

Parliamentary Procedure Fact Sheet
Sample Motions and FAQs
February 11, 2010

General Procedure

All motions listed here require the person who has the floor to propose a motion and another to provide a second.

Immediately prior to the actual vote, ***all*** motions should be restated by the Chair.

Sample Motions

MOTION APPROVING REPORTS

"I move that the Report on _____ dated (date), regarding the _____ be accepted and approved."

MOTION TO REFER TO A SUBCOMMITTEE

"I move to refer to this item to the _____ Subcommittee for further consideration and that the Subcommittee Chair report back at _____ (date) meeting with a recommendation."

MOTION TO AMEND A PLAN

"I move that the CAC recommend to the Metropolitan Policy Committee that Section ____ of the _____ Plan be amended to read as follows: _____"

MOTION TO FORWARD A RECOMMENDATION

"I move that the CAC accept the _____ Subcommittee's recommendation and forward it to the Metropolitan Policy Committee for (approval or adoption)."

"I move that the CAC recommend to the Metropolitan Policy Committee adoption of the proposed amendments to the _____ Plan as listed in the memo/attachment/draft dated _____."

MODIFY THE WORDING OF A MOTION

"I move to amend the motion as follows: _____" *

Frequently Asked Questions

***What is a friendly amendment?**

In parliamentary procedure, a friendly amendment is an [unopposed amendment](#) to a [motion](#) that is accepted by the person making the original motion, and by the second. It should be limited to clarifying the intent of the motion.

Can the Chair vote?

The CAC bylaws specifically state that the chair and vice-chair are voting members. Although Roberts Rules limit the situations in which the chair may vote, the bylaws take precedence.