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1. Member addresses chairperson to be recognized before speaking.
2. State the motion:  
**"I (state your name) make a motion to approve (or disapprove):**
  - a. September 15, 2021 Minutes
  - b. October 18, 2021 Minutes
  - c. November 17, 2021 Minutes
  - d. Resolution 12152021-01 Pay Childcare Partner Holidays
  - e. Policy Council By-laws
3. Second the motion:  
**"I (state your name) second the motion to approve (or disapprove):**
  - a. September 15, 2021 Minutes
  - b. October 18, 2021 Minutes
  - c. November 17, 2021 Minutes
  - d. Resolution 12152021-01 Pay Childcare Partner Holidays
  - e. Policy Council By-laws
4. The Chair states:  
**"It has been moved by (name) and seconded by (name) that we approve (or disapprove):**
  - a. September 15, 2021 Minutes
  - b. October 18, 2021 Minutes
  - c. November 17, 2021 Minutes
  - d. Resolution 12152021-01 Pay Childcare Partner Holidays
  - e. Policy Council By-laws

**Is there any discussion?"**
5. Once the discussion is complete, the Chair states:  
**"if there is no further discussion. We'll put the motion to a vote. Is there anyone opposed.**
6. The Chair states, **"the motion passes (or fails) with \_\_\_ votes in favor and \_\_\_ votes against.**