

Robert's Rules of Order Conducting Business Through Motions

- 1. A member *makes* a motion.**
- 2. Another member *seconds* the motion.**
- 3. The chairperson *states* the question on the motion; that is, restates the motion exactly as it is to be passed.**
- 4. Members *debate* the motion.**
- 5. The chairperson *puts* the question (to a vote).**
- 6. The chairperson *announces* the result of the vote.**