

PROCESSING A MOTION

Address the Chair

“Madam Chairperson” or “Mr. Chairperson”

Assigning the Floor

“Mr. Smith”

Making the motion

“I move to...”

“I move that...”

Seconding a motion

“I second the motion”

“Second”

Stating the motion

“It is moved and seconded that...”

Debating the motion

“Is there discussion?”

Putting the question

“Those in favor of the motion to... say AYE.”

“Those opposed to the motion to... say NO.”

Announcing the vote

“The “ayes” have it, the motion is carried.” or

“The “noes” have it, the motion is lost or failed.”