

## **Example of common types of motions:**

To do this	You say this	Example
Introduce business (main motion)	I move that	"I move that the committee endorses the draft Parks Management Plan and support staff taking the Plan forward to Council for endorsement."
Take a short break (call an intermission)	I move that we recess	"I move that we recess until 8:00 pm." "I move that we recess until the meeting is reconvened by the Chair."
Temporarily postpone discussion of a motion	I move to table the motion for discussion later in the agenda	I move that we table the motion until we can discuss the next agenda item."
Postpone discussion for a certain time	I move to postpone the discussion until a later date	"I move that we postpone the discussion of the <i>AGENDA ITEM</i> until the next scheduled meeting."
Propose an amendment to the main motion.	I move to amend the motion by	"I move to amend the motion by inserting between and  "I move to amend the motion by adding after"  I move to amend the motion by substituting instead of  I move to amend the motion by striking out and inserting"  *Please note the amendment must be considered before voting on the main motion. Only one amendment can be considered at any one time. All the amendments must be voted on before the Main Motion, or the Main Motion as amended can be considered.
Adoption of Minutes	I move that we adopt	"I move that the Minutes of the Advisory Planning Commission held on November 27, 2023 be adopted."
Adjourn the meeting	I move that we adjourn.	"I move that we adjourn the meeting."

## **Steps to Make a Motion:**

## SECONDED MOVED Another member feels the A proposal is made from the floor proposal is worth discussing, and by a member. declares that they will second it. **AMENDED DISCUSSION** Changing the wording of the motion by: adding or deleting The first speaker is usually the words, or replacing with different mover. The speaker must speak words. Each amendment has the only to the motion. same steps as a motion. CALLED RESTATED After sufficient discussion, A vote Ensures everyone understands is called at the discretion of the what is being voted on. chair. DECLARED VOTE The Chair declares the result of Chair calls the question and each the vote: "Carried" or "Defeated" option: "All in favour" or including who voted against when a motion is not "Opposed"

unananimous.