

## Parliamentary Procedure

### Motions Made Easy

Revised October 13, 2011

#### General Procedure

*(Note: The CAC bylaws do not require strict adherence to Roberts Rules of Orders, but allow flexibility in procedure and process to keep the meeting running smoothly.)*

1. The member who has the floor proposes the motion and another provides the second.
2. Staff writes the motion on a board or flip chart for all to see. *(This is CAC procedure.)*
3. The Chair opens discussion and facilitates by calling on members, keeping the queue, and using other techniques to manage the discussion. The Chair may ask the non-presiding Co-Chair and/or staff to help if so desired.
4. The Chair restates the motion immediately prior to the vote.
5. The minutes recorder notes the results of the vote, including which members vote for or against the motion or abstained from the motion.

#### Sample Motions

##### **MOTION APPROVING REPORTS, PLANS, ETC.**

"I move that the Report titled \_\_\_\_\_ dated (date), 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.

### **Can the Chair or presiding Co-Chair make a motion?**

The chair or presiding co-chair can make a motion or provide a second only if they then relinquish their duties as chair until completion of the vote on the motion. The non-presiding co-chair is subject to the same rules as the rest of the members. The presiding co-chair may ask the non-presiding co-chair, another member, or staff to run the meeting in the interim until the motion is made and voted on.