

## How to Make a Motion during a Meeting

**WA** State the business. **We need a motion to** \_\_\_\_\_.

**Girl #1** **I Move that** \_\_\_\_\_  
*The girl making the motion must stand.*

**Girl #2** **I second that motion**  
*If no one seconds the motion the Worthy Advisor may ask, "Do I have a second"?  
If still no second, the motion dies. The girl making the second does not need to stand.*

**WA** **It has been moved and seconded that** \_\_\_\_\_  
*The motion must be quoted exactly.*

**WA** **Is there Discussion?**  
*There is no discussion until the motion has been seconded.  
It is important to let all who want to, have a chance to voice their opinion, but the time for each person should be limited. It is the job of the Worthy Advisor to keep the discussion on the topic of the motion and not let it get off onto another subject.*

**WA** **Is there any further discussion?**  
*If there is no further discussion, then restate the motion and call for the vote.*

**WA** **It has been moved and seconded that** \_\_\_\_\_

**WA** **All in favor say "aye"!**  
*(Or stand or raise their hand).*

**All opposed say "nay"!**  
*(Or stand or raise their hand).*

**WA** Then, **"Motion carried"** OR **"Motion defeated"**

*The recorder needs to record the EXACT wording of the motion in the meeting minutes. It also needs to be recorded whether the motion was moved/seconded/passed (which can be abbreviated M/S/P) or whether it was moved/seconded/ defeated (M/S/D).*

*Deal with one motion at a time. Once a motion is on the floor it must be dealt with and completed.*