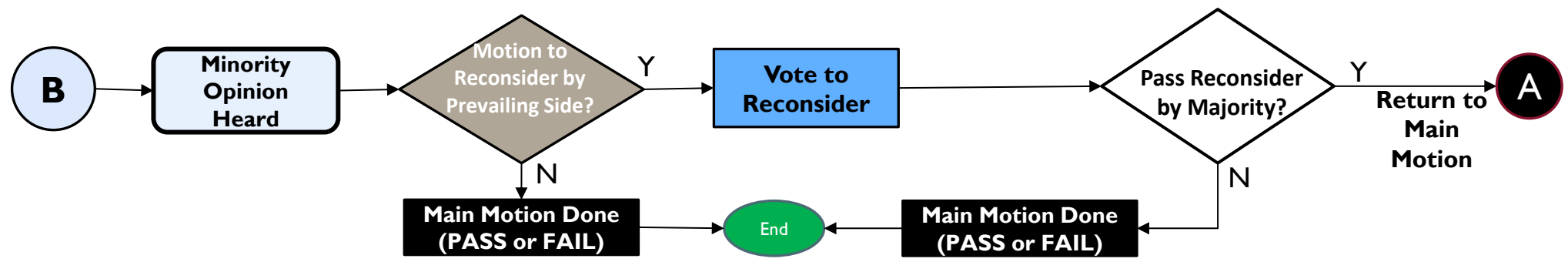
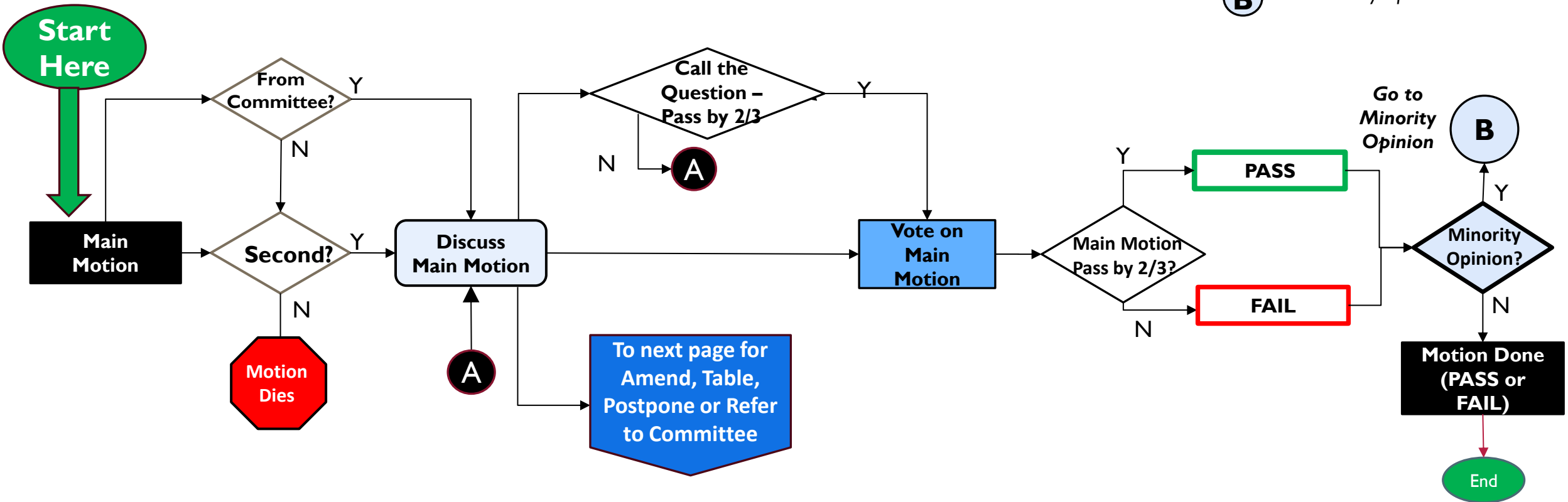
