

How to Make a Motion

1. Member addresses chairperson to be recognized before speaking.
2. State the motion, "I move..."
3. Second the motion, "I second..."
4. The Chair states, "It has been moved by (name) and seconded that..."
5. Ask for discussion. Every member has the right to talk.
6. In taking the vote, the league has the following options:
 - ★ voice vote
 - ★ show of hand
 - ★ ballot vote
7. Except where stated otherwise, a majority must be reached to approve a motion. A majority is one more than half of the votes cast. For example: 25 people are present, 21 people cast votes, 11 votes are needed to pass the motion.
8. Upon completion of the vote count, the chair rules on the vote and states the result.
9. The person making the motion may vote against it, but cannot speak against it.
10. Officers may vote on all issues.
11. A motion is lost on a tie vote.