



Motions may be Seconded, Amended, Debated, and adopted (Majority or 2/3 vote).
[Instructions] (Options)

Ranked Motions

1. MAIN MOTION (S, A, D, Maj)

[Member is recognized and moves the motion.]

A: Madam Chair

Ch: Yes Mr. A

A: I move that we reduce the price on wind energy by 10%.

<i>[Another member seconds the motion.]</i>

B: Second

<i>[The chair states the motions.]</i>
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Ch: It is moved and seconded that we reduce the price on wind energy by 10%.

<i>[The motion is debated.]</i>

Ch: Are you ready for the question? (OR -- Is there any discussion?)

A: (The mover of the motion has the right to speak first)

B: (Others debate some more)

<i>[The motion is put to a vote.]</i>

Ch: The question is on the adoption of the motion to reduce the price on wind energy by 10%.

Those in favor of the motion, say 'Aye'. (OR – Raise your hand)

Those opposed, say 'No'. (OR – Raise your hand)

<i>[The vote result and the effect are announced.]</i>
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Ch: The 'ayes' have it, and the motion is adopted.

(OR - The 'noes' have it, and the motion is defeated.)

The committee on pricing will make the price change effective immediately.

The next item of business is

<p>2. To Postpone Indefinitely (S, a, D, Maj)</p> <p><i>[Member is recognized and moves the motion.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to postpone the main motion indefinitely.</p>
<p><i>[Another member seconds the motion.]</i> B: Second</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to postpone the main motion indefinitely.</p>
<p><i>[The motion is debated.]</i> Ch: Are you ready for the question? (OR -- Is there any discussion?) A: (The mover of the motion has the right to speak first) B: (Others debate some more)</p>
<p><i>[The motion is put to a vote.]</i> Ch: The question is on the motion to postpone indefinitely the main motion. Those in favor of the motion to postpone indefinitely, say 'Aye'. Those opposed, say 'No'. (OR – Raise your hand)</p>
<p><i>[The vote result and the effect are announced.]</i> Ch: The 'ayes' have it, and the main motion is postpone indefinitely. The next item of business is</p> <p>(OR - The 'noes' have it, and the motion to postpone indefinitely the main motion is lost. Is there any discussion?)</p>

<p>3a. To Amend by Inserting (S, A, D, Maj)</p> <p><i>[Member is recognized and moves the motion.]</i> <i>[Pending Motion: To buy 3 computers.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to amend the main motion by inserting 'used' before 'computers'.</p>
<p><i>[Another member seconds the motion.]</i> B: Second</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to amend the main motion by inserting 'used' before 'computers'.</p>
<p><i>[The motion is debated.]</i> Ch: Are you ready for the question? (OR -- Is there any discussion?) A: (The mover of the motion has the right to speak first) B: (Others debate some more)</p>
<p><i>[The motion is put to a vote.]</i> Ch: The question is on the motion to amend the main motion by inserting 'used' before 'computers'. Those in favor of the motion to amend by inserting 'used' before 'computers', say 'Aye'. Those opposed, say 'No'. (OR – Raise your hand)</p>
<p><i>[The vote result and the effect are announced.]</i> Ch: The 'ayes' have it, and the main motion now reads, "to buy 3 used computers." Is there any discussion? (OR - The 'noes' have it, and the motion to amend by inserting is lost. Is there any discussion?)</p>

<p>3b. To Amend by Striking (S, A, D, Maj)</p> <p><i>[Member is recognized and moves the motion.]</i> <i>[Pending Motion: To buy 3 computers and a printer.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to amend the main motion by striking 'and a printer'.</p>
<p><i>[Another member seconds the motion.]</i> B: Second</p>

<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to amend the main motion by striking 'and a printer'.</p>
<p><i>[The motion is debated.]</i> Ch: Are you ready for the question? (OR -- Is there any discussion?) A: (The mover of the motion has the right to speak first) B: (Others debate some more)</p>
<p><i>[The motion is put to a vote.]</i> Ch: The question is on the motion to amend the main motion by striking 'and a printer'. Those in favor of the motion to amend by striking 'and a printer', say 'Aye'. Those opposed, say 'No'. (OR – Raise your hand)</p>
<p><i>[The vote result and the effect are announced.]</i> Ch: The 'ayes' have it, and the main motion now reads, "to buy 3 computers." Is there any discussion? (OR - The 'noes' have it, and the motion to amend by inserting is lost. Is there any discussion?)</p>

