



District 18 – Formal Motion Sheet

Benjamin Crist, District 18 Director 2021-2022

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 no later than **April 1, 2022.**

Some General Rules of Order

1. A member should seek recognition by electronically "raising your hand" and wait to be acknowledged by the moderator.
2. The Chair will make every effort 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 by stating their name, office and club number, then 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 on the floor, 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 raise a "point of order", that is, if a member observes a violation of a rule, he or she may raise, secure recognition and state the point which is out of order by electronically "raising their hand" and alert the moderator.