

## MOTION PROCESS

At Area Assemblies and Quarterlies we will be taking care of area business. We will do this by discussion and agreement. When possible we will simply take a “sense of the room” for matters that do not affect policy or substantial amounts of money. When a formal motion is required we will use the following guidelines:

### Who votes on motions?

- At Area Assemblies: All GSRs and the Area Committee comprised of all DCMs, Appointed and Elected officers. The proxy vote from groups inside of correctional facilities. If any DCM or GSR is unable to attend their alternates may vote in their place. One group one vote.
- At Area Quarterlies: The Area Committee comprised of all DCMs, Appointed and Elected, officers. If any DCM is not able to bring their vote due to an absence their alternates may exercise the right to vote in place of the absent member. One member one vote.

### How are motions made and acted upon?

- The Chair assigns the floor (gives member permission to speak)
- Maker reads motion with background
- The motion is now open for a second from the floor (the Chair does not coerce the vote for a second)
- If the motion fails to receive a second it does not “make the floor”, no further action is taken on the motion and business proceeds (*please see “The Power of a 2<sup>nd</sup>” on back*)
- If the motion is seconded the Chair reads the motion
- Debate is held
- Members who wish to speak to the pending motion line up at the microphones and are called on in order. Each person may speak for (3) minutes. No one may speak for a second time on a topic until all who wish to have spoken for the first time. Please refrain from applause during debate as this could sway opinions
- The Chair puts the question (motion) to a vote
  - When someone “Calls for the Question” the Chair will take a vote (2/3 majority) to end debate. If 2/3rds is received then debate ends. If 2/3rds is not received then debate continues. The Area Chairperson, however, does have latitude as to when and how to end debate for example if there is no one at the microphone or if while there still may be people at the microphone but no new information is being shared.
- The Chair restates motion to be voted upon
- Votes are taken by a show of hands
- The Chair announces the vote
- The Chair ask for the minority opinion
- Chair finalizes motion (if no further action is required)

### What happens after a vote is taken?

- Minority Opinion is heard.
- The Chair asks for minority opinion (opportunity to bring new information or insight to the floor in regards to pending motion)
- Minority opinion is heard (if any) Brought by members of the minority as a result of the vote Members who wish to speak line up at the microphones and are called on in order.

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### **What is a motion to Reconsider?**

- Motion allows a group to reconsider the “vote” on a motion. It enables a majority of the members, within a limited time, to bring back a motion for further consideration after it has been acted upon. Its purpose is to prevent hasty or ill-advised action.
- What governs a motion to reconsider? It can only be made by someone who voted on the “prevailing” or majority side (the Chair does not coerce the vote to reconsider)
- Requires a second
- It may be debated
- Requires only a majority vote

### **What governs a motion?**

- Requires a second unless it comes from committee
- Cannot interrupt a member who has been assigned the floor
- Can be debated/discussed
- Can be amended
- An amendment may be amend (only 2 amendments may be pending at any one time)
- Require a majority vote (2/3 if motion effects policy)
- The maker of a motion has first right to speak to it
- The maker can vote against his own motion, providing they are a voting member of the body, but cannot speak against it
- The maker can modify his own motion before the Chair stated it. The member can also offer an amendment after his motion has been stated by the Chair.
- The maker can withdraw his motion up to the time it has been stated by the Chair, and after that he must have permission of the group

### **The Power of a 2<sup>nd</sup>**

**A 2<sup>nd</sup> is required for motions that do not come from a committee. Seconding a motion in essence says, “I believe this is a good motion. It's clear, concise and easy to understand”. If you do NOT believe the motion meets these criteria, please DO NOT 2<sup>nd</sup> it. The maker will then have the opportunity to seek assistance and re-write the motion to submit later.**