

In an organization that's following Robert's Rules, when that light bulb goes off in your head and you have a great idea, you make a motion to get your idea discussed and a decision made. Here are the eight steps required from start to finish to make a motion and get the decision of the assembly. Each step is a required part of the process.

Step	What to say
1. The member rises and addresses the chair.	"Mr./Madam Chairman."
2. The chair recognizes the member.	"The chair recognizes Ms. Gliggenschlapp."
3. The member makes a motion.	"I move to purchase a copy of <i>Robert's Rules For Dummies</i> for our president."
4. Another member seconds the motion.	"Second."
5. The chair states the motion.	"It is moved and seconded to purchase a copy of <i>Robert's Rules For Dummies</i> for your president. Are you ready for the question?"
6. The members debate the motion.	"The chair recognizes Ms. Gliggenschlapp to speak to her motion. . . ."
7. The chair puts the question, and the members vote.	"Those in favor of adopting the motion to buy a copy of <i>Robert's Rules For Dummies</i> for your president, say 'Aye.' [pause] Those opposed, say 'No.'"
8. The chair announces the result of the vote.	"The ayes have it, and the motion carries. A copy of <i>Robert's Rules For Dummies</i> will be purchased for your president."

- A motion to amend the main motion may be brought just before or during step 6. If such a motion is made, the motion to amend must go through steps 1-8. After the decision on the amendment is announced, the main motion is then continued at step 6 where it was left off.
- Discussion on amendments to motions should only be on the amendment in question, not on the merits of the main motion. Such discussion is not germane.
- All other priority motions may also be made after the chair asks the body, "Are you ready for the question?", as well as during discussion.