purchase a briefcase for
the secretary)

1. TO INSERT OR TO ADD

"I move to amend the motion by inserting the
words, 'brown leather' before the word, 'brief-
case.'" — or
"I move to amend the motion by adding the
words, 'at a cost not to exceed \$150.00' after the
word 'briefcase'."

2. TO STRIKE OUT

"I move to amend the motion by striking out the
word 'brown', before the word, 'leather'."

3 TO STRIKE OUT AND INSERT

"I move to amend the motion by striking out the
word 'brown', and inserting the word 'wine'."

The motion to amend by striking out an entire sentence,
paragraph, section or the entire main motion and inserting a
new sentence, paragraph, section or motion is called "to amend
by substituting."

RONR pages 128-135 — 1981; 131-132 — 1990

In voting, the amendment is voted on, then the motion as
amended.
All amendments must be germane to the original motion being
amended. RONR 108-140 —1981; 128.132-134 —
1990

Only two amendments to the main motion can be pending at
one time - the first is the primary amendment, the other is the
secondary amendment.

METHODS OF VOTING

Voice Vote	Rising Vote	General Consent
Raising Hand	Ballot	Mail Vote
		Proxy Vote

A majority vote is more than half of the votes cast.
A 2/3 vote is at least 2/3 of the votes cast.