Process of Motions

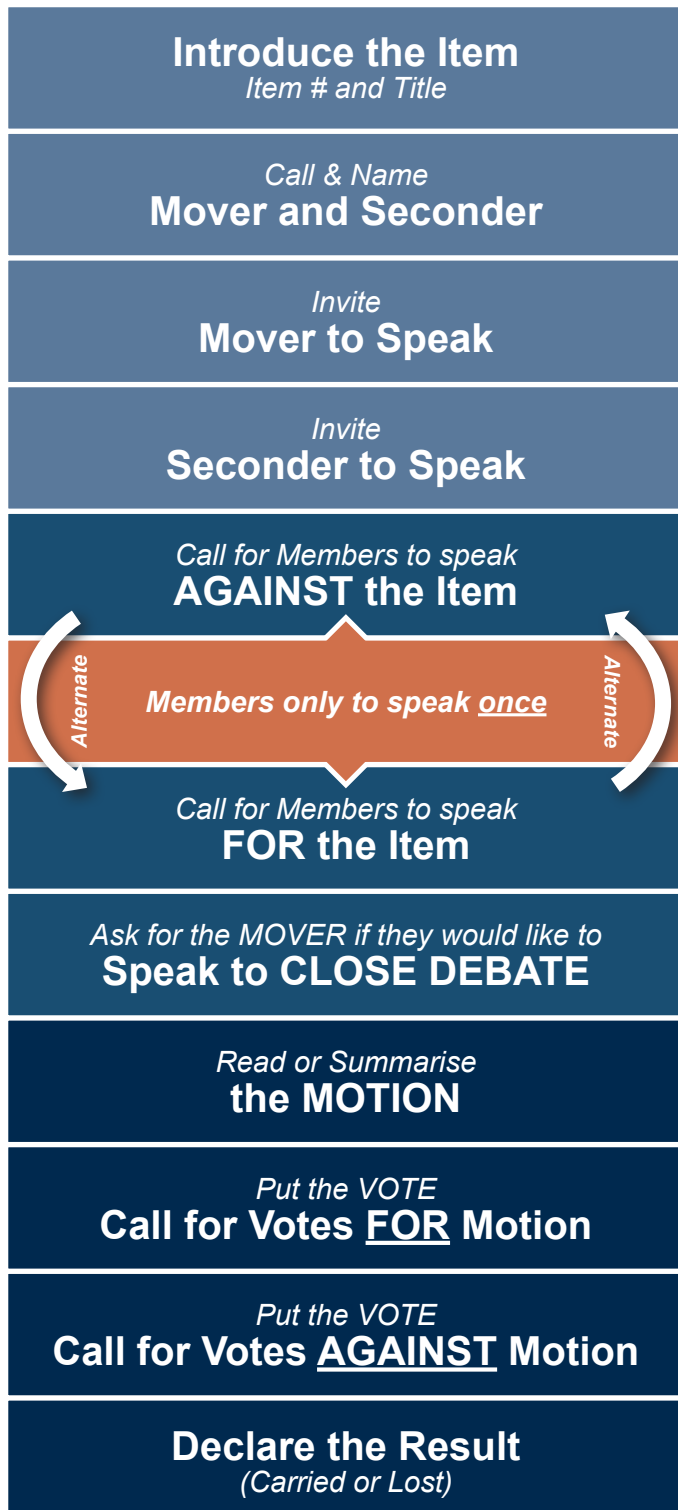## HOW TYPICAL MEETING PROCEDURES HANDLE MOTIONS

WALGA
WORKING FOR LOCAL GOVERNMENT

ORIGINAL MOTION

Introduce the Item
Item # and Title

Call & Name
Mover and Seconder

Invite
Mover to Speak

Invite
Seconder to Speak

Call for Members to speak
AGAINST the Item

Alternate — **Members only to speak once** — *Alternate*

Call for Members to speak
FOR the Item

Ask for the MOVER if they would like to
Speak to CLOSE DEBATE

Read or Summarise
the MOTION

Put the VOTE
Call for Votes FOR Motion

Put the VOTE
Call for Votes AGAINST Motion

Declare the Result
(Carried or Lost)

AMENDMENT

Member Moves an
Amendment

Call & Name
Seconder for the Amendment

Invite
Mover to Speak then Seconder

Order of Debate
Alternate Speakers - For/Against

Ask for the MOVER if they would like to
Speak to CLOSE DEBATE

Put the VOTE
Call for Votes FOR Motion

Put the VOTE
Call for Votes AGAINST Motion

Declare the Result
on the Amendment

ORIGINAL MOTION AMENDED?

NO

Back to
Original Motion
Pick up at same point in the
Order of Debate

YES

Motion Amended and is now the
Substantive Motion