

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rds</sup>	√
Close Discussion	√			2/3 <sup>rds</sup>	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

### **Making a motion**

1. Motion is made.
2. Someone second it.
3. **“It is moved by \_\_\_\_\_ and second by \_\_\_\_\_ that ...”** *repeat the motion.*
4. **“Is there any discussion?”**
5. **“Hearing no further discussion, all those in favor say Aye”** pause **“All those oppose say Nay”**
6. *If it passes say, “The ayes have it, the motion carries, and* (indicate the effect of the vote).  
*If it fails, “The nays have it and the motion fails.”*  
*If there is an amendment to the motion, the amendment gets voted on first.*

**1 rap = Attention**  
**2 raps = Rise**  
**3 raps = Be Seated**