

UTAH AREA GENERAL SERVICE COMMITTEE
PROPOSED MOTION FOR CONSIDERATION
PLEASE WRITE LEGIBLY

DATE : _____ District / Committee _____

PERSON PRESENTING MONTION _____ POSITION: _____

MOTION: (If guidelines will change indicate how) _____

Financial impact: (Be comprehensive and specific about the cost to the Area before presenting motion)

Give to Area Recording Secretary after motion has been read. Thank you.

MOTION SECONDED BY: _____ POSITION: _____

MOTION: DISCUSSED _____ PASSED _____ DEFEATED _____ AMENDED _____ TABELED UNTIL _____

AMENDMENT(S) _____

_____ APPROVED BY SECOND _____

TOTAL VOTING MEMBERS _____ YES VOTES _____ NO VOTES _____ 2/3 _____

MONTION NEEDS APPROVAL BY ASSEMBLY? YES _____ NO _____ DATE OF ASSEMBLY _____

MOTION CHANGES AREA GUIDELINES BUDGET _____

MINORITY VOICE: _____

VOTE CHANGED _____ BY WHOM _____ POSITION _____

VOTE STANDS _____ APPROVED BY ASSEMBLY _____

2. **Procedure for Motions (per Utah Area 69 Guidelines, Revised : September 22, 2012).**

- a. A motion can be made by any voting member of the Area Assembly when recognized by the Area Chairperson. Motions will be entertained during scheduled open mike time. Additional time to present motions may be obtained by request to the Area Chairperson.
- b. All motions must be read from a written copy which is then passed on to the meeting secretary.
- c. When applicable, the text of a motion should be accompanied by a statement of the current practice, and the budget impact if passed.
- d. All motions require a second for further action.
- e. The Chairperson at his/her discretion can Entertain the Motion, Refer the Motion to an appropriate committee for study, or Defer the Motion until the following meeting.
- f. Following the Chairperson's entertaining of a motion, a discussion is held where members of the meeting, when recognized by the Chair, may address the motion, propose amendments, move to refer it, move to table it, or move to call the question.

(1) A Motion to Amend requires agreement by the originator of the motion; in the absence of such agreement, the proposed amendment fails. Depending upon the outcome of the motion to amend, discussion then continues either of the original or the amended motion.

(2) A Motion to Refer is a motion to suspend discussion and consideration of a motion until the next meeting, and send it to a committee for the committee's study and recommendation; requires a two-thirds majority. If the Motion to Refer fails, discussion continues.

(3) A Motion to Table is a motion to suspend discussion and consideration of a motion until the next meeting; requires a two thirds majority. If the Motion to Table fails, discussion continues.

(4) A Motion to Call the Question is a motion to end discussion so a vote can be taken of the current motion; requires a two thirds majority and it cannot be debated. If the Motion to Call the Question fails, discussion continues.

- g. Unless tabled or referred to a committee, following the discussion, the Chairperson calls for a vote on the motion.

3. General Rules of Discussion

- a. People who wish to speak line up at the microphone(s) and are called on in order. b. The Chairperson has the prerogative to set a fixed time limit for each speaker.
- c. If the discussion begins to exceed the time allotted to that topic on the agenda, the Chairperson may exercise his/her discretion to establish a cut-off point or take a sense of the meeting to extend the discussion.

- d. No speaker may speak for a second time on a topic until all who wish to speak have been given the opportunity.
- e. Good meeting etiquette requires that each speaker make an effort to limit their discussion to points of view that have not previously been presented as opposed to restating opinions already expressed by others.

4. Voting Procedure

- a. The motion along with any accompanying text is restated by the Chairperson.
- b. The Chairperson has the choice of conducting a voice vote or voting by show of hands.
- c. For a motion to carry, a two thirds majority vote is required. *Any motion requiring an expenditure of funds that is unusual or substantially in excess of the current budgeted amount or that will change or amend the Area Guidelines must be voted on at an Area Assembly.* [see guidelines sections 8.1(d) and 7.4(b)]
- d. When a motion passes or fails, members of the minority opinion may speak to their opposition, but may not move for a new vote. Following the minority opinion the Chairperson asks if anyone on the prevailing side wishes to change his/her vote and make a Motion to Reconsider.

(1) A Motion to Reconsider requires a second and only a simple majority to pass. A new vote on the original motion is held without discussion.

(2) No motion may be reconsidered twice.