



Motion and Vote Cheat Sheet

- **Steps to Motion:**
 - **Discussion and Debate:** The members discuss and debate the motion.
 - **Motion:** A member raises the motion.
 - **Second:** Another member seconds the motion.
 - **Vote:** The chairperson first asks for affirmative votes, then negative votes, and finally abstentions.
 - **Announce the vote:** The chairperson announces the result of the vote and any instructions.

- **Motions:**
 - **Main Motion:** Introduce a new item
 - **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
 - **Privileged Motion:** Urgent or important matter unrelated to pending business
 - **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
 - **Motion to Table:** Kills a motion
 - **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

Action	What to Say
Introduce main motion	"I move to..."
Amend a motion	"I move to amend the motion by..."
Move item to committee	"I move that we refer the matter to committee."
Postpone item	"I move to postpone the matter until..."
Call recess	"I move that we recess until..."
Adjourn	"I move to adjourn the meeting."
Overrule ruling	"I move to overrule the chair's ruling."
Extend the allotted time	"I move to extend the time by _ minutes."
Table a motion	"I move to table..."
Close meeting for executive session	"I move to go into executive session."