

HOW DO MEMBERS GET THEIR SAY?

1. Members make motions, which are proposals to get things done. It is the proper way to introduce business.
 2. To make a motion:
 - a. a member secures the floor, gives her name, and waits to be recognized by the Chair.
 - b. The member then states the motion: "I move that ..."
 - c. Another member second the motion.
 - d. The Chair states the motion, which opens it for discussion.
 3. After the motion is seconded but not stated by the Chair, it is the property of the mover and she may withdraw it. The seconded need not.
 4. Once the motion is stated by the Chair, it belongs to the assembly and the maker must request permission of the body to withdraw or modify it. The Chair may ask for general consent for permission, but if anyone objects, it must be voted upon by the assembly.
 5. If there is no second, the motion is not before the assembly.
 6. The maker of the motion has the privilege of opening and closing the debate.
 7. Each member is entitled to speak once to the motion, and if there is no rule to the contrary, may speak more often.
 8. In debate, members do not indulge in personalities, they avoid reference to names, and address the Chair for their remarks.
 9. The Chair should remain strictly neutral during debate. If she finds it imperative to enter the discussion, she must vacate the chair and not return until the pending question is voted on.
 10. The Chair calls for a vote when there is no more discussion or when the designated time limit has expired.
 11. Debate can also be terminated when a member feels the discussion should stop and she "moves the previous question". This motion requires a second and a 2/3 vote. If carried, debate ceases and the vote is taken on the motion on the floor.
 12. The Chair should always call for both the affirmative and the negative votes.
 13. The Chair announces the motion as "carried" or "lost".
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