

## HANDLING MOTIONS AS CHAIR

### Stating the Motion

<b>CHAIR:</b>	<b>It is moved and seconded that...</b> [repeating motion]
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### Putting the Motion to a Vote

<b>When no one seeks the floor to debate</b>	<b>Are you ready for the question?</b> (or <b>Is there any further debate?</b> ) [If no one then seeks the floor, proceed to take the vote.] <sup>1</sup>
<b>Voice Vote</b>	
<b>CHAIR:</b> [Stand]	<b>The question is on the adoption of the motion that</b> [repeat or clearly identify the motion]. <b>Those in favor of the motion, say <i>aye</i>.</b> [PAUSE] <b>Those opposed, say <i>no</i>.</b> [PAUSE] <b>The ayes have it and the motion is adopted.</b> OR <b>The noes have it and the motion is lost.</b>

### Other Methods of Voting

<b>Rising Vote</b>	
<b>CHAIR:</b> [Stand]	<b>The question is on the adoption of the motion that</b> [repeat or clearly identify the motion]. <b>Those in favor of the motion will rise.</b> [PAUSE] <b>Be seated.</b> <b>Those opposed will rise.</b> [PAUSE] <b>Be seated.</b>
<b>If majority vote</b>	<b>The affirmative has it and the motion is adopted.</b> OR <b>The negative has it and the motion is lost.</b>
<b>OR, if 2/3 vote</b>	<b>There are two thirds in the affirmative and the motion is adopted.</b> OR <b>There are less than two thirds in the affirmative and the motion is lost.</b>
<b>Counted Rising Vote</b>	
<b>CHAIR:</b> [Stand]	<b>The question is on the adoption of the motion that</b> [repeat or clearly identify the motion]. <b>Those in favor of the motion will rise and remain standing until counted.</b> [PAUSE] <b>Be seated.</b> <b>Those opposed will rise and remain standing until counted.</b> [PAUSE] <b>Be seated.</b> There are ___ in the affirmative and ___ in the negative.
<b>If majority vote</b>	<b>The affirmative has it and the motion is adopted.</b> OR <b>The negative has it and the motion is lost.</b>
<b>OR, if 2/3 vote</b>	<b>There are two thirds in the affirmative and the motion is adopted.</b> OR <b>There are less than two thirds in the affirmative and the motion is lost.</b>

<b>Show of Hands Vote</b>	
<b>CHAIR:</b> [Stand]	<b>The question is on the adoption of the motion that</b> [repeat or clearly identify the motion]. <b>Those in favor of the motion will raise the right hand.</b> [PAUSE] <b>Lower hands.</b> <b>Those opposed will raise the right hand.</b> [PAUSE] <b>Lower hands.</b>
<b>If majority vote</b>	<b>The affirmative has it and the motion is adopted.</b> OR <b>The negative has it and the motion is lost.</b>
<b>OR, if 2/3 vote</b>	<b>There are two thirds in the affirmative and the motion is adopted.</b> OR <b>There are less than two thirds in the affirmative and the motion is lost.</b>
<b>Counted Show of Hands Vote</b>	
<b>CHAIR:</b> [Stand]	<b>The question is on the adoption of the motion that</b> [repeat or clearly identify the motion]. <b>Those in favor of the motion will raise the right hand and keep it raised until counted.</b> [PAUSE] <b>Lower hands.</b> <b>Those opposed will raise the right hand and keep it raised until counted.</b> [PAUSE] <b>Lower hands.</b> <b>There are ____ in the affirmative and ____ in the negative.</b>
<b>If majority vote</b>	<b>The affirmative has it and the motion is adopted.</b> ----- OR <b>The negative has it and the motion is lost.</b>
<b>OR, if 2/3 vote</b>	<b>There are two thirds in the affirmative and the motion is adopted.</b> OR <b>There are less than two thirds in the affirmative and the motion is lost.</b>
<b>When Chair's Vote Affects Result of Counted Vote (Rising or Show of Hands)</b>	
<b>CHAIR:</b>	<b>There are ____ in the affirmative and ____ in the negative.</b>
<b>If majority vote</b>	<b>The chair votes in the affirmative, making ____ in the affirmative and ____ in the negative, so that the affirmative has it and the motion is adopted.</b> OR <b>The chair votes in the negative, making ____ in the affirmative and ____ in the negative, so that there is less than a majority in the affirmative and the motion is lost.</b>
<b>OR, if 2/3 vote</b>	<b>The chair votes in the affirmative, making ____ in the affirmative and ____ in the negative, so that there are two thirds in the affirmative and the motion is adopted.</b> OR <b>The chair votes in the negative, making ____ in the affirmative and ____ in the negative, so that there are less than two thirds in the affirmative and the motion is lost.</b>

