

Robert's Rules Short List

To Make A Motion

- **Obtain the floor**

- Wait until the last speaker is finished
- Raise your hand to be acknowledged by the Chair
- Say, "Mr. President"
- Give your name. The Chair will recognize you by repeating it.

A motion is a proposal that the assembly take a stand or take action on some issue.

- **Make Your Motion**

- Speak clearly and concisely
- State your motion affirmatively
- Say, "I move that we . . ."
- Avoid personalities and stay on the subject
- Wait for a second
- Another member will say, "I second that motion"
- If there is no second, your motion will not be considered
- The Chair states your motion was moved and seconded
Debate or voting can occur

- Present Motions
- Second Motions
- Debate Motions

