

**Example of common types of motions:**

To do this	You say this	Example
<b>Introduce business (main motion)</b>	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.”
<b>Take a short break (call an intermission)</b>	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.”
<b>Temporarily postpone discussion of a motion</b>	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.”
<b>Postpone discussion for a certain time</b>	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.”
<b>Propose an amendment to the main motion.</b>	I move to amend the motion by...	<p>“I move to amend the motion by inserting _____ between _____ and _____</p> <p>“I move to amend the motion by adding _____ after _____.”</p> <p>I move to amend the motion by substituting _____ instead of _____.</p> <p>I move to amend the motion by striking out _____ and inserting _____.”</p> <p>*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.</p>
<b>Adoption of Minutes</b>	I move that we adopt	“I move that the Minutes of the Advisory Planning Commission held on November 27, 2023 be adopted.”
<b>Adjourn the meeting</b>	I move that we adjourn.	“I move that we adjourn the meeting.”

## Steps to Make a Motion:

