



# Parliamentary Procedure

for club discussions, motions and voting

## 1. Motion

**“I move that we...”**

## 2. Second

**“I second the motion.”**

## 3. Discussion

**(Person who made the motion leads the discussion)**

## 4. Call for a Vote

**(President ends discussion)**

## 5. Restate Motion

**(Secretary or President reads the motion)**

## 6. Vote!

**“All in favor... All Opposed...”**