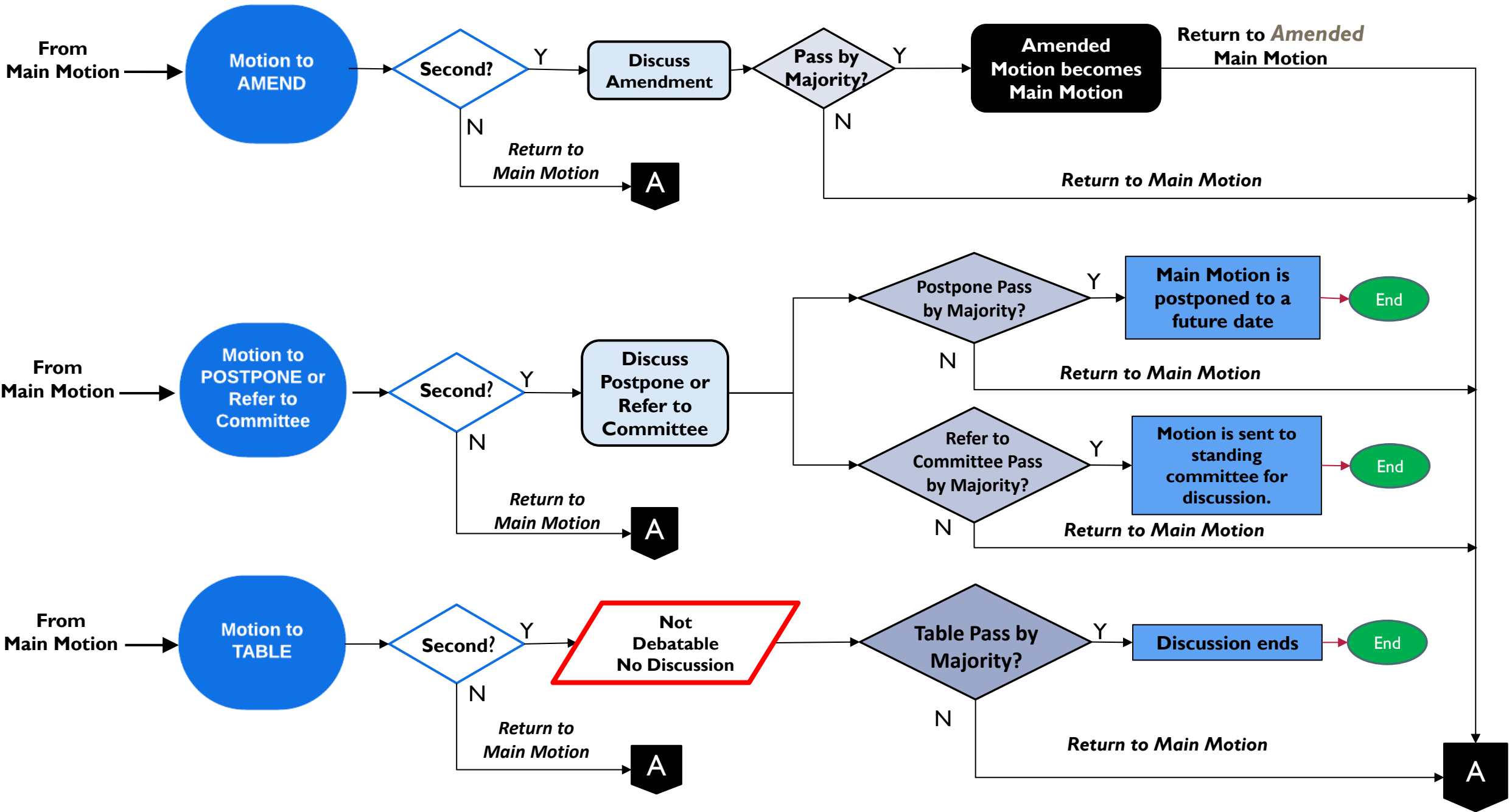


