

# Proper Procedure for Making Motions

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# Making a Main Motion – Title 51.03

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1. Stand to be recognized
2. Make motion: “I move that...”
3. Second the motion:  
“I second the motion.”
4. Chair Restates Motion
5. Discussion
6. Vote
7. Chair announces outcome of vote



# Main Motion should include...

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- WHAT
- WHEN
- TIME
- WHO
- WHERE
- Any other pertinent info?



# Why a Second?

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- At least 1 other member agrees with the motion
- If no second, motion dies
- Do not stand to second motion



# Main Motion rules

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- Requires a Second
- Debatable
- Amendable (can be changed)
- Simple Majority vote to pass (51%)



# Order of Meeting

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- ONLY one Main Motion can be discussed at a time
- Other motions can be made that pertain to the main motion
- The motion must be adopted or rejected by a vote
- Or disposed of the “question” in some other way before new business is brought up



# Secondary Motions-Subsidiary

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- Assists in treating of or disposing of the main motion
- It becomes the *immediately pending question*
- *Examples:*
  - An embarrassing motion is on the floor-  
dispose of it without a vote
  - Amend to change the motion
  - Set motion aside to discuss at a  
later date



# Secondary Motion- Lay on the Table

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■ Purpose:

Stop discussion at the present time

- Without setting time to revisit motion

Can be taken “off the table” whenever the assembly decides





# Secondary Motion- Lay on the Table

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- Requires second
- No discussion
- Majority vote to pass



# Subsidiary Motion- Previous Question

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- Purpose:

Stop discussion immediately and  
vote on pending motion



# Subsidiary Motion- Previous Question

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- Requires Second
- No discussion
- 2/3 majority vote



# Subsidiary Motion-

## *Limit or Extend Limits of Debate*

- Requires Second
- NO Debate
- Amendable
- 2/3 majority vote



# Subsidiary Motion-

## *Refer to Committee*

- Must state number of committee members
- Requires a second
- Debatable
- Amendable
- Simple majority to pass
- If passed, move to new business



# Subsidiary Motion- Amendment

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■ Purpose:

Change wording of main motion

- If main motion would be better suited if altered from its original form before voting

ADD, DELETE or CHANGE words



# Subsidiary Motion- Amendment

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- Requires second
- Debatable
- Amendable (once)
- Simple majority to pass
- If passed, go back to previous motion with amendment changes made



# Subsidiary Motion-

## *Postpone Indefinitely*

- Purpose:

Dispose of “question” without taking a vote

Ex: if embarrassing motion is made, it can be disposed of before vote is taken





# Subsidiary Motion-

## *Postpone Indefinitely*

- Requires second
- Debatable
- NOT amendable
- Simple majority to pass
- If passed, move to new business



# Incidental Motions- *Point of Order*

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- Purpose:

Used to correct an error in  
parliamentary procedure

Do not need to be recognized

Example:

- Chairman didn't allow member who made motion to discuss first;
- didn't call for discussion before voting



# Incidental Motions-

## *Point of Order*

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- No Second
- No discussion
- No vote
  
- Chairman rules on the question involved
- Either Chair corrects it or call for Appeal decision of Chair



# Incidental Motions-

## *Appeal Decision of Chair*

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- Purpose:

Used if you disagree with the ruling by the chair



# Incidental Motions-

## *Appeal Decision of Chair*

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- Requires a second
- NO Discussion
- Majority vote



# Incidental Motions-

## *Division of Assembly*

- Purpose:

Used when one disagrees with the announcement of the vote

### *Example:*

If the “Nos” sounded to be in majority, but the Chair called in favor of the “Ayes”

Usually recount with Rising Vote



# Privileged Motion-

## *Raise Question of Privilege*

- Purpose:

If pressing situation is affecting the right or privilege of member or assembly

Permits member to interrupt business to state an urgent request or motion

*Example:*

Noise, inadequate ventilation in room, etc.



# Privileged Motion-

## *Raise Question of Privilege*

- If simple- can be taken care of informally.

But...

- Chair may need to make ruling as to whether it is admitted as question of privilege

- No Second, No Debate, No Vote-  
- Chair grants





# Privileged Motion- Recess

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- Purpose:

Short intermission in business until specified time

- Requires Second
- No Debate
- Amendable
- Majority Vote



# Privileged Motion-

## *Fix Time to Which to Adjourn*

- Purpose:

Set the date and hour with which to adjourn

Can occur at any time during meeting

\*Highest ranking over any motion

- Requires Second

- NO Debate

- Amendable

- Majority Vote

