



## Parliamentary Procedure and the 4-H Meeting Part 3 – Motions

One of the basics of parliamentary procedure is how to move and dispose of a motion. Following are the steps that should be followed.

### **Step 1: Recognition by the Chair or Presiding Officer and the Motion**

A member seeks permission to speak by raising his/her hand or standing and when recognized says, "Mister/Madam President, I MOVE....."

**Common Mistakes:** Not waiting to be recognized, discussion the motion before making the motion, and saying, "I make a motion...." Instead of "I MOVE...."

### **Step 2: Second the Motion**

The motion must receive a second before any discussion begins. A member does not need to be recognized to second a motion, just states, "I second the motion" or simply "Second." Obtaining a second indicates that at least two people favor discussing the motion. If there is no second, the motion is dropped.

**Common Mistake:** Beginning to discuss motion before having a second.

### **Step 3: Restate the motion**

The presiding officer restates the motion without reworking it. The presiding officer says, "It has been moved and seconded that we...."

**Common Mistake:** The presiding officer rewords the original motion.

### **Step 4: Discussion**

After being moved and seconded, the motion is ready for discussion. Members of the club are recognized in turn by the presiding officer and give reasons for or against the motion.

**Common Mistake:** Debate gets out of control in temper, in duration or relevance.

### **Step 5: Vote**

Discussion on a motion may end in three ways: (1) No one says anything; (2) A member says, "I call for the question," meaning that the member wants the motion brought to a vote, or (3) the presiding officer decides that there has been adequate discussion. The presiding officer indicates the method of voting: saying (aye/nay), a show of hands, standing, or roll call and states, "All in favor" then "All opposed."

**Common Mistake:** The presiding officer fails to call for the negative vote if the vote appears to be unanimous.

## **Step 6: Results of the Vote**

The presiding officer announces the result of the vote. “The motion passes/fails.” A majority is necessary to pass a motion. A majority is more than half of the members present and voting. If a voice vote is used and the outcome could not be determined (i.e., yeas and nays are similar in quantity), a “Division of the House” or “Divide” can be called. Then a hand count takes place.

**Common Mistake:** The presiding officer fails to announce the result of the vote.

## **To Lay on the Table**

There are times when there is a reason to delay the decision on a motion. The procedure to do this is called “laying on the table”. This delays a decision until another time.

**Step 1:** During discussion of a motion, a member is recognized by the president and says, “I move to lay the motion on the table.”

**Step 2:** Another member seconds the motion to lay original motion on the table.

**Step 3:** No discussion is permitted. The group votes whether to table the motion or not. A majority is needed.

## **To Take from the Table**

To bring back a motion from the table so it can be discussed and acted upon is called “taking from the table”.

**Step 1:** While in old business, a member says, “I move to take from the table (motion’s name).”

**Step 2:** Another member must second the motion.

**Step 3:** No discussion is permitted. The group proceeds to vote whether to bring the motion from the table or not. A majority is needed. Once a motion has been brought back from the table, it is the next item of business.

Generally, a tabled motion comes back for consideration at the next regular meeting. Don’t use the motion to table as a way to “kill” a motion.

MOTION	WHAT YOU SAY	May you interrupt speaker?	Needs second?	Debatable?	Amendable?	Vote needed?	Can it be reconsidered?
<b>Adjourn</b> the meeting	"I move that we adjourn."	no	yes	no	no	majority	no
Call an <b>intermission</b>	"I move that we recess for..."	no	yes	no	yes	majority	no
<b>Complain</b> about heat, noise, etc.	"I rise to a question of privilege."	yes	no	no	no	no vote	no, usually
<b>Suspend</b> consideration of something	"I move to table the motion"	no	yes	no	no	majority	no
<b>End debate</b> and amendments (move to a vote)	"I move the previous question"	no	yes	no	no	two-thirds	no
<b>Postpone</b> discussion for a certain time	"I move to postpone discussion until..."	no	yes	yes	yes	majority	yes
<b>Refer</b> matter to committee for study	"I move to refer the matter to committee"	no	yes	yes	yes	majority	yes
<b>Amend</b> a motion	"I move to amend the motion by..."	no	yes	yes	yes	none if friendly, majority if not	yes
<b>Introduce</b> business	"I move that..."	no	yes	yes	yes	majority	yes

THE ABOVE MOTIONS ARE TAKEN IN ORDER. BELOW, THERE IS NO ORDER.

<b>Protest</b> breach of rules or conduct	"I rise to a point of order."	yes	no	no	no	no vote	no
<b>Vote</b> on ruling from the chair	"I appeal the chair's decision"	yes	yes	yes	no	majority	yes
<b>Suspend</b> the rules temporarily	"I move to suspend the rules so that..."	no	yes	no	no	two-thirds	no
<b>Avoid</b> consideration of an improper matter	"I object to consideration of this motion"	yes	no	no	no	two-thirds	n/a
<b>Verify</b> a voice vote by a rising vote	"I call for a division" or "Divide!"	yes	no	no	no	no vote	no
<b>Request</b> information	Point of information	yes	no	no	no	no vote	no
<b>Take up</b> a matter previously tabled	"I move to take from the table..."	no	yes	no	no	majority	no
<b>Reconsider</b> a hasty action	"I move to reconsider the vote on..."	yes	yes	n/a	no	majority	no

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