<p>3c. To Amend by Striking and Inserting (S, A, D, Maj)</p> <p><i>[Member is recognized and moves the motion.]</i> <i>[Pending Motion: To buy 3 computers.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to amend the main motion by striking '3 computers' and inserting '2 printers'.</p>
<p><i>[Another member seconds the motion.]</i> B: Second</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to amend the main motion by striking '3 computers' and inserting '2 printers'.</p>
<p><i>[The motion is debated.]</i> Ch: Are you ready for the question? (OR -- Is there any discussion?) A: (The mover of the motion has the right to speak first) B: (Others debate some more)</p>
<p><i>[The motion is put to a vote.]</i> Ch: The question is on the motion to amend the main motion by striking '3 computers' and inserting '2 printers'.</p>

Those in favor of the motion to amend by striking '3 computers' and inserting '2 printers', say 'Aye'.

Those opposed, say 'No'. *(OR – Raise your hand)*

[The vote result and the effect are announced.]

Ch: The 'ayes' have it, and the main motion now reads, "to buy 2 printers"

Is there any discussion?

(OR - The 'noes' have it, and the motion to amend by striking and inserting is lost.

Is there any discussion?)

<p>4a. To Commit or Refer to a Standing Committee (S, A, D, Maj)</p> <p><i>[Standing Committees already exist and are listed in the bylaws.]</i> <i>[Member is recognized and moves the motion to commit.]</i> <i>[Pending Motion: To buy 3 computers.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to refer the main motion to the XYZ Standing Committee.</p>
<p><i>[Another member seconds the motion.]</i> B: Second</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to refer the main motion to the XYZ Standing Committee. Mr. A when should this motion have the committee report and what shall be the committee's assignment?</p>
<p>A: The committee should research our options and report by next meeting.</p>
<p><i>[The motion is debated.]</i> Ch: Are you ready for the question? (OR -- Is there any discussion?) A: (The mover of the motion has the right to speak first) B: (Others debate some more)</p>
<p><i>[The motion is put to a vote.]</i> Ch: The question is on the motion to refer the main motion to the XYZ Standing Committee, and report options at the next meeting. Those in favor of the motion, say 'Aye'. Those opposed, say 'No'. (OR – Raise your hand)</p>
<p><i>[The vote result and the effect are announced.]</i> Ch: The 'ayes' have it, and the main motion will be referred to the XYZ Standing Committee to report options at the next meeting.</p> <p>(OR - The 'noes' have it, and the motion to refer is lost. We are back at the main motion to buy 3 computers. Is there any discussion?)</p>

<p>4b. To Commit or Refer to a Special Committee (S, A, D, Maj)</p> <p><i>[Special Committees are created as they are needed.]</i> <i>[Member is recognized and moves the motion to commit.]</i> <i>[Pending Motion: To buy 3 computers.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to refer the main motion to a Special Committee of 3.</p>

<p><i>[Another member seconds the motion.]</i> B: Second</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to refer the main motion to a Special Committee of 3. Mr. A who are you suggesting as members and as chair of this Special Committee. Also, when should this Special Committee report and what shall be its assignment?</p>
<p>A: I suggest that I will be the chair, and include Mr. B and Ms. C as committee members. The committee should research our options and report by next meeting.</p>
<p><i>[The motion is debated.]</i> Ch: Are you ready for the question? (OR -- Is there any discussion?) A: (The mover of the motion has the right to speak first) B: (Others debate some more)</p>
<p><i>[The motion is put to a vote.]</i> Ch: The question is on the motion to refer the main motion to a Special Committee of 3 with Mr. A as chair, and Mr. B and Ms. C as members. The Special Committee shall report on options at the next meeting. Those in favor of the motion, say 'Aye'. Those opposed, say 'No'. (OR – Raise your hand)</p>
<p><i>[The vote result and the effect are announced.]</i> Ch: The 'ayes' have it, and the main motion will be referred to a Special Committee of 3 with Mr. A as chair, and Mr. B and Ms. C as members. The Special Committee shall report on options at the next meeting. (OR - The 'noes' have it, and the motion to refer is lost. We are back at the main motion to buy 3 computers. Is there any discussion?)</p>

5. To Postpone to a Certain Time (S, A, D, Maj)

[Member is recognized and moves the motion to postpone to the next meeting, or to a certain hour in this meeting, or to after a specific event in this meeting.]

