

General Procedures

To Address the Chair

- Say "Madam President"

To Obtain the Floor

- Raise your hand or rise from your seat (depending on chapter tradition)
- Wait to be recognized by the chair
- State your name and position (i.e. Susan Jones, Chapter Member)

To Make a Motion

- Obtain the Floor
- Say "I move that..." State your motion only, not your rationale
- If you wish to speak for your motion, wait for the chair to obtain a second and restate the motion. She will then call for discussion and recognize you first

To Second a Motion

- From your seat, say "second" loudly enough for the chair to hear

To Speak For or Against a Motion

- Obtain the Floor
- Say "I rise to speak for the motion" or "I rise to speak against the motion"
- Give your reasons for or against the motion
 - 2 Minute limit
 - Address all remarks to the chair
 - Remarks must be confined to the pending motion

To End Debate

- Obtain the Floor
- Say "I call the question"
- The chair will obtain a second and call for a vote to end discussion