

## Adopting a Motion

There are six steps for adopting a motion.

Step 1 **A member makes a motion**

Step 2 **A member seconds a motion**

Step 3 **The chair states the question**

Step 4 **The members debate**

Step 5 **The members vote**

Step 6 **The chair announces the vote**




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## Simplified Chart of Parliamentary Motions

Motion	Debatable	Amendable	Vote
Adjournment	no	no	majority
Recess	no	yes	majority
Lay on the table	no	no	majority
Close debate or previous question	no	no	2/3
Postpone definitely	yes	yes	majority
Refer to committee	yes	yes	majority
Amend amendment	yes	no	majority
Amend main motion	yes	yes	majority
Main motion	yes	yes	majority

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## Simplified Chart of Procedural Motions

Motion	Debatable	Amendable	Vote
Point of order	no	no	none
Inquiry	no	no	none
Division of board	no	no	majority
Appeal decision of Chair	yes	no	majority
Withdraw/modify motion	no	no	majority
Divide question	no	yes	majority
Suspend rules	no	no	2/3

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