*[Pending Motion: **To buy 3 computers.**]*

A: Madam Chair

Ch: Yes Mr. A

A: I move to postpone the main motion (to the next meeting, or to 3:00 pm, or to after the budget report).

[Another member seconds the motion.]

B: Second

[The chair states the motions.]

Ch: It is moved and seconded to postpone the main motion to ...

[The motion is debated.]

Ch: Are you ready for the question? (OR -- Is there any discussion?)

A: (The mover of the motion has the right to speak first)

B: (Others debate some more)

[The motion is put to a vote.]

Ch: The question is on the motion to postpone the main motion to ...

Those in favor of the motion to postpone, say 'Aye'.

Those opposed, say 'No'. (OR – Raise your hand)

[The vote result and the effect are announced.]

Ch: The 'ayes' have it, and the main motion will be postpone to ...

(OR - The 'noes' have it, and the motion to postpone is lost. We are back at the main motion to buy 3 computers.

Is there any discussion?)

6. To Limit (or Extend limits of) Debate (S, A, d, 2/3)

[Member is recognized and moves the motion to limit or extend limits of debate.]

[Time can be altered per speaker, for per agenda topic, or to a specific hour in the meeting.]

*[Pending Motion: **To buy 3 computers.**]*

A: Madam Chair

Ch: Yes Mr. A

A: I move to limit debate to 1 minute per speaker (or 5 minutes per topic, or to 3:00 pm) for all reports.

[Another member seconds the motion.]

B: Second

[The chair states the motions.]

Ch: It is moved and seconded to limit debate to 1 minute per speaker.

<p><i>[The motion is NOT debatable.]</i></p> <p>Ch: Are you ready for the question? (OR -- Are there any amendments to the limits?)</p>
<p><i>[The motion is put to a vote.]</i></p> <p>Ch: The question is on the motion to limit debate to 1 minute per speaker. Those in favor of the motion to limit debate, please raise your hand (must stand if not meeting in a committee). Thank you.</p> <p>Those opposed, please raise your hand. Thank you.</p>
<p><i>[The vote result and the effect are announced.]</i></p> <p>Ch: There are 2/3s in the affirmative and the motion to limit debate to 1 minute per speaker is adopted.</p> <p>(OR - There are less than 2/3s in the affirmative and the motion to limit debate to 1 minute per speaker is lost. We are back at the main motion to buy 3 computers. Is there any discussion?)</p>

<p>7. To Move the Previous Question (S, a, d, 2/3)</p> <p><i>[Member is recognized and moves the previous question.]</i></p> <p><i>[Pending Motion: To buy 3 computers.]</i></p> <p>A: Madam Chair</p> <p>Ch: Yes Mr. A</p> <p>A: I move the previous question.</p>
<p><i>[Another member seconds the motion.]</i></p> <p>B: Second</p>
<p><i>[The chair states the motions.]</i></p> <p>Ch: The previous question is moved and seconded on the motion to buy 3 computes.</p>
<p><i>[The motion is NOT debatable.]</i></p>
<p><i>[The motion is put to a vote.]</i></p> <p>Ch: Those in favor of ordering the previous question, please raise your hand (must stand if not meeting in a committee). Thank you.</p> <p>Those opposed, please raise your hand. Thank you.</p>
<p><i>[The vote result and the effect are announced.]</i></p> <p>Ch: There are 2/3s in the affirmative and the previous question is ordered on the motion to buy 3 computers.</p> <p>(OR - There are less than 2/3s in the affirmative and the motion to order the previous question is lost. We are back at the main motion to buy 3 computers. Is there any discussion?)</p>

<p>8. To Lay on the Table (S, a, d, Maj)</p> <p><i>[Member is recognized and moves to lay the main motion on the table.]</i> <i>[Pending Motion: To buy 3 computers.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to lay the main motion on the table.</p>
<p><i>[Another member seconds the motion.]</i> B: Second Ch: For what purpose does the member seek to lay the main motion on the table? A: Our invited speaker has arrived and must return to his office in 30 minutes.</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to lay the main motion on the table.</p>
<p><i>[The motion is NOT debatable.]</i></p>
<p><i>[The motion is put to a vote.]</i> Ch: Those in favor of laying the main motion on the table, say 'Aye'. Those opposed, say 'No'. (OR – Raise your hand)</p>
<p><i>[The vote result and the effect are announced.]</i> Ch: The 'ayes' have it, and the main motion will be laid on the table. The next item of business is ... (OR - The 'noes' have it, and the motion to lay the main motion on the table is lost. We are back at the main motion to buy 3 computers. Is there any discussion?)</p>

