

How to Say District Motions

(Including Chairperson Part)

| Motion | What to Say..... |
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| Main | <p>Address the Chair "Madam Chairperson" or "Mr. Chairperson"</p> <p>Assigning the Floor "Mr. Smith"</p> <p>Making the motion "I move to..."</p> <p>Seconding a motion "I second the motion" or "Second"</p> <p>Stating the motion "It is moved and seconded that..."</p> <p>Debating the motion (always ask the assembly twice before putting the question) "Is there discussion?"</p> <p>Putting the question "Those in favor of the motion to... say AYE." "Those opposed to the motion to... say NO."</p> <p>Announcing the vote "The ayes have it, the motion is carried." or "The noes have it, the motion is lost or failed."</p> |
| Adjourn | <p>Address the Chair "Madam Chairperson" or "Mr. Chairperson"</p> <p>Assigning the Floor "Mr. Smith"</p> <p>Making the motion "I move to adjourn"</p> <p>Seconding a motion "I second the motion" or "Second"</p> <p>Stating the motion "It is moved and seconded to adjourn"</p> <p>NO Debate</p> <p>Putting the question "Those in favor of adjourning the meeting, please say AYE." "Those opposed please say NO."</p> <p>Announcing the vote "The ayes have it, the motion is carried. This meeting is adjourned" or "The noes have it, the motion is lost or failed. This meeting is not adjourned."</p> |
| Point of Order | <p>Interrupt "I rise to a point of order."</p> <p>Chair, Assigning the Floor "Mr. Smith, state your point"</p> <p>Stating the point</p> |

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| | <p>“According to Robert’s Rules of Order.....”</p> <p>Chair Makes a Decision “Mr. Smith, point well taken.” And Chair corrects the point “Mr. Smith, point not well taken, you are out of order.”</p> |
| Suspend the Rules | <p>Address the Chair “Madam Chairperson” or “Mr. Chairperson”</p> <p>Assigning the Floor “Mr. Smith”</p> <p>Making the motion “I move to suspend the rules pertaining to.....”</p> <p>Seconding a motion “I second the motion” or “Second”</p> <p>Stating the motion “It is moved and seconded to suspend the rules”</p> <p>No Discussion</p> <p>Putting the question “Those in favor of suspending the rules, please say AYE.” “Those opposed to suspending the rules, please say NO.”</p> <p>Announcing the vote “The ayes have it, the motion is carried.” or “The noes have it, the motion is lost or failed.”</p> |
| Division of the Assembly | <p>Interrupt “I rise to a division of the assembly.”</p> <p>Chair “Division of the assembly has been called, we will now proceed to vote by more accountable measures. Those in favor please stand.” COUNT “Those opposed please stand.” COUNT</p> <p>Announcing the vote “The ayes have it, the motion is carried.” or “The noes have it, the motion is lost or failed.”</p> |
| Lay on the Table | <p>Address the Chair “Madam Chairperson” or “Mr. Chairperson”</p> <p>Assigning the Floor “Mr. Smith”</p> <p>Making the motion “I move to lay this motion on the table”</p> <p>Seconding a motion “I second the motion” or “Second”</p> <p>Stating the motion “It is moved and seconded to lay this motion on the table.”</p> <p>No Discussion</p> <p>Putting the question “Those in favor of laying this motion on the table, please say AYE.” “Those opposed to laying this motion on the table, please say NO.”</p> <p>Announcing the vote</p> |

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| | <p>“The ayes have it, the motion is laid on the table.” or “‘The noes have it, the motion is not laid on the table.”</p> |
| Previous Question | <p>Address the Chair “Madam Chairperson” or “Mr. Chairperson”</p> <p>Assigning the Floor “Mr. Smith”</p> <p>Making the motion “I move the previous question”</p> <p>Seconding a motion “I second the motion” or “Second”</p> <p>Stating the motion “It is moved and seconded to move the previous question.”</p> <p>NO Discussion – this motion ends debate</p> <p>Putting the question “Those in favor of the previous question please say AYE.” “Those opposed to the previous question please say NO.”</p> <p>Announcing the vote “The ayes have it, previous question carried.” And PROCEED to VOTE on main motion.... or “The noes have it, previous question is lost or failed.” AND Ask for more discussion...</p> |
| Refer to Committee | <p>Address the Chair “Madam Chairperson” or “Mr. Chairperson”</p> <p>Assigning the Floor “Mr. Smith”</p> <p>Making the motion “I move to refer this motion to a committee of <u> # </u>, appointed by <u> the chair </u> with the power to <u> act and report back </u> at <u> the next meeting </u>.” (fill in blanks for duties of the committee if they are not a standing committee).</p> <p>Seconding a motion “I second the motion” or “Second”</p> <p>Stating the motion “It is moved and seconded to refer this motion to a committee”</p> <p>Debating the motion (always ask the assembly twice before putting the question) “Is there discussion?”</p> <p>Putting the question “Those in favor of referring this motion to a committee please say AYE.” “Those opposed to referring this motion to a committee please say NO.”</p> <p>Announcing the vote “The ayes have it, the motion is referred to a committee.” APPOINT the committee if requested in the motion.... “The committee will consist of.....” or “The noes have it, the motion is lost or failed.”</p> |
| Parliamentary Inquiry | <p>Interrupt “I rise to a parliamentary inquiry.”</p> <p>Chair, Assigning the Floor “Mr. Smith, state your inquiry”</p> |

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| | <p>Stating the Inquiry “What kind of vote does this motion require” (for example)</p> <p>Chair Makes a Decision “Mr. Smith, this motion requires a _____ vote.”</p> |
| Amend | <p>Address the Chair “Madam Chairperson” or “Mr. Chairperson”</p> <p>Assigning the Floor “Mr. Smith”</p> <p>Making the motion “I move to amend the motion by (INSERTING, STRICKING OUT, STRICKING OUT AND INSERTING or SUBSTITUTING) the words _____ .”</p> <p>Seconding a motion “I second the motion” or “Second”</p> <p>Stating the motion “It is moved and seconded to amend the motion”</p> <p>Debating the motion (only if the motion it is applied to is debatable) (always ask the assembly twice before putting the question) “Is there discussion?”</p> <p>Putting the question “Those in favor of amending the motion please say AYE.” “Those opposed to amending the motion please say NO.”</p> <p>Announcing the vote “The ayes have it, the amendment is carried.” or “The noes have it, the motion is lost or failed.”</p> |