

Parly Pro Tip:

The Basics of Making a Motion



1. Rise and address the chair

- "Madam or Mr. President" or "Madam or Mr. Chairman"

2. Assigned the floor

- The presiding officer will either state your name or nod at you.

3. State the motion

- "I move to..." or "I move that..."

4. Second

- Another member will second, only if the motion requires it (main motions do).
- Whoever seconds a motion can simply say "Second" while sitting down - there is no need to stand or address the chair.

5. Discussion

- The presiding officer will repeat the motion at hand by stating "It has been moved and seconded that... Is there any discussion?"
- To discuss, a member must rise, address the chair, and be assigned the floor to speak on behalf or against the motion.
- The maker of the motion has the right to speak first during discussion.

6. Vote

- Once discussion is finalized, the presiding officer will take the vote by stating "All those in favor say 'Aye.' Those opposed say 'No.'"
- The presiding officer will then announce the vote on whether the motion has been adopted or defeated.