

Parliamentary Procedure

Purpose of parliamentary procedure is to promote:

- Order
- Equal Opportunity
- Justice
- Right of the MINORITY to be HEARD
- Right of the MAJORITY to DECIDE

Making Motions

Motions are made for a PTA to take action for plans, programs and activities. They are introduced, seconded, discussed and voted on by members at a meeting.

To legally participate in the process, an individual must have been a member of the unit for at least 30 days.

Making a motion involves 8 basic steps:

Eight Steps to a Motion

Member waits to OBTAIN THE FLOOR (*stand or raise hand*)

CHAIR RECOGNIZES the Member

Member Presents the MOTION, stating: “I move...”

MOTION SECONDED “Is there a second?”
(*second shows more than one person is interested in discussing the item*)

Chair RESTATES MOTION “It’s been moved and seconded to...”

Chair Asks for DISCUSSION “Is there any discussion?”

Motion can be amended

Chair Calls for a VOTE All those in favor say aye. Any opposed?

Chair Announces RESULT Motion carried/approved or denied
