

## Making a Motion

What is a motion anyway? A motion is a formal proposal by a member, in a meeting, that the group take certain action. Here is how it is done:

- Board member addresses the chair (by title or name) and the chair will recognize them (by nodding or by name) as the next speaker. Then,
- Board member: “I move that...” be very specific and precise
- Another board member: “I second that motion” OR “Second”
- Chair (who does not make motion): “We have a motion and a second to...” OR “It is moved and seconded that...” “Any discussion?”
- Discussion takes place.
- Chair (following discussion): “Those in favor of the motion to (clearly state the motion)...signify by saying aye, OR say aye. (Pause) Those opposed, say nay, OR say no.” (Pause) The chair announces the result of the vote, noting if the motion was adopted (approved) or lost.

Only board members may make motions.

A motion will “die” if there is no second. The chair will move the meeting along stating that “The motion dies for lack of a second.”

Motions should be made when budget issues (changes) are discussed or requested, policy issues are in question, and when the laws of the organization call for this type of approval.

### Quorum:

A quorum is required for a meeting to conduct substantive business. Note that even if a meeting begins with a quorum present, it loses the right to conduct substantive business when enough members leave to bring the numbers below the required quorum.

