



01 BE RECOGNIZED

SAY THIS:

Member A: "Mr./Madame President?"
Chair: "The Chair recognizes Member A."

02 MAKE A MOTION

SAY THIS:

Member A: "I move that we organize an event in March to raise awareness and funds for our capital campaign."

03 SECOND THE MOTION

SAY THIS:

Member B: "Second."

The second is impromptu. The chair doesn't have to invite it by asking, "Is there a second?" Nor does the member making the second have to be recognized.

04 REPEAT THE MOTION

SAY THIS:

Chair: "It has been moved and seconded that we organize an event in March to raise awareness and funds for our capital campaign."

05 DISCUSS THE MOTION

SAY THIS:

Chair: "Is there any discussion?"

06 VOTE ON THE MOTION

SAY THIS:

Chair: "If there is no further discussion, we will take a vote."

"All those in favor of organizing an event in March to raise awareness and funds for our capital campaign say, 'aye.' All those opposed say, 'no.'"

The 'ayes' have it and the motion is adopted. We will organize an event in March to raise awareness and funds for our capital campaign."