

How to Vote During a Meeting

When decisions need to be made, there needs to be a vote.

1. The President calls for a motion.
2. Someone makes a motion.
3. Someone else seconds the motion
4. There is discussion.
5. The president asks for everyone in favor to say “yea” or to raise his or her hand.
6. The president asks everyone opposed to say “no” or raise his or her hand.
7. The president announces the results.



Robert’s Rules of Order—Motion Cue Card

<u>Motion</u>	<u>Floor</u>	<u>Second</u>	<u>Debate</u>	<u>Amend</u>	<u>Vote</u>
Adjourn/ stop the meeting	Yes	Yes	No	No	Majority
Amend/change something	No	Yes	Yes	Yes	Majority
Call the question/stop talking about it	No	Yes	No	No	Two-thirds
Debate (close, limit, extend) talk about it	No	Yes	No	Yes	Two-thirds
Fix time to adjourn	No	Yes	No	Yes	Majority
Lay on table/talk about it later	No	Yes	No	No	Majority
Main Motion	No	Yes	Yes	Yes	Majority
Postpone to time certain/wait until later	No	Yes	Yes	Yes	Majority
Postpone Forever	No	Yes	Yes	No	Majority
Recess/take a break	No	Yes	No	No	Majority
Refer to committee	No	Yes	Yes	Yes	Majority

Motion—Something that the board has to vote on

Second—Someone else has to agree to the motion

Debate—The motion has to be talked about

Amend—The motion can be changed before it is voted on

Majority—most of the people at a meeting