

For Your Information

1. The President / Chair conducts the meeting.
2. To speak (be given the Floor) the member must be recognized by the President /Chair. Always speak to the Chair never to another member. No two conversations going on simultaneously.
3. After you receive the Floor: make a motion, comment, make suggestions or anything within the present section of the meeting, Minutes, Old Business, New Business, etc.

When Making a Motion

1. The President / Chair gives you the Floor.
2. Explain your position (why) and make a Motion to that affect. The President / Chair can help you form the motion properly or can call the Motion “Out of Order” if it is against the By-Laws or Rules.
3. Another member seconds your motion.
4. The President / Chair “States the Motion” (repeats it)
5. The President / Chair “The Motion has been moved and Seconded it is opened to the Floor.”
6. Members must be recognized by the President / Chair to discuss, question or give Comments regarding the Motion.
7. Modification / Changes can be made to the original Motion but only with the approval of the Motion Maker by her reframing the Motion.
8. The President / Chair decides after she believes everyone has spoken or there has been enough debate can end discussion. And call for a vote. “Puts the Motion” to the floor.
9. The President / Chair ask the Secretary to read the Motion for Correctness and Clarity.
10. The President / Chair calls for a vote, “All in Favor say so by voting Aye or those against by voting Nay.
11. President / Chair announces the results.

The President/Chair can call anyone “Out of Order” during a meeting.

The President/Chair cannot vote on a motion unless it is necessary to break a tie.