



How should you handle a motion?

- When an action needs to be made, you should ask for a motion.... “Is there a motion?”
- Before speaking, a member should ‘obtain the floor’ or gain permission to speak from the president, then state the motion by saying, “I move that...”
- Ask for a second for the motion. This means that at least one other person in the room agrees that this action should be considered. If a motion does not have a second, it should not be acted upon.
- Restate the motion so that all will know what it is.
- Ask for discussion about the motion.
- After a reasonable time for discussion say, “Are you ready for the question?” or “Are we ready to vote on the motion?” which means it is time to vote.
- Restate the motion, “We will now vote on {stated motion}.”
- State that the motion is either “carried” or “lost.”

Voting

You should be familiar with the ways of voting and decide when each should be used.

- By voice- “aye” or “no/nay”.
- By sign. Raise hand or stand.
- By the “honor system.” Each member closes their eyes and holds up his right hand.
- By ballot. This method is secret, but the honor system takes less time.
- By calling roll. When each person’s name is called, they give their vote.

Additional Officer Training Resources are available at:

<https://extension.purdue.edu/4h/Pages/officerTraining.aspx>

