

Making a Motion

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. April 17, 2024 Minutes
 - b. Resolution 05012024-01: Grant Budget
3. Second the motion:
“I (state your name) second the motion to approve (or disapprove):
 - a. April 17, 2024 Minutes
 - b. Resolution 05012024-01: Grant Budget
4. The Chair states:
“It has been moved by (name) and seconded by (name) that we approve (or disapprove):
 - a. April 17, 2024 Minutes
 - b. Resolution 05012024-01: Grant Budget

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.**