

## Steps for Processing a Main Motion

1. Member states the motion.
2. Member seconds the motion.
3. Chair repeats the motion.
4. Members debate the motion.
5. Chair takes a vote on the motion.
6. Chair announces the result of the vote.

## Tips for Effective Discussion

1. Organize your thoughts before approaching the microphone.
2. State the overall reason for your comments first; then address specifics.
3. Keep comments relevant to the motion on the floor.
4. Avoid personal attacks.
5. Be mindful of debate time limits.
6. Keep comments productive.
7. Propose ideas that benefit the organization as a whole.



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