

## Process of a Motion

1. Presenter reads the motion. (If it is an amended version, written copies should be provided to the Secretary with several copies for Assembly.)
2. Motion is seconded. (If no second, motion dies.)
3. Questions to presenter may be made for clarification and or amendments. (No discussion of merits at this time.)
4. Motion is reread by the Secretary with any amendments or changes.
5. Discussion opens. Everyone is invited to speak in support or opposition to the motion. Those who would like to speak may do so for a maximum of two minutes. Those who would like to speak a second time may do so only after everyone who wishes to speak has spoken. After a full discussion and everyone has had an opportunity to speak, the Chairman will request that the motion be re-read and voting begins. During a lengthy discussion, anyone may "Call the Question" or move that the motion be tabled:
  - a) A motion to table is not debatable and passes with a simple majority vote. If a motion is tabled, discussion ends and the matter is to be addressed later in the same assembly.
  - b.) A motion to postpone is not debatable and passes with a simple majority vote. If a motion is postponed, discussion ends and the matter is to be addressed at the next assembly.
  - c) After the question is called, the Chairman may, at his discretion, allow those in line at the mike to speak. A vote is then taken to end discussion. If the vote to end discussion fails, then discussion continues. If the vote to end discussion passes, the motion is re-read and voting begins.
6. Count the votes for and against the motion. (Voting may be done by voice vote or show of hands.) To pass, items of major importance (including changes to Area Policies and Procedures) should have substantial unanimity (2/3 majority). All else may pass with a simple majority.
7. After the outcome is determined, Minority Opinion is solicited. Anyone voting in the minority (and only those in the minority) may re-state his position. After the minority opinion is heard, any voter in the majority may request that a re-vote be taken on the motion. To re-vote, a simple majority is required. If a majority to re-vote is not attained, the original vote stands. If there is a majority to re-vote, discussion will reopen.