A "A" = return to Main Motion discussion
B "B" = Minority Opinion

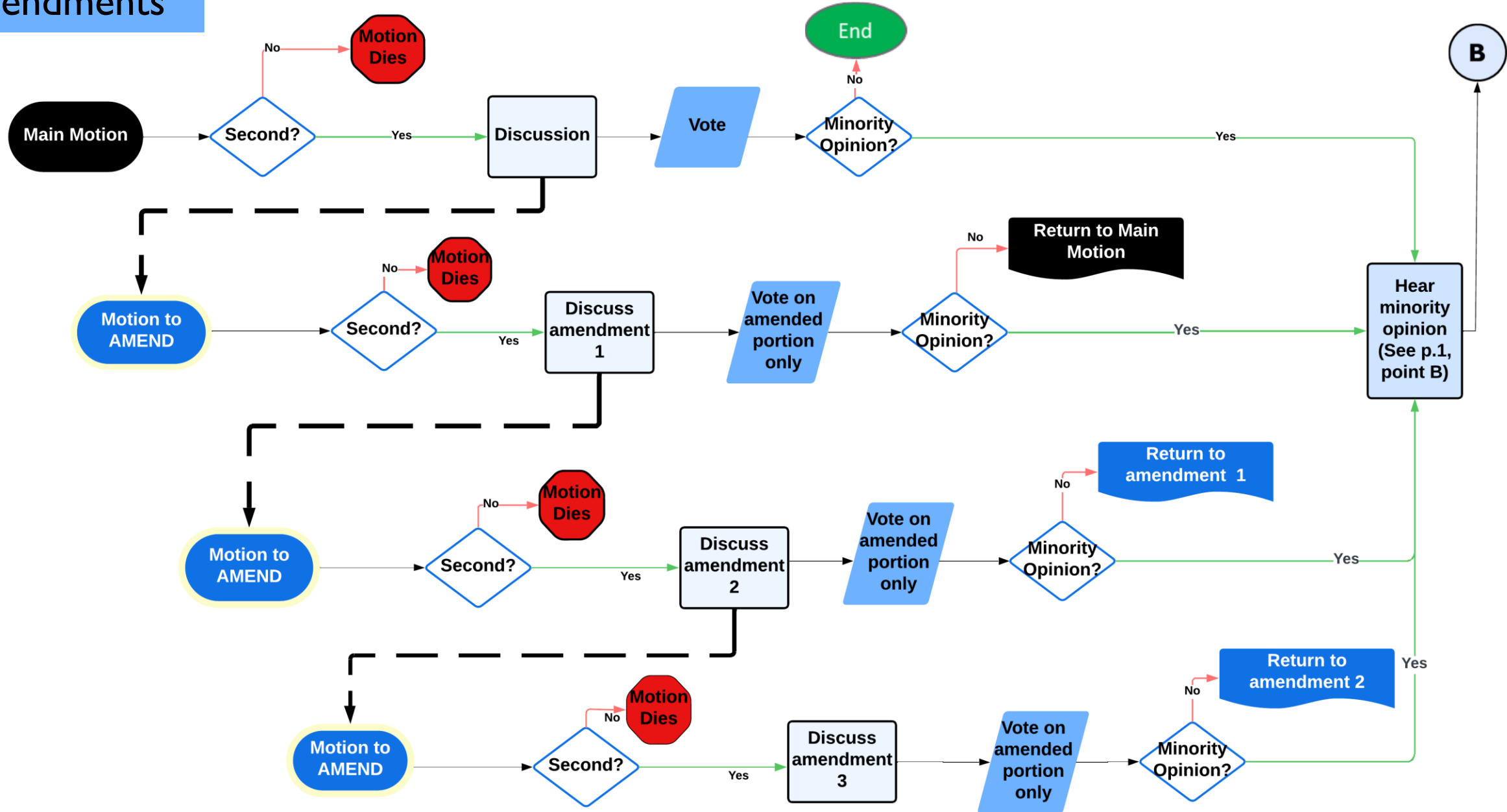


Follow the arrows and note which way they point. Subsidiary motions (Amend, Table, Postpone or Refer to Committee) are on the next page.



Nested Amendments

The term “nested amendments” is used when an additional amendment is made while discussing another amendment. There is a limit of three (3) nested amendments.



Motion Flow

Motion

Second

Discussion

Voting








Minority
Opinion

Area 15 Motion Guide	Purpose	Procedure	Requires a Second	Is Debatable	Vote Required for Approval	Minority Voice Heard
Motion	An item of business submitted prior to the business meeting	<i>Submitted in writing to Area Chair</i>	Yes	Yes	2/3	Yes
Motion requiring Immediate Attention	Requires approval from the body by vote prior to being added to the agenda.	<i>Submitted in writing to Area Chair</i>	Yes	Yes	2/3	Yes
Motion presented out of Committee	Presented on behalf of a standing committee	<i>Submitted in writing to Area Chair</i>	No	Yes	2/3	Yes
Amending a Motion (See Amendment Guide)	Used to make changes to a motion without changing the motion's intent.	<i>Submitted in writing to Area Chair</i>	Yes	Yes	Simple Majority	Yes
Tabling a Motion	Delaying debate until a later point during the business meeting.	<i>Made without Comment</i>	Yes	No	Simple Majority	No
Refer to Committee or Postpone	Referring a motion to an appropriate committee -or- delaying debate until a future date.	<i>Made without Comment</i>	Yes	Yes	2/3	No
"Calling the Question"	Used to prompt a vote to end discussion	<i>Made without Comment</i>	Yes	No	2/3	No
Motion to Reconsider <i>no item can be reconsidered twice</i>	Used to reopen debate/discussion	<i>Made by a member who voted on the prevailing side</i>	Yes, by either side	No	Simple Majority	No

FLOWCHART LEGEND

The shape of each symbol portrays the nature of each step shown on the flowchart.



Symbol	Symbol Name	Description
	Flow lines	Flow lines are used to connect symbols used in flowchart and indicate direction of flow.
	Terminal (START / STOP)	This is used to represent start and end of the flowchart.
	Input / Output	It represents information which the system reads as input or sends as output.
	Processing	Any process is represented by this symbol. For example, arithmetic operation, data movement.
	Decision	This symbol is used to check any condition or take decision for which there are two answers. Yes (True) or No (False).
	Connector	It is used to connect or join flow lines.
	Off-page Connector	This symbol indicates the continuation of flowchart on the next page.