

## Bylaws and Standing Rules



Motion	Action taken
<b>Obtaining the floor</b> (Only members are legally qualified to make motions, discuss, and vote.)	<b>Member:</b> "Madam or Mister Chair"
<b>Chair recognizing member</b>	<b>Chair:</b> "Member is recognized by the chair."
<b>Making the motion</b>	<b>Member:</b> "I move that _____."
<b>Stating the motion</b>	<b>Chair:</b> "There being no second, the motion is not before the assembly."
<b>Seconding the motion</b>	<b>2nd Member:</b> "I second the motion." <b>Chair:</b> "It has been moved and seconded that _____."
<b>Debate and discussion</b>	<b>Chair:</b> "Is there any discussion?"
<b>Vote</b>	Usually a voice vote. If a standing vote is needed, the secretary will count. In a standing vote, proponents and opponents are asked to stand in turn.
<b>Announcing the vote</b>	<b>Chair:</b> "The motion is _____. All in favor say 'aye.' (Pause) Those opposed say 'no'. The 'aye's' have it, and the motion is carried and we will _____." <b>Or,</b> "The 'no's' have it, and the motion is defeated."
<b>Amendments</b> Before a vote is taken on a motion, its language may be amended.	<b>Member:</b> "I amend the motion by _____." <b>or</b> "I amend the motion to read _____." (1) If applied to a debatable motion (2) Rules of Order—2/3 vote, standing rules—majority vote Refer to <i>Robert's Rules of Order, Newly Revised</i> (10th edition) for rules.