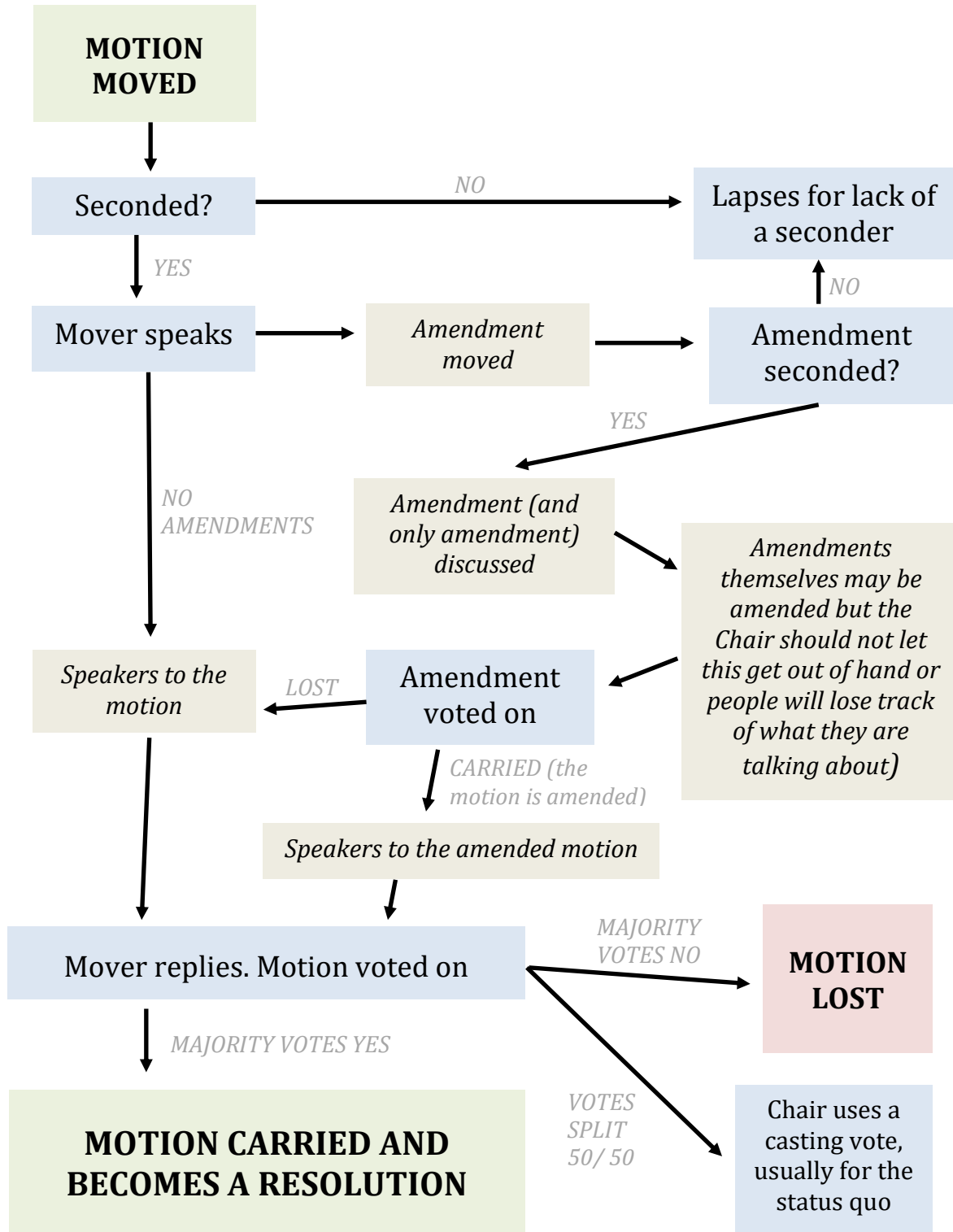




# Centre Management

## PASSING A MOTION DURING A MEETING



## **Moving, seconding and voting**

When a member proposes something for discussion or decision, it is called a "motion".

Another member has to "second" the motion, or it can not be discussed.

After a motion is seconded, the chairperson invites the mover and the seconder to "speak to the motion" (say what they think about the motion).

Other members can also say what they think about the motion.

One of the members (not the mover or the seconder) can move to amend the motion (propose a change to the original motion).

If another member (not the mover or the seconder of the original motion) seconds the amendment, then