



# District 18 – Formal Motion Sheet

Cynthia D. Williams, DTM, District 18 Director

## Formal Motion

Motions will not be accepted during the business meeting. If you would like to make a motion you must complete this sheet with your motion. If your motion is in order it will be put on the meeting agenda. You will be called on by the chair and at that time you will identify yourself (e.g. name, office, club number) and read your motion.

Please formally write your motion below:

*Example: "I move that we provide computers for District Executive Members to participate in virtual business meetings"*

I move that \_\_\_\_\_

Please email your motion sheet to the District Director at [dd@toastmasters-d18.org](mailto:dd@toastmasters-d18.org) no later than **September 8, 2020**

## Some General Rules of Order

1. A member should seek recognition by electronically "raise your hand" and alert the moderator via Q&A.
2. The chair will make every attempt to recognize members in order.
3. When making a motion, one should say "**I move that--**" instead of "I make a motion that--."
4. A motion must be approved by a second person saying, "**I second the motion.**"
5. Recognition from the chair is not required to second a motion.
6. A nomination doesn't require a second.
7. If there is a motion before the house, no other motion can be made except:
  - (a) to adjourn.
  - (b) to table.
  - (c) to move the previous question; that is, to end the discussion and bring up the motion for vote.
8. A member may rise to a point of order; that is, if a member observes the violation of a rule; he or she may rise, secure recognition and state the point which is out of order by electronically "raising your hand" and alert the moderator via Q&A.