PARLIAMENTARY PROCEDURE

Handling a Motion
Introduction

Main motions bring business before the assembly for consideration. These motions must be made when no other motions are pending. They require a vote of the assembly and will yield to any privileged, subsidiary, and incidental motions announced.
Only one person can have the floor and speak at a time, so the chair must recognize the member who has the floor, which signifies they have the right to speak. If you want to have the floor, you can signal your intent to speak using any acceptable protocol as determined by your chapter. Until you are fully recognized by the chair of the meeting, you should not begin making a motion.
The correct procedure for making a motion is to say “I move that...” or “I move to...”. Saying “I motion...” is incorrect. Anything more than one simple sentence should be in writing and must be read verbatim. After you have written it down, you should give it to both the secretary and chair of the meeting so they can write it verbatim into the meeting minutes and read it aloud. At this time, there should be no explanations or side notes. There will be an opportunity to explain the motion later.

I move to table the discussion until the next meeting.
Another member seconds the motion

To second a motion, you do not need to be recognized by the chair. You simply state your second loud enough for the chair to hear you. The secretary does need to know who seconded the motion, so be sure to stand and clearly state your name.

Note: A second does not necessarily mean you approve or disapprove of the motion, only that it is worthy of consideration and discussion.
At this point, the chair of the meeting will restate the motion exactly. Minor changes in wording may be offered as long as they do not change the meaning of the motion. These changes have to be proposed to the person who made the motion, also known as the maker, and the maker must accept them. Until the motion has been restated to the satisfaction of the maker, the motion remains his or her property. Once it has been accepted, the motion is the property of the assembly and wording changes cannot be made.
The first opportunity to debate belongs to the maker so he or she can explain the reason behind making the motion. The chair asks the maker if they would like to offer the first pro, and the maker will accept, decline, or pass to another member. If the maker declines, or after they state their case, the next opportunity to debate will go to a member opposed to the motion. You should alternate between pros and cons until every member who wishes to speak has done so. Each member should have an equal opportunity to speak and the debate must stay relevant to the issue. If a member discusses something off topic, the chair should call them out of order and they must either make their point or sit down.
Chair takes the vote

Once discussion has ended, the chair will call for a vote. The chair must state how the vote will occur: by show of hands, secret ballot or saying “aye” or “nay.” Without bias or preference, the chair will call for positive, negative, and abstained votes, even if “yes” is the obvious result. If the results are unclear, you can call for a countable indication.
Chair states the results and disposition

After the vote, the chair will announce the results.

If it was a verbal vote, the chair will either say “the ayes have it and the motion is carried,” or “the noes have it and the motion is lost.”

If the vote was counted, the chair will say there are X in favor and X opposed. The motion is adopted or defeated.

If the motion is adopted, the presiding officer will offer a detailed explanation of how to implement the motion.
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