Handling Motions

Motion: [member makes a motion]
Seconding a Motion: Is there a second?
State the Question: It is moved and seconded that [restate the motion]
Discussion: Is there any discussion?
Puts the Question: The question is on [restate motion here]
Those in favor of the motion, say “aye”
All those opposed say “no”
Announce the Results: The ayes have it, and the motion is adopted ...
OR
The noes have it and the motion is lost

Reports:

Treasurer Report: The Treasurer’s Report was distributed via electronic mail. Please let [name] know if you have any questions.

Other Committee Reports...

Unfinished Business (if applicable): Under unfinished business, the first item of business is the motion relating to....

New Business: Is there any new business?

Adjourn the Meeting: Is there any further business?... Since there is no further business the meeting is adjourned.

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