

How to Make a Motion

Running a successful and well-organized chapter meeting requires knowing how to suggest an idea, getting someone else to support it, and keeping a record of these actions. This guide will walk you through these important steps to make sure Chapter meetings are clear and productive.

1. Understanding Motions

What is a motion?

A motion is like putting forward an idea or suggestion during a meeting to do something specific or solve a problem. It's basically the building block for making decisions in the Chapter.

When to make a motion

You can suggest ideas or motions during the meeting when it's the right time to bring up new topics, or when the agenda mentions certain items for discussion.

2. Making a Motion

Step-by-step guide to making a motion:

1. **Raise your hand (if needed):** This lets others know you want to speak.
2. **Talk to the chairperson:** Once you get the go-ahead, share your idea with the leader.
3. **Say, "I suggest that...":** Clearly tell everyone your idea. For example, "I suggest we use \$100 for pizza at the event on Sept. 25."
4. **Keep it short and clear**
5. **Explain if needed:** Say why your idea is important and what good things might happen.
6. **Be ready for questions:** Others might want more info, so be ready to explain.

3. Finding a Second

- A 'second' is someone who agrees with the idea/motion and thinks it's worth talking about. They don't have to say much, just show support by saying, 'I second the motion.'
- After someone supports the idea/motion (says, "I second the motion"), then it can go to the floor (to the voting body) for debate.

4. Recording Motions

Keeping track of motions is super important for having a clear record of what decisions were made. Here's how you do it:

Write down in the Chapter Meeting Minutes:

- The name of the person who made the motion.
- The name of the person who made the motion.
- What the idea or motion was.
- Whether the idea was accepted, rejected, or set aside for later.

For example, "Motion 1: I move that we allocate \$100 for pizza for the Sept. 25 event. (Hendricks/Phillips) - Motion Passed"

5. Additional Resources

If you want to learn more about how meetings work, suggesting ideas, and following meeting rules, check out these resources:

- [Robert's Rules of Order](#)
- [How to make a General Motion](#)
- [How to make a Special Motion](#)
- [Parliamentary Procedure Cheat Sheet](#)

By using the tips in this guide, your Chapter can have meetings that run better and look more professional. This way, all the ideas can be suggested, supported, and written down correctly for later use.