

# Eight Steps to Making a Motion

---

  [toolkit.capta.org/running-your-pta/meetings/eight-steps-to-making-a-motion/](https://www.toolkit.capta.org/running-your-pta/meetings/eight-steps-to-making-a-motion/)

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 eight, basic steps:

1. Member – Stands or raises hand, waiting to be recognized/called on by the chairperson
2. Chairperson – Recognizes/calls on the member
3. Member – Presents motion, stating, “I move...”
4. Another member – Seconds motion to show more than one person is interested in discussing the item
5. Chairperson – Restates motion to ensure everyone understands what will be discussed
6. Members – Discuss motion with an equal opportunity to participate
7. Chairperson – Puts motion to a vote by saying: “All those in favor say ‘aye.’ ... Those opposed say ‘no’.”
8. Chairperson – Announces result to ensure all members know if the motion was approved or failed

Parliamentary Procedure

Amendments