<p>11. To Recess (S, A, d, Maj)</p> <p><i>[Member is recognized and moves to recess for 10 minutes.]</i> <i>[Pending Motion: To buy 3 computers.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to recess for 10 minutes.</p>
<p><i>[Another member seconds the motion.]</i> B: Second</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to recess for 10 minutes.</p>
<p><i>[The motion is NOT debatable.]</i></p>

<p><i>[The motion is put to a vote.]</i> Ch: Those in favor of the motion to recess for 10 minutes, say 'Aye'. Those opposed, say 'No'. (OR – Raise your hand)</p>
<p><i>[The vote result and the effect are announced.]</i> Ch: The 'ayes' have it, and the meeting stands recessed for 10 minutes.</p> <p>(OR - The 'noes' have it, and the motion to recess for 10 minutes is lost. We are back at the main motion to buy 3 computers. Is there any discussion?)</p>
<p>12. To Adjourn (S, A, d, Maj)</p> <p><i>[Member is recognized and moves to adjourn.]</i> <i>[Pending Motion: To buy 3 computers.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to adjourn.</p>
<p><i>[Another member seconds the motion.]</i> B: Second</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to adjourn.</p>
<p><i>[The motion is NOT debatable.]</i></p>
<p><i>[The motion is put to a vote.]</i> Ch: Those in favor of the motion to adjourn, say 'Aye'. Those opposed, say 'No'. (OR – Raise your hand)</p>
<p><i>[The vote result and the effect are announced.]</i> Ch: The 'ayes' have it, and the meeting stands adjourned.</p> <p>(OR - The 'noes' have it, and the motion to adjourn is lost. We are back at the main motion to buy 3 computers. Is there any discussion?)</p>

Unranked Motions

<p>Point of Order (s, a, d, chair ruling)</p> <p><i>[Member does not need to be recognized.]</i> A: Point of Order</p>
<p><i>[The motion DOES NOT need a second.]</i></p>
<p><i>[The chair inquires.]</i> Ch: Please state your point of order. A: <i>[Member states what he believes is being violated]</i></p>
<p><i>[The motion is NOT debatable.]</i></p>
<p><i>[The motion is NOT put to a vote.]</i></p>
<p><i>[The chair rules on the point of order.]</i> Ch: Your point is well taken. We shall correct that. OR CH: Your point is not well taken. We are back at the main motion.</p>

<p>To Appeal from the Decision of the Chair (S, a, d, Maj)</p> <p><i>[Member is recognized and Appeals the Decision of the Chair.]</i> A: Madam Chair Ch: Yes Mr. A A: I Appeal from the decision of the chair.</p>
<p><i>[Another member seconds the motion.]</i> B: Second</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to appeal the ruling of the chair. <i>[The Chair must give a reason for his ruling.]</i></p>
<p><i>[If the original motions was debatable, the appeal is debated. Each member may debate one and only one time.]</i> <i>[If the motion is not debatable, the appeal is not debatable either.]</i> <i>[The Chair may give a closing reason for his ruling.]</i></p>
<p><i>[The motion is put to a vote.]</i> Ch: Those in favor of Sustaining the Decision of the Chair, say 'Aye'. Those opposed, say 'No'. (OR – Raise your hand)</p>
<p><i>[The vote result and the effect are announced.]</i> Ch: The 'ayes' have it, and the Decision of the Chair is Sustained. <i>[Note: A tie favors the chair. This is an exceptional case.]</i> (OR - The 'noes' have it, and the motion to adjourn is lost. We are back at the main motion to buy 3 computers. Is there any discussion?)</p>

