



## PRESENTING A MOTION AT A GLANCE

### Discuss flexibility and formality

#### Step 1: Obtaining the Floor

- Before a motion can be made a member must be recognized by the chair as having right to be heard. To be recognized, the member rises when no one else has the floor and addresses the chair.
- The chair normally recognizes the member by announcing the person's name or title or by saying, "The chair recognizes the member to my right."
- Once the member is recognized and has the floor, no one else may interrupt.
- When recognized by the chairperson, the member shall give the member's name and shall confine remarks to the question at hand.
- At Bargaining Unit Meetings, speeches shall be limited to five (5) minutes except in moving a motion when the member shall be allowed ten (10) minutes.

#### Step 2: Making a Motion

- A member makes a motion by simply stating, "I move that ...." As soon as the member has stated the motion, he is seated.
- A motion must be written - see attached template- this may be written by the mover or secretary depending on the process agreed to.

#### Step 3: Seconding a Motion

- After a motion has been made another member seconds the motion by saying "I second the motion," or "second."
- If there is no second, the motion is not before the assembly and the chair moves on to the next item of business.
- The member seconding a motion does not have to rise or obtain the floor.
- If no one seconds a motion immediately upon its being made, the chair normally asks, "Is there a second to the motion?"
- Once a motion is seconded the chair states the motion, thus placing it before the assembly.
- The motion now belongs to the group and the maker may no longer withdraw the motion without the assembly's consent.

#### Step 4: Amending a Motion

- A member amends a motion by simply stating, "I move to amend that ...." As soon as the member has stated the amendment, she/he is seated.
- An amendment must be written by the mover or secretary depending on the process agreed to.
- After an amendment has been made another member seconds the amendment by saying "I second the motion as amended," or "second."
- If there is no second, the amended motion is not before the assembly and the chair moves on to the next item of business.
- The member seconding an amendment does not have to rise or obtain the floor.

- If no one seconds an amendment immediately as it's made, the chair normally asks, "Is there a second to the motion?"
- Once an amendment is seconded the chair states the motion as amended, thus placing it before the assembly.
- The motion as amended now belongs to the group and the maker may no longer withdraw the motion without the assembly's consent.
- The assembly brings the matter to a close by presenting the original motion as amended and voting.

#### **Step 5: Debating the Motion**

- Immediately after the chair states the motion she/he should ask, "Is there any discussion?" or "Are you ready for the question?"
- The person making the motion has the right to speak first and should be allowed to do so. The maker of the motion is not required to speak.
- A member shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so. If a member chooses to speak a second time, they effectively cut off the debate.
- A member shall not interrupt another except to raise a point of order.
- If a member be called to order, the member shall, at the request of the chairperson shall name the member and submit the member's conduct to the judgment of the meeting. In such case, the member whose conduct is in question shall explain the member's conduct and then withdraw, and the meeting will determine what course to pursue in the matter.
- Members should address the chair, speak in a courteous tone, avoid personalities, and under no circumstances attack or question the motives of another person. The question, not the person, is the subject of debate.
- The presiding officer cannot close debate as long as any member wishes to discuss the question.
- According to Bourinot's Rules, there must be either an indefinite or specific date and time for tabling a motion

#### **Step 6: Putting the Question (calling for a vote)**

- Before a question is put, the chair shall announce the question and shall then ask whether the meeting is ready for the question. If no member indicates a desire to speak, the question shall be put.
- The chair again states the motion and calls for the vote. "All in favour, raise their hands." "Those opposed, raise their hands." "Abstentions"? The vote can be a standing vote or by a show of hands. The chair always asks for the negative vote, even when the affirmative appears unanimous.
- The maker of the motion is not allowed to speak against the motion but may vote against it.
- Any motion arising from a committee report may be referred back to the committee for further study.
- A motion to reconsider may be moved by any member of the Bargaining Unit.

#### **Step 7: Announcing the Results**

- The chair announces the result of the vote immediately (i.e. whether the motion was carried; or motion defeated) and the result is captured in the minutes.