

PARLIAMENTARY PROCEDURE CHEAT SHEET

STEP 1

Main Motion

Chair: Is there a motion....?

Member: I move to....(state your motion—see Parliamentary Procedure Handout for list of motions.)

STEP 2

2nd

Chair: Is there a 2nd....?

Member: I 2nd the motion

STEP 3

Discussion

Chair: Is there any further discussion?

Member: (This is where members can give opinions, provide information and ask questions.)

STEP 4

Vote

Chair: All in favor say “aye”
All opposed say “nay”
Any abstentions?

Member: (pls. state your vote)

Chair: Motion passes/fails
& indicate vote (ex. 5-0-0)

No discussion or Q&A during Reports or Public Forum.