

## EIGHT BASIC STEPS OF MOTIONS

1. RISE AND ADDRESS THE CHAIR (president or presiding officer) \*\*
2. RECOGNITION BY CHAIR (president or presiding officer)
3. MAKE MOTION \*\*
4. SECOND THE MOTION
5. CHAIR (president or presiding officer) STATES THE MOTION \*\*
6. DEBATE (discussion) alternate for and then against the motion, etc.
7. VOTE (members only) \*\*
8. RESULT (chair states whether motion carried or was lost) \*\*

**\*\* These steps are necessary for ALL MOTIONS.**

The others, RECOGNITION, SECOND and DEBATE, are exceptions in certain instances , but are usually necessary.

## AMENDING A MOTION

The motion to AMEND is probably the most widely used subsidiary motion. The purpose is to modify (clarify, perfect, alter) the wording of a pending main motion before the pending motion is acted upon.

It must be GERMANE (closely related) to the pending motion.

It is also subject to amendment, thus creating a situation in which there is a primary amendment and a secondary amendment.

The secondary amendment is voted upon first, then the primary (as amended), then the pending main motion (as amended).

**THERE CAN BE NO AMENDMENT PROPOSED TO A SECONDARY AMENDMENT.**

A member's vote on any amendment does not obligate her to vote in a particular way on the main motion. She may vote FOR an amendment and AGAINST the main motion, or the reverse.

## METHODS OF AMENDING

1. BY ADDING WORDS - as an example- to amend the main motion "to buy a new radio," ADD THE WORDS "at a cost not exceed \$150.00. "
2. BY INSERTING WORDS - as an example – to amend the main motion "to buy a new car," INSERT THE WORD "Toyota" between "new and "car."
3. BY STRIKING OUT WORDS - as an example – to amend the main motion - "to buy a new desk and typewriter for the office," STRIKE OUT THE WORDS "and typewriter."
4. BY STRIKING OUT AND INSERTING WORDS – as an example- to amend the main motion – "to buy a turkey dinner at our next meeting," STRIKE OUT THE WORD "turkey" and INSERT "roast beef."
5. BY SUBSTITUTING A SENTENCE OR PARAGRAPH- as an example- to amend the main motion "that we take a trip to Atlantic City for next year's annual social affair," substitute the following motion "that in lieu of our annual social affair, we hold a Christmas party for the needy children of our neighborhood."