



This template is meant to support Humanities and Social Sciences, Inter-Club Council Representatives make motions during our weekly meetings which are facilitated using Robert's Rules of Order. The **bold** items can be used as a script when making or seconding a motion.

1. Motion: A club representative raises a hand to signal the chairperson.
 - a. **(Name of your club) moves to open Line Item (X) of (New or Old Business)**
2. Second: *Another* member seconds the motion.
 - a. **(Name of Club) seconds.**
3. The chairperson restates the motion.
 - a. Chair asks for questions (if you have questions, raise your hand and address the Chair).
 - b. Chair asks for discussion (if you would like to discuss, raise your hand and address the Chair).
4. Vote: The chairperson restates the motion, and the Director of Administration proceeds with a roll call vote. Club Representatives may vote (one vote per organization):
 - i. **Yes** (if your club is in favor of the motion)
 - ii. **No** (if your club is against the motion)
 - iii. **Abstain** (if you were not present for the discussion or have a conflict of interest).
5. The chairperson announces the result of the vote and any instructions.

If you have questions about the process of making motions, seconding, voting or about Robert's Rules of Order and meeting protocol, we welcome you to speak to any of the executive board members at the close of the meeting.