



Making a Motion

Three persons are needed: president, treasurer (Ken), member (Chris)

SITUATION: - The president is calling on the treasurer to present an outstanding bill

President: *"Any outstanding bills should be presented at this time."*

Treasurer (Ken): *"Mr. President."*

President: *"Yes, Ken."*

Treasurer (Ken): *"I move that the 'following bills be paid: to Mrs. Johnson for party decorations - \$1.10, to Tom Smith for officer training snack - \$1.50."*

Member (Chris): *"I second the motion."*

President: *"The motion has been made and seconded that the following bills be paid: to Mrs. Johnson for party decorations - \$1.10, to Tom Smith for officer training snack - \$1.50."*

"Is there any discussion?"

"Hearing none we will vote on paying the two bills. All in favor say yes." (Wait for response)

"All opposed say no." (Wait for response)

"The motion carries. The treasurer is instructed to pay these two bills."

NOTE: Only one motion can be before the group at one time. For example, the motion to pay the bills must be voted on before another motion can be presented.