

MOTIONS

AIM:

- To allow members to discuss topics that may result in changes to the club rules.
- To learn the correct process for debating motions.

PREPARATION:

1. If you intend to present a motion, you may wish to brush up on your parliamentary procedure - read the relevant chapters in "A Guide for Meetings" by N.E. Renton.
2. You also need to submit any motion in writing to the Chairman before the commencement of the business session (or before the meeting if possible).
3. If you've been assigned the role of Parliamentarian, you also need to review Renton's Guide to Meetings. You should also have a copy to hand during the meeting in case you are called upon.

ON THE NIGHT:

Before commencing the business session, the Chairman must ask the Sergeant at Arms if there is a quorum (50% + 1 of the active membership of the club). The quorum number is usually written on the top of the agenda.

The Chairman will then ask if there are there any motions to be put before the Chair. Or I have received a motion which I will read aloud.

The format to read the motion is "The motion before the chair is that ..."

The Chairman will then state that "The motion is proposed by ..." and ask "If they would you like to speak to the motion?" Note: this gives the proposer the opportunity to explain the motion. Timing for this speech should not exceed 2 minutes.

The Chairman will then ask "Do we have a seconder for the motion?" And "Do you (the seconder) wish to speak now or would retain your right to speak later?" Note: remember to come back to this person later if they have reserved their right to speak. This speech must take no longer than 1 minute.

The Chairman then asks "Do we have a speaker against the motion?" and then "Do we have a speaker for the motion?"

Continue in this way until the motion has been debated in full or the time is exceeded. Speakers for or against the motion must not exceed 1 minute.

If an amendment is raised during the debate, the Chairman must take note of the amendment in one sentence.

The Chairman will then read the amendment to the meeting. And ask “Do we have a speaker for the amendment?” Then “Do we have a seconder for the amendment?” The Chairman will then ask “Do we have a speaker against the amendment?”

Once discussion is completed, the Chairman calls for the vote on the amendment. “All those in favour of the amendment raise their hands?” “All those against raise their hands?” The Sergeant at Arms is responsible for counting the votes.

The Chairman then announces that either the aye’s or no’s have it. The amendment is carried / lost.

The Chairman then calls to finalise the debate and put the motion to the vote:

In closing this debate, I ask the seconder who reserved his / her right to speak for the motion (if this occurred).

Or in closing this debate, I ask the proposer of the motion to speak to the motion.

The Chairman now re-reads the motion, and says ‘we will now vote on the motion’.

All those in favour of the motion, please raise your hand. The Sergeant at Arms will count the votes. All those against, again the SAA is responsible for counting the votes.

The Chairman announces either the aye’s or no’s have it. The motion is carried or lost.

Motions & Amendments:

1. Must be specific.
2. Must be in one sentence, beginning with the word THAT.
3. Amendments must be related to the original motion.
4. Amendments must not contradict the motion or related to any amendments previously adopted.
5. Amendments must be proposed and seconded, but this cannot be done by the Chairman, or the proposer or the seconder of the original motion.

To close the business session, The Chairman says “I declare the business session closed.