

## 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.

## Sample Model Meeting Details of Making Motions

Worthy Advisor	We need a motion to have a dance following the School of Instruction.
Member 1 (stands)	Worthy Advisor. (She receives acknowledgement from the Worthy Advisor.) <i>I move that we have a dance following the School of Instruction.</i>
Member 2 (does not stand)	I second the motion.
Worthy Advisor	The motion has been moved and seconded that we have a dance following the School of Instruction.
Worthy Advisor (One person will speak in favor of the motion.) (One person will speak against the motion.)	Do we have any discussion?
Worthy Advisor	All those in favor of having a dance after the School of Instruction, raise your right hand (Pause) All those opposed to having a dance, same sign The motion carries. We will have a dance. *(Light Gavel)
Worthy Advisor	We need a motion for our service activity to the nursing home.
Member 3 (stands)	I move that we go to the nursing home on Wednesday and play bingo with the residents.
Member 4 (does not stand)	I second the motion.
Worthy Advisor	The motion has been made and seconded that we go to the nursing home on Wednesday to play bingo with the residents. Is there any discussion?
Member 2 (stands, addresses W.A., waits to be recognized, then says)	I think this is a terrific idea but we have finals the next day.
Member 1 (stands, addresses W.A., waits to be recognized, then says)	I think we should plan to do this activity next month.
Worthy Advisor	Is there further discussion? (pause) We will proceed to vote on the motion to go to the nursing home on Wednesday and play bingo. All those in favor of going to the nursing home to play bingo with the residents, please raise your right hand. (Pause) (Only a few vote for this) All opposed, same sign (more vote opposed to the motion.) The Motion is defeated. *(Light Gavel)