

Eight steps to a motion

1. **Member addresses the chair:**
"Mister/Madame President"
2. **President recognizes the member:**
"Yes, Member..."
3. **Member makes the motion:**
"I move Sunshine PTA sponsor..."
4. **Another member seconds the motion:**
"Second"
5. **President places the motion on the floor by repeating the exact words:**
"It has been moved and seconded Sunshine PTA sponsor..."
6. **Members debate the motion**
7. **President restates the motion and asks members to vote:**
"Are you ready to vote? All those in favor of Sunshine PTA sponsoring...say 'Aye.' Those opposed to sponsoring ... say 'No.' "
8. **President announces the result of the vote:**
"The ayes have it and Sunshine PTA will sponsor ... " or
"The no's have it and the motion has failed and Sunshine PTA will not sponsor. ... "
"The next item of business is. ... "



When making motions one always says *"I move. ... "*

It would be inappropriate to say *"I make a motion. ... "*
Or *"I would like to make a motion to..."* Or *"I motion that. ... "*

The 'friendly' amendment

You may have attended a meeting where a member has made a motion and another member offers,

"I want to make a friendly amendment."

The second member is asking permission to amend the first member's motion. Once the motion is on the floor – after the second and the president or chairman has restated the motion – the motion belongs to the group and not to the member who made the motion.

Any motion to amend a motion depends on the group by virtue of the required second, not the permission of the person who made the original motion.

What the friendly maker should do is simply state, *"I move to amend the motion by. ... "*
When the president asks if the member would like to speak to his/her motion, then the maker of the amendment can present the reasoning for the amendment.