

A motion is an idea or a suggestion that a member or committee wants the group to consider. In most instances, there are five steps in bringing a motion to the floor and having it voted upon by the group.

Five Steps of a Motion		
Steps	Who Speaks <small>After being recognized by the presiding officer.</small>	What Is Said <small>In this example the club is considering participating in a parade.</small>
1. A member makes a motion.	Any Member	"I move that our club enters a float in this year's Thanksgiving parade."
2. Another member seconds that motion.	Any Other Member	"I second that motion."
3. The presiding officer states the motion and it is discussed.	Presiding Officer	"It has been moved and properly seconded that our club enters a float in this year's Thanksgiving parade. Is there any discussion?"
	Member 1	"I think this would be a great way to promote 4-H."
	Member 2	"In the past my grandfather has been willing to let our club use his trailer for the float. I would be willing to ask him again."
	Member 3	"We still have lots of supplies left over from last year's float, so it would not cost a lot of money to make a float."
	Member 4	"I don't think we have enough time to get a float ready for the parade."
	Presiding Officer	"Is there any further discussion?"
4. A vote is taken. A voice vote is most commonly used; however, a vote can also be taken by a show of hands, standing up, or by ballot.	Presiding Officer	"All in favor say 'Aye'. All opposed say 'Nay'."
5. The outcome is announced.	Presiding Officer	"The motion carries. Our club will enter a float in this year's Thanksgiving parade."

Taken from: "Basic Parliamentary Procedure for 4-H Clubs," compiled by Donna Carter, 4-H Extension Agent, Weber County Extension, Utah State University, August, 2008.