**Oak Harbor Education Association Motions Worksheet**

Though not required or formal, sometimes it helps to write down what you want a motion to say, especially if it is a new issue, unfamiliar, or may be controversial. It also helps the Secretary to know precisely what your motion says so that your intent and the wording of the motion itself is accurately reflected in the minutes. You may fill this out at the meeting; or (even better) E-mail it (as an attachment) to me ( [pszalai@ohsd.net](mailto:pszalai@ohsd.net) ) and ( [nbouvion@ohsd.net](mailto:nbouvion@ohsd.net) ) our Secretary so that we receive it at least one working day before the meeting in order to have it placed on the agenda. Placement on the agenda guarantees consideration of your motion by the Representative Council.

Name of maker of the motion:

Name of member seconding your motion:

I intend:

I move:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key to Common Motions:** | | | | |
| **Type of Motion** | **Requires a “second”?** | **Debatable?** | **Amendable?** | **Type of Vote Required** |
| **Main Motions** | | | | |
| The main motion | Yes | Yes | Yes | Simple Majority |
| **Subsidiary Motions** | | | | |
| Amend the main motion | Yes | Yes | No | Simple Majority |
| Close debate | Yes | Yes | No | 2/3 Majority |
| Limit debate | Yes | Yes | Yes | 2/3 Majority |
| Postpone (table) | Yes | Yes | No | Simple Majority |
| Postpone to a certain time | Yes | Yes | Yes | Simple Majority |
| Refer to a committee | Yes | Yes | Yes | Simple Majority |
| **Privileged Motions** | | | | |
| Adjourn | Yes | No | Yes | Simple Majority |
| Recess | Yes | Yes | Yes | Simple Majority |
| Question of privilege | No | No | No | None |
| **Requests** | | | | |
| Point of Order | No | No | No | None |
| Withdraw a motion | No | No | No | None |
| Division of question | No | No | No | None |
| Division of assembly | No | No | No | None |