**Parliamentary Procedure**

**Steps for Processing a Motion**

**PRESIDENT STARTS WITH “IS THERE ANY FURTHER BUSINESS?”**

1. **Obtaining the floor.** - - - - - “Mister/Madam President”

2. **Assigning the floor.** - - - - - The President recognizes you. Use first name

3. **Making the motion.** - - - - - - I move that…… (state business to discuss)……….

4. **Seconding the motion.** - - - Any member may say “I second the motion.” Do not stand.

5. **Stating the motion.** - - - - - - The president says: “It has been moved and seconded

that… (repeat the motion.) Is there any discussion?

6. **Discussion/Debate.** - - - - - Any member may speak for or against the motion. When

finished say either:

a. “Therefore, I recommend that we vote for the motion.” **Or**

b. “Therefore, I recommend that we vote against the motion.”

(When no one is wanting to discuss motion.)

7. **Putting the question or Taking the Vote** - - - - The President says the following:

Is there any further discussion? (Pause) If there is no further discussion, we will

proceed to vote. All those in favor of the motion to (repeat the motion) say **‘aye’**.

All those opposed say **‘no’**.

8. **Announcing the Vote** - - - - - - The president says the following:

The ayes have it. The motion is ***adopted.*** (Or the noes have it. The motion is

***lost.***) We will/will not (restate the motion).

**MAY NOW HAVE DIVISION OF THE ASSEBLY.**