



Motion Etiquette

Business is conducted at meetings through the presentation, discussion, and disposition of motions. “I move” is proper, not “I make a motion” or “Why don’t we _____.”

To handle a motion:

1. A member is recognized by the chair and states the motion, such as, “I move that we increase our chapter dues by \$10.”
2. Another member states, without recognition, “I second that motion.”
3. The chair restates the motion: “The motion has been made and seconded that _____. Is there discussion on this motion?”
4. The maker of the motion is entitled to first discussion if so desired. The chair remains impartial. If there are members speaking for and against, they should speak alternately.
5. When discussion is completed, either because time for discussion has elapsed or no one else wishes to speak, the chair may close debate by saying, “Are you ready for the question?” If there is no opposition, continue with, “All in favor say ‘Aye’.” And then, “Those opposed say ‘No’.”
6. The chair will announce the result. If the decision is challenged, it may be decided by a division – a counted vote.

Motion forms are available under Lambda State forms.