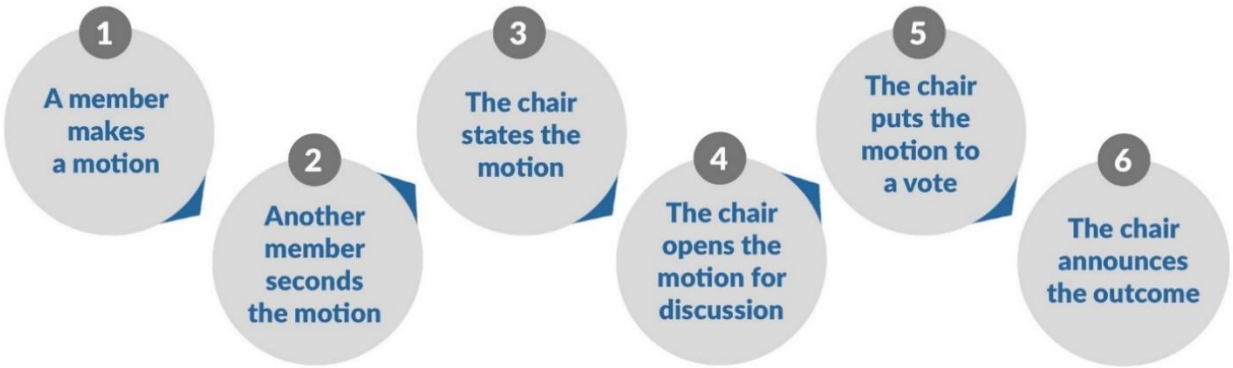
OREA Handling Motions



	Step	Language	Pertinent Points
1	A member makes a motion	"I move that _____" **or** "I move that the following resolution be adopted: Resolved. That _____."	• Make sure the motion is concise, complete and unambiguous • Requiring motions to be submitted in writing is good practice
2	Another member seconds the motion	"I second the motion" **or** "Second"	• Seconding does not mean endorsement of the motion, but only agreement that it should be discussed
3	The chair states the motion	"It is moved and seconded that we _____. "	• The chair may rule it out of order (giving the reasons) or ensure clarity before stating the motion • Ownership becomes collective (from now on withdrawing or amending the motion requires the group's permission)
4	The chair opens the motion for discussion	"Is there any discussion on this motion?"	• The chair ensures that everyone has the opportunity to speak without interruption • The chair maintains order and decorum (courtesy and respect) • If an amending motion is made, refer to Handling Amendments (see page two)
5	The chair puts the motion to a vote	"There being no further debate, we will proceed to the vote. The motion is that _____. Those in favour of the motion say aye (or raise your voting cards). Thank you. Those opposed say no (or raise your voting cards). Thank you."	• Ensure clarity by repeating the motion before taking the vote • There is no need to call for abstentions, since they are not counted (unless the statute or the by-laws suggest otherwise) • Except when the result is close, it is not necessary to count the votes
6	The chair announces the outcome	"The motion is adopted" **or** "The motion is defeated."	

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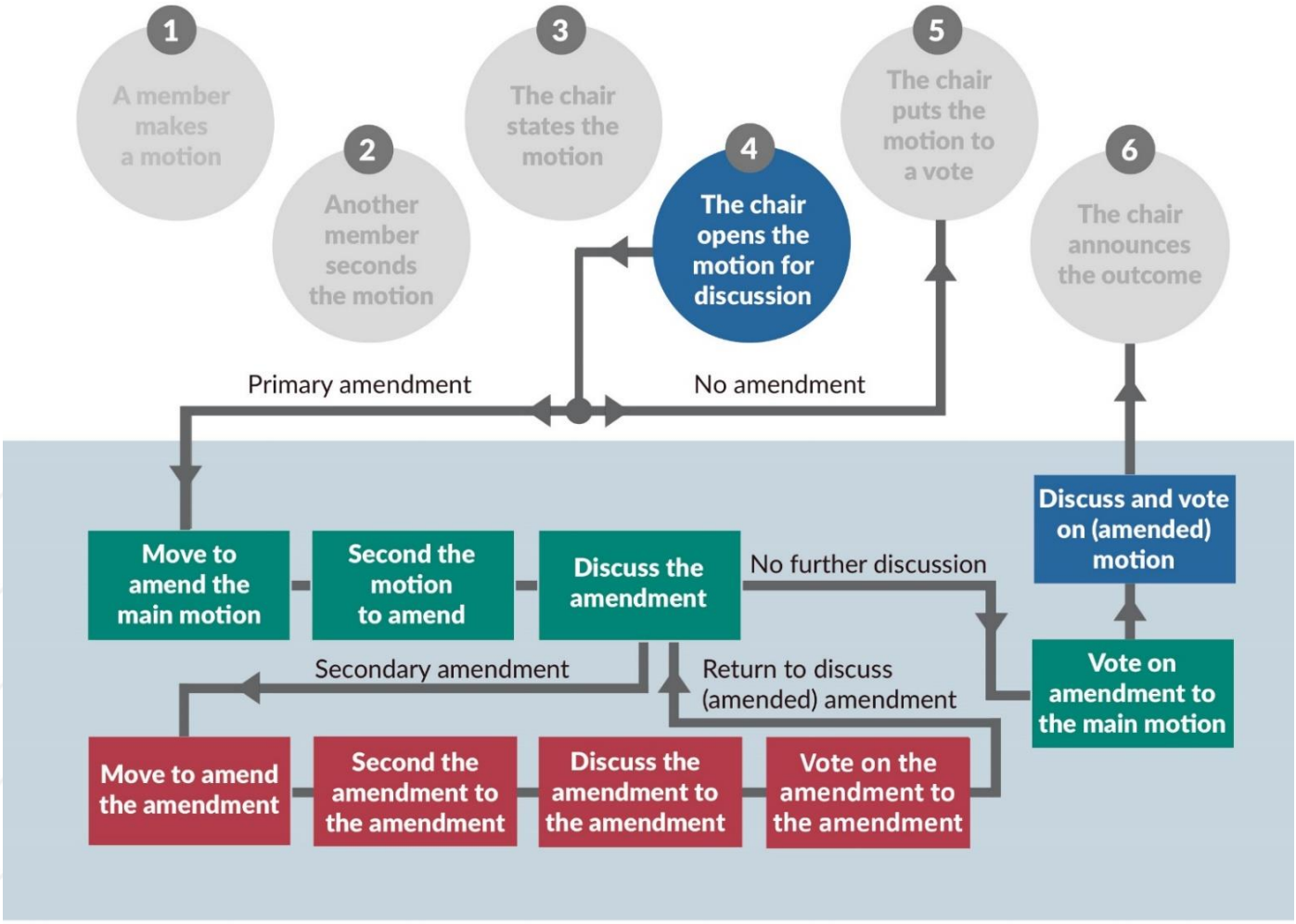
Handling Amendments

An amendment is a motion to change the wording of another motion before voting on it. The proposed amendment sets the main motion aside. If pursued formally, amending requires the same six steps as main motions do (see page one).



Guidelines for handling amendments

- Forms of amendments: Insert text, strike out text, replace text or amend by substitution.
- An amendment must be directly related to the main motion.
- State the amendment and its impact (clearly):

  "It is moved and seconded to amend the motion by adding the words: 'at a cost not exceeding $1,000'. If the amendment is passed, the motion will read '_____'. Discussion is now only on adding the words 'at a cost not exceeding $1,000'."
- Non-contentious amendments may be approved by unanimous consent:

  "Is there any objection to inserting the words _____?"

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