

EIGHT STEPS TO A MOTION

1. Obtain the floor.

The member rises or raises his hand.

2. Assign the floor.

The chair grants the member the right to speak by a nod or by announcing the member's name.

3. Make the motion.

The member says, "I move that..."

4. The Motion is seconded.

Another member says, "I second the motion." If there is no second, the chair says, "Motion fails for lack of a second."

5. Chair states the motion.

"It has been moved and seconded that..."

6. Debate or discussion.

"Is there any discussion?"

7. Vote

"All in favor say 'aye'."

"All those opposed say 'no'."

8. Chair announces result.

The 'ayes' have it and the motion is carried and..." Or
"the 'nos' have it and the motion has failed."

AMENDMENTS: Before the vote is taken on a motion, it may be amended by:

- Inserting or adding words
- Striking out words
- Striking out words and inserting
- Substituting

RESOURCES

California State PTA Publications:

- Unit, Council and District Bylaws
- California State PTA Toolkit
- The a-b-c's of Parliamentary Procedure
- Officer and Chairman Job Descriptions

National PTA Publications:

- Annual Resources for PTAs

Other Publications:

- Roberts Rules of Order Newly Revised, 10th Edition

MOTION CHART

NAME OF MOTION IN ORDER OF RANK FROM BOTTOM UP		Requires a Second	May be Debated	May be Amended	Vote Required: Majority (M) or 2/3	RANKING MOTIONS	
						PURPOSE	WHAT TO SAY
P R I V I L E G E D	Fix the Time to Whitt to Adjourn	Yes	No	Yes	M	To set the time, and sometimes the place, for another meeting to continue business of the present session.	I move that when we adjourn, we adjourn to meet at ... (time, place).
	Adjourn	Yes	No	No	M	To close the meeting.	I move to adjourn.
	Recess	Yes	No	No	M	To authorize a short, immediate intermission while a motion is pending.	I move to recess until ... (or) I move to recess for five minutes.
	Raise a Question of Privilege	No	No	No	M*	To permit an urgent request that rights and privileges of assembly or members be taken up at once.	I rise to a question of privilege.
	Call for the Orders of the Day	No	No	No	M*	To require the assembly to conform to its agenda, program, or order of business.	I call for the orders of the day.
	Lay on the Table	Yes	No	No	M*	To lay the pending question aside temporarily when something more urgent has arisen.	I move to lay on the table...
	Previous Question (Stop Debate)	Yes	No	No	2/3	To close debate and bring the assembly to an immediate vote on one or more pending questions.	I move the previous question. (or) I call for the previous question.
	Limit or Extend Limits of Debate	Yes	No	Yes	2/3	To defer action on a pending question to a definite day, meeting, or hour or after a certain event.	I move that debate be limited to... (or) I move that debate be extended to...
	Postpone to a Certain Time	Yes	Yes	Yes	M	To defer action on a pending question to a definite day, meeting, or hour or after a certain event.	I move to postpone... until...
	Commit or Refer	Yes	Yes	Yes	M	To refer a pending question to a relatively small group of selected persons to investigate or to act.	I move to refer the motion to...
	Amend	Yes	Yes*	Yes	M	To modify the wording of a pending motion before the motion itself is acted on.	I move to amend by...
S U B S I D I A R Y	Postpone Indefinitely	Yes	Yes	No	M	To decline to take a position on the main question; to avoid taking a direct vote.	I move to postpone... indefinitely.
	Main Motion	Yes	Yes	Yes	M*	To bring business before the assembly.	I move that...

*Consult Robert's Rules of Order, Newly Revised for special rules and exceptions.