## Responding to Common Motions and Circumstances

<b>Request for Information</b>	MEMBER:	Mr. President, I have a request for information.
	CHAIR:	<b>The member will state (his) / (her) request.</b>
	MEMBER:	[EXAMPLE:] The motion calls for a lot of money to be spent. Will the Treasurer tell us how much money the Society has in the bank?
	CHAIR:	[Answer the question, or recognize to speak the person who can answer, e.g.:] <b>The Treasurer will please state the balance in the treasury.</b>
<b>Parliamentary Inquiry</b>	MEMBER:	A parliamentary inquiry, please.
	CHAIR:	<b>The member will state (his) / (her) inquiry.</b>
	MEMBER:	[EXAMPLE:] Is a motion to adjourn now in order?
	CHAIR:	[Answer the question.]
<b>Point of Order</b>	MEMBER:	Point of order!
	CHAIR:	<b>The member will state (his) / (her) point of order.</b>
	MEMBER:	I make the point of order that....
	CHAIR: [Stand]	<b>The chair rules that the point of order is/is not well taken.</b> [Explain reasons.]
<b>Appeal</b>	MEMBER:	I appeal from the decision of the chair. (Second.)
	CHAIR:	<b>The decision of the chair is appealed from.</b> [State clearly the exact question at issue and the reasons for your decision.] <b>The question is, "Shall the decision of the chair be sustained?"</b>
	DEBATE [Stand while debating]	[If the appeal is debatable (see <a href="#">footnote 3 on p. 210</a> ), members may speak only once, but you may speak twice, the second time in rebuttal at the debate's close:] <b>As the rules permit, the chair will speak first....</b> [After others debate:] <b>The chair intends to speak in rebuttal. Are there others who wish to speak first?</b> [Pause; if no response, give your rebuttal.]
	PUTTING THE MOTION TO A VOTE CHAIR: [Stand]	<b>The question is, "Shall the decision of the chair be sustained?" Those in favor of sustaining the chair's decision, say <i>aye</i>. Those opposed to sustaining this decision, say <i>no</i>.</b> [Majority in <i>negative</i> required to overturn your decision.]

<b>Previous Question</b>	MEMBER:	I move the previous question.
	<b>CHAIR:</b>	<b>It is moved and seconded to order the previous question. Ordering the previous question will cut off any further debate. Those in favor of the previous question will rise. [PAUSE] Be seated. Those opposed will rise. [PAUSE] Be seated.</b>
	<b>If two thirds</b>	<b>There are two thirds in the affirmative and the previous question is ordered. The question is now on the adoption of the motion</b> [state in full the motion on which the previous question has now been ordered, and immediately take the vote on it].
	<b>OR, if less than two thirds</b>	<b>There are less than two thirds in the affirmative and the motion for the previous question is lost. The question is now on</b> [state the immediately pending motion]. <b>Debate may now resume.</b>
<b>Recess</b>	<b>CHAIR:</b>	<b>The meeting stands recessed for 15 minutes.</b>
	RESUME <b>CHAIR:</b> [Stand]	<b>The meeting will come to order. The time of recess has expired. The question is on</b> [state pending motion].

## Order of Precedence of Motions

**Fix the Time to Which to Adjourn**\*2

**Adjourn**

**Recess**

**Raise a Question of Privilege**\*

**Call for the Orders of the Day**\* (To demand that the proper schedule of business be followed)

**Lay on the Table**\* (To interrupt the pending business so as to permit doing something else immediately)

**Previous Question** (To close debate and bring the assembly to an immediate vote)

**Limit or Extend Limits of Debate**

**Postpone to a Certain Time**

**Commit**

**Amend**

**Postpone Indefinitely**\* (To drop the main motion without a direct vote on it)

**Main Motion**

Simplified from Chart I, RONR (12<sup>th</sup> ed.), page t4.