**Processing motions**

**What is the correct way to make and process a motion?**

A member must receive permission (recognition) from the chair before speaking.

* After that she says, “I move that……”
* The chair (President) waits to hear a second from another member, who does not need to be recognized nor entered into the minutes
* After the second the Chair restates the motion, “It is moved and seconded that ….is there any debate?”
* After debate, the chair restates the question and calls for a vote. “The question is on the motion to …. Those in favor say ‘Aye’. Those opposed, say ‘No.’
* Bylaws- NCCW Publication-Ask the Parliamentarian
* Bylaws define the basic structure of your organization. When they are followed, they assure consistency and fairness. Below is a suggested outline.