

Presiding Practice
FIRST EXERCISE – Handling Main Motions

Divide into groups of three.

In turn, each member of a group will serve as chair, while the next two in line, one after the other, move and second a main motion. **For this exercise, do not debate; just make the motions to give the chair practice in stating and putting the question on amendments.**

Work clockwise as follows:

1. Choose one participant to serve as the first chair.
2. The participant immediately to his or her left {#1} will seek recognition and, once recognized, move the *main motion* [MM] for the current “round.”
3. The other participant {#2} will second.
4. The chair will state the question on the main motion, then put the main motion to a vote.
7. The person who made the main motion will then become the chair, and the sequence will repeat until all three have served as chair.

Whenever a vote is taken, the two participants not serving as chair should vote *aye* or *no* as they please; if the vote splits, the chair (for the purpose of this exercise) arbitrarily chooses whether the *ayes* or *noes* have it and announces the result of the vote accordingly.

Guidance for FIRST Exercise

Speaker	Posture	What Is Said
Chair	seated	Is there further new business?
#1	stands	Mr. [Madame] President !
Chair	seated	<i>Recognizes #1 by saying his/her name.</i>
#1	standing; sit when done	<i>Moves MAIN MOTION{MM}: I move . . .{give wording of MM}</i>
#2	seated	Second !

Speaker	Posture	What Is Said
Chair	seated	<i>States MM:</i> 1) It is moved and seconded that ...{ <i>give wording of MM</i> } 2) Is there any debate?
<i>After waiting briefly for debate (none):</i>		
Chair	seated	1) Are you ready for the question?
Chair	standing	2) The question is on the adoption of the main motion, [<i>give text of MM</i>].
Chair	standing	3) Those in favor of the motion, say “aye.”
Some Members	seated	Aye !
Chair	standing	Those opposed, say “no.”
Other Members	seated	No !
<i>If ayes prevail –</i>		
Chair	standing; sit when done	1) The ayes have it, 2) and the main motion is adopted. 3) [<i>State consequence of adoption</i>] 4) Is there further new business?
<i>If noes prevail –</i>		
Chair	standing; sit when done	1) The noes have it, 2) and the main motion is lost. 3) [<i>Omitted when defeated</i>] 4) Is there further new business?
<i>Switch to new chair and repeat sequence.</i>		

Presiding Practice
SECOND EXERCISE – Handling Amendments

Divide into your groups of three.

In turn, each member of a group will serve as chair, while the next two in line move, one after the other, a main motion and an amendment. **For this exercise, do not debate; just make the motions to give the chair practice in stating and putting the question on amendments.**

Work clockwise as follows:

1. One participant will be designated to serve as the first chair.
2. The participant immediately to her left {#1} will seek recognition and, once recognized, move the *main motion* [MM] for the current “round.”
3. The other participant {#2} will second.
4. After the chair has stated the MM, { #2} will seek recognition and, once recognized, move the *amendment* to that main motion.
5. {#1} will second the amendment.
6. The chair will state the question on the amendment, put the amendment to a vote, then put the main motion (as it may or may not have been amended) to a vote.
7. The person who made the main motion will then become the chair, and the sequence will repeat until all three have served as chair.

Whenever a vote is taken, the two participants not serving as chair should vote *aye* or *no* as they please; if the vote splits, the chair (for the purpose of this exercise) arbitrarily chooses whether the *ayes* or *noes* have it and announces the result of the vote accordingly.

Guidance for SECOND Exercise

Speaker	Posture	What Is Said
Chair	seated	Is there further new business?
#1	stands	Mr. [Madame] President !
Chair	seated	<i>Recognizes #1 by saying his/her name.</i>
#1	standing; sit when done	<i>Moves MAIN MOTION{MM}: I move that . . .{give wording of MM}</i>
#2	seated	Second !
Chair	seated	<i>States MM: 1)It is moved and seconded that ...{give wording of MM} 2)Is there any debate?</i>
#2	stands	Mr. [Madame] President !
Chair	seated	<i>Recognizes #2 by saying his/her name.</i>
#2	standing; sit when done	<i>Moves AMENDMENT {AM}: I move to . . .{give wording of AM}</i>
#1	seated	Second !
Chair	seated	<i>1) states question on AMENDMENT: “It is moved and seconded to ...” 2) gives MM as it would read if AM adopted: “If the amendment is adopted, the main motion will read ...” 3) repeats AMENDMENT: “The question is on ...[gerund form]” 4) Is there any debate?</i>
<i>After waiting briefly for debate (none):</i>		

