

## How are Motions Presented?

### Obtaining the floor

- Wait until the last speaker has finished.
- Rise and address the Grand Knight by saying, "Worthy Grand Knight"
- Wait until the Grand Knight recognizes you.

### ⊙ Make Your Motion

- Speak in a clear and concise manner.
- Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
- Avoid personalities and stay on your subject.

### ⊙ Wait for Someone to Second Your Motion

### ⊙ Another member will second your motion or the Grand Knight will call for a second.

### ⊙ If there is no second to your motion it is lost.

### ⊙ The Grand Knight States Your Motion

- The Grand Knight will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
- The membership then either debates your motion, or may move directly to a vote.
- Once your motion is presented to the membership by the Grand Knight it becomes "assembly property", and cannot be changed by you without the consent of the members.

### ⊙ Expanding on Your Motion

- The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- The mover is always allowed to speak first.
- All comments and debate must be directed to the Grand Knight.
- Keep to the time limit for speaking that has been established.
- The mover may speak again only after other speakers are finished, unless called upon by the Grand Knight.

### ⊙ Putting the Question to the Membership

- The Grand Knight asks, "Are you ready to vote on the question?"
- If there is no more discussion, a vote is taken.
- On a motion to move the previous question may be adapted.