



## **Handling a Simple Motion**

### **A Short Script in Parliamentary Procedure**

Needed:

- These instructions for the leader.
- Four participants to read parts of the script.
- Four copies of the script with each part marked for one of the participants.

The participants will perform the script twice. The first time they will read a section after the leader has read one of the steps. The second time they will read it through in its entirety to show the flow of the process.

#### **The leader reads the following:**

There are six essential steps in handling a motion - three to bring the motion before the assembly and three to consider the motion.

(1) A member makes a motion. The member:

- seeks recognition.
- is recognized by the chair.
- makes her motion.

(Participants read first section of the script.)

(2) Another member seconds the motion.

- It is not necessary to obtain the floor.
- The seconder just says, "I second it," or just "Second."
- The purpose of a second is to show that more than one person is interested in the motion.
- The seconder does not have to be in favor of the motion but may just think it is worth discussing.

(Participants read second section of the script.)

(3) The chair states the question on the motion.

- The chair restates the motion.
- Until the chair does this, the motion is not open for discussion.
- This brings the motion before the assembly.

(Participants read third section of the script.)

Now that the motion is before the assembly, the next three steps guide its consideration.

(4) Members debate the motion.

- The maker of the motion has the right to speak first.
- Members must obtain the floor before speaking.
- Each member has the right to speak twice on the same question but cannot make a second speech as long as any member who has not spoken on that question desires the floor.

(Participants read fourth section of the script.)

(5) When debate appears to have ended, the chair puts the question - that is puts it to a vote.

- The chair repeats the exact motion being voted on.
- A voice vote is taken, both affirmative and negative.

(Participants read fifth section of the script.)

(6) The chair announces the result of the vote.

- The chair reports the result of the vote - that is, which side “has it.”
- The chair declares that the motion is adopted or lost.
- The chair states the effect of the vote.

(Participants read sixth section of the script.)

**The leader asks the participants to read through the entire script again, this time without stopping.**

**The leader can answer questions if she is comfortable doing so.**

## Handling a Motion Script

Leader reads (1)

Chair: Is there any new business?

Member A: (rises) Mister/Madam President.

Chair: Member A.

Member A: I move that the Mary Martha Society contribute \$100 to the district's hurricane relief fund.  
(sits) PAUSE SCRIPT (2)

Member B: I second it. PAUSE SCRIPT (3)

Chair: The question is on the motion that the Mary Martha Society contribute \$100 to the district's hurricane relief fund. PAUSE SCRIPT (4) Is there any discussion? (Member A rises) Member A.

Member A: There have been so many people devastated by the flooding. I think we should help. (sits)

Member C: (rises) Madam President.

Chair: Member C.

Member C: We are fortunate to have some excess money in our treasury so we should share with those in need. (sits)

Member B: (rises) Madam President.

Chair: Member B.

Member B: Other churches helped us when we had wind damage to our roof. This time we are blessed to be able to help others out. (sits)

Chair: Is there any further discussion? (brief pause) PAUSE SCRIPT (5) The question is on the motion that the Mary Martha Society contribute \$100 to the district's hurricane relief fund. All those in favor say, "Aye."

Members A, B, C: Aye.

Chair: All those opposed say, "No." (brief pause) PAUSE SCRIPT (6) The ayes have it, the motion is adopted, and the treasurer will send a check to the district for hurricane relief.

LWML Structure Committee

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