

Robert's Rules of Order

The Main Motion Process

1

- Member makes a clearly worded motion to take action or a position.
- "I move..."
- Motions recorded in minutes

- Motion must be seconded.
- "Seconded!"
- A second allows discussion to occur; it does not signify approval.
- A motion without a second does not move forward.

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- Chairman restates the motion.
- "It is moved and seconded that..."
- Provides clarity

- Discussion/debate occurs.
- Maker of motion starts discussion.
- Amendments may be offered -return to step 1 to amend motion: " I move to amend the motion by..."

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5

- Chair closes discussion and states the question/asks for a vote.
- "The question is on the adoption of that motion that..."
- Motion repeated word-for-word

- Chairman provides voting directions:
- Those in favor of the motion, say aye";
- Those opposed, say no"

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- Chairman announces the results of the vote:
- The ayes have it, and the motion is adopted" or
- The noes have it, and the motion failed.
- Recorded in minutes