<p>Suspend the Rules (S, a, d, 2/3)</p> <p><i>[Member is recognized and moves the motion.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to Suspend the Rules that prohibit us from <i>(some proposed action)</i>.</p>
<p><i>[Another member seconds the motion.]</i> B: Second</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to Suspend the Rules that prohibit us from <i>(some proposed action)</i>. Ch: Because this would suspend a Bylaw (or the Constitution), this motion is not in order. OR Ch: Being that this would suspend a rule from Robert's Rules, the necessary vote to suspend this rule is a 2/3 vote. OR Ch: Being that this would suspend a Standing Rule or Policy, the necessary vote to suspend this rule is a majority vote.</p>
<p><i>[The motion is NOT debatable.]</i></p>
<p><i>[The motion is put to a vote.]</i> Ch: The question is on the suspension of the rules. Those in favor of the motion to suspend the rules, please raise your hand (must stand if not meeting in a committee). Thank you. Those opposed, please raise your hand. Thank you.</p>
<p><i>[The vote result and the effect are announced.]</i> Ch: There are 2/3s in the affirmative and the rules are suspended for the purpose of ... <i>(OR - There are less than 2/3s in the affirmative and the motion to suspend the rules is lost. We are back at the main motion to buy 3 computers. Is there any discussion?)</i></p>

<p>Division. Division (s, a, d, demand)</p> <p><i>[Immediately after the result of a voice vote was announced on the motion to buy 3 computers, a member doubted the accuracy of the vote, and demanded that the vote be taken in a different manner.]</i></p> <p><i>[Member does not need to be recognized.]</i></p> <p>A: Division. Division</p>
<p><i>[The motion DOES NOT need a second.]</i></p>
<p><i>[The chair stops all further actions and handles the demand for a Division.]</i></p> <p>Ch: A Division is called for.</p>
<p><i>[The motion is NOT debatable.]</i></p>
<p>Ch: A Standing Vote will now be taken. Those in favor of the motion to buy 3 computers, please stand. Thank you. Those opposed, please stand. Thank you.</p>
<p><i>[The vote result and the effect are announced.]</i></p> <p>Ch: The 'ayes' have it, and the motion is adopted. (OR - The 'noes' have it, and the motion is lost.)</p>

<p>Point of Parliamentary Inquiry (s, a, d, chair ruling)</p> <p><i>[Member does not need to be recognized to speak and may even interrupt a speaker.]</i> A: Madam Chair, parliamentary inquiry.</p>
<p><i>[The motion DOES NOT need a second.]</i></p>
<p><i>[The chair inquires.]</i> Ch: What is your inquiry, Mr. A? A: What is the necessary vote to adopt this motion?</p>
<p><i>[The motion is NOT debatable.]</i></p>
<p><i>[The motion is NOT put to a vote.]</i></p>
<p><i>[The chair handles the question.]</i> Ch: The parliamentarian will please answer the question for the member.</p>

<p>Request for Information (s, a, d, chair ruling)</p> <p><i>[Member does not need to be recognized to speak and may even interrupt a speaker.]</i> A: Madam Chair, request for information.</p>
<p><i>[The motion DOES NOT need a second.]</i></p>
<p><i>[The chair inquires.]</i> Ch: What is your question, Mr. A? A: Do we have enough money in the treasury to pay for this proposal?</p>
<p><i>[The motion is NOT debatable.]</i></p>
<p><i>[The motion is NOT put to a vote.]</i></p>
<p><i>[The chair handles the question.]</i> Ch: The treasurer will please answer the question for the member.</p>

<p>To Rescind (S, A, D, 2/3 or Maj)</p> <p><i>[No motion pending.]</i> <i>[Member is recognized and moves the motion.]</i> A: Madam Chair Ch: Yes Mr. A A: I move to rescind the motion on buying 3 computers that we adopted at the last meeting.</p>
<p><i>[Another member seconds the motion.]</i> B: Second</p>
<p><i>[The chair states the motions.]</i> Ch: It is moved and seconded to rescind the motion on buying 3 computers that was adopted at the last meeting.</p>
<p><i>[The motion is debated.]</i> Ch: Are you ready for the question? (OR -- Is there any discussion?) A: (The mover of the motion has the right to speak first) B: (Others debate some more)</p>
<p><i>[The motion is put to a vote.]</i> Ch: Being that no notice was given at the last meeting, a 2/3 vote is necessary to rescind the motion. OR Ch: Being that a notice was given at the last meeting, a majority vote is necessary to rescind the motion. Ch: The question is on rescinding the motion to buy 3 computers. <i>[Rising vote used for 2/3 vote; voice for majority vote.]</i></p>
<p><i>[The vote result and the effect are announced.]</i> <i>[Use appropriate wording based on whether a 2/3 vote or a voice vote is taken.]</i></p>