

Making a motion

1. Motion is made.
2. Someone second it.
3. **“It is moved by _____ and second by _____ that ...”** *repeat the motion.*
4. **“Is there any discussion?”**
5. **“Hearing no further discussion, all those in favor say Aye”** pause
All those oppose say Nay”
6. *If it passes say, “The ayes have it, the motion carries, and* (indicate the effect of the vote).
If it fails, “The nays have it and the motion fails.”

If there is an amendment to the motion, the amendment gets voted on first.

**1 rap = Attention
2 raps = Rise
3 raps = Be Seated**

Making a motion

1. Motion is made.
2. Someone second it.
3. **“It is moved by _____ and second by _____ that ...”** *repeat the motion.*
4. **“Is there any discussion?”**
5. **“Hearing no further discussion, all those in favor say Aye”** pause
All those oppose say Nay”
6. *If it passes say, “The ayes have it, the motion carries, and* (indicate the effect of the vote).
If it fails, “The nays have it and the motion fails.”

If there is an amendment to the motion, the amendment gets voted on first.

**1 rap = Attention
2 raps = Rise
3 raps = Be Seated**

Making a motion

1. Motion is made.
2. Someone second it.
3. **“It is moved by _____ and second by _____ that ...”** *repeat the motion.*
4. **“Is there any discussion?”**
5. **“Hearing no further discussion, all those in favor say Aye”** pause
All those oppose say Nay”
6. *If it passes say, “The ayes have it, the motion carries, and* (indicate the effect of the vote).
If it fails, “The nays have it and the motion fails.”

If there is an amendment to the motion, the amendment gets voted on first.

**1 rap = Attention
2 raps = Rise
3 raps = Be Seated**

Making a motion

1. Motion is made.
2. Someone second it.
3. **“It is moved by _____ and second by _____ that ...”** *repeat the motion.*
4. **“Is there any discussion?”**
5. **“Hearing no further discussion, all those in favor say Aye”** pause
All those oppose say Nay”
6. *If it passes say, “The ayes have it, the motion carries, and* (indicate the effect of the vote).
If it fails, “The nays have it and the motion fails.”

If there is an amendment to the motion, the amendment gets voted on first.

**1 rap = Attention
2 raps = Rise
3 raps = Be Seated**