

How to Participate in the Business of the Organization

When you need some information, you may interrupt the proceedings”

You say, “**Point of Information**”

Once you are recognized, ask your question.

When you need an explanation about parliamentary procedure:

You say, “**Parliamentary Inquiry**”

Once you are recognized, ask your question.

When you want to second a motion:

You say, “**Second.**” (You can also say “**I second the motion,**”

When you want to make a motion:

Once you are recognized, you say, “**I move to ...**(increase Fall Festival expenditures from \$100 to \$130 with \$30 to come from the President’s pin expense line item.)

When you want to change something about a motion that is being discussed”

Once you are recognized, you say, “I move to amend the motion by... (striking \$130 and inserting \$125.)

When you want to continue discussing a motion past the allotted discussion time”

Once you are recognized, you say, “**I move that debate be extended** for another 5 minutes.”

When you want to stop discussing a motion and get to the vote”

Once you are recognized, you say “**I move the previous question.**”

When you want the vote to be by ballot:

Once you are recognized, you say “**I move to make this a ballot vote.**”

Most important motion tip: Always write the motion down before you say it. You may be asked to repeat your motion, and you will want to say it in the exact same way.

- Make the motion short and concise. Save the explanation and rationale for the discussion.
- Be complete – think it through. This will help avoid the need to make amendments, which can slow the meeting down.

In answer to the question, “Are there any nominations?”

- You may nominate yourself.
- To nominate someone else, you must first have their permission. Then you appropriately fill in the blanks and say”

My name is (John Glen) and I am a member of this PTA.

I nominate Amelia Earhart for the office of (president).