Speaker	Posture	What Is Said
Chair	seated	1) Are you ready for the question?
Chair	stands	2) <i>Puts the question on the amendment:</i> The question is on [AM wording– gerund form] 3) <i>gives MM as it would read if AM adopted:</i> “If the amendment is adopted, the main motion will read ...”
Chair	standing	4) <i>asks for ayes by repeating gerund form of AM:</i> Those in favor of . . . , say “aye.”
Some Members	seated	Aye !
Chair	standing	<i>asks for noes:</i> Those opposed, say “no.”
Other Members	seated	No !
<i>If ayes prevail –</i>		
Chair	standing; sit when done	1) The ayes have it, 2) and the amendment is adopted. 3) The question is now on the main motion as amended, which is [give text of amended MM]. 4) Is there further debate?
<i>If noes prevail –</i>		
Chair	standing; sit when done	1) The noes have it, 2) and the amendment is lost. 3) The question is now on the main motion, which is [give text of MM]. 4) Is there further debate?
<i>After waiting briefly for debate (none):</i>		
Chair	seated	1) Are you ready for the question?
Chair	standing	2) The question is on the adoption of the main motion, [give text of MM].
Chair	standing	3) Those in favor of the motion, say “aye.”

Speaker	Posture	What Is Said
Some Members	seated	Aye !
Chair	standing	Those opposed, say “no.”
Other Members	seated	No !
<i>If ayes prevail –</i>		
Chair	standing; sit when done	1) The ayes have it, 2) and the main motion is adopted. 3) [<i>State consequence of adoption</i>] 4) Is there further new business?
<i>If noes prevail –</i>		
Chair	standing; sit when done	1) The noes have it, 2) and the main motion is lost. 3) [<i>Omitted when defeated</i>] 4) Is there further new business?
<i>Switch to new chair and repeat sequence.</i>		

Presiding Over Main Motions and Amendments

First Exercise Motions

ROUND ONE: MM (Main Motion): That “tax collection” should be a regular topic on the game show “Jeopardy”.

ROUND TWO: MM: That the office of Collector of Revenue should universally be renamed “Tax Collector”.

ROUND THREE: MM: That every County Treasurer office should publish a transparency policy on its website.

Main Motion 2-3-4:

STATING 2 steps:

1. It is moved and seconded to/that. . .
2. Are you ready for the question? **OR** Is there any debate?

PUTTING 3 steps:

1. Are you ready for the question? **OR** Is there any [further] debate?
2. The question is on . . . [*Gerund form*]
3. Those in favor of the motion, say “aye”; those opposed, say “no.”

ANNOUNCING 4 steps:

1. The ayes [or noes] have it
2. and the motion is adopted [or lost].
3. [*If ayes prevail, give consequence of adoption*]
4. Are you ready for the question? **OR** Is there any [further] debate?

Second Exercise Motions

ROUND ONE

MM (Main Motion): That the salaries of County Treasurers be increased.

AM (Amendment): To add “by 15%”.

ROUND TWO

MM: That every NACCTFO conference include training in parliamentary procedure.

AM: To insert “in odd years” after “conference”.

ROUND THREE

MM: That counterfeiting be recognized as one of the top three challenges for County Treasurers.

AM: To strike “three” and insert “ten”.

Amendment 4-4-4:

STATING 4 steps:

1. It is moved and seconded to/that . . . [*Form used by maker*]
2. If the amendment is adopted, the main motion will read . . .
3. The question is on . . . [*Gerund form*]
4. Are you ready for the question? **OR** Is there any debate?

PUTTING 4 steps:

1. Are you ready for the question? **OR** Is there any [further] debate?
2. The question is on . . . [*Gerund form*]
3. If the amendment is adopted, the main motion will read . . .
4. Those in favor of [*Gerund form*], say “aye”; those opposed, say “no.”

ANNOUNCING 4 steps:

1. The ayes [or noes] have it
2. and the amendment is adopted [or lost].
3. The question is now on the main motion [as amended], which is ..
4. Are you ready for the question? **OR** Is there any [further] debate?