## -Six Common Steps of a Motion-

**STEP ONE:**

A member is recognized and makes a motion.

**STEP TWO:**

Needing no recognition, any member seconds the motion.

**STEP THREE:**

The chair formally places the question before the group by restating the motion.

**STEP FOUR:**

The members debate the motion alternating between pro and con.

**STEP FIVE:**

The Chair asks the body if they are ready to vote and if so puts the motion to a vote.

**STEP SIX:**

The Chair announces the results of the vote and designates the appropriate action.