



- a. thus placing your motion
before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairperson it becomes "assembly property", and cannot be changed by you without the consent of the members.
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- a. The time for you to speak on favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first
 - c. All comments and debate must be directed to the chairperson.
 - d. Keep the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished unless called upon by the Chairperson.
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- a. The Chairperson asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken
 - c. In a motion to move the previous question may be adapted.

The method of vote on any motion depends on the situation and the by-laws of the policy of your organization. There are five methods used to vote by most organizations they are:

- The chairperson asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
- Each member answers "yes" or "no" as his/her name is called. This method is used when a record of each person's vote is required.
- When a motion is not likely to be opposed, the Chairperson says, "if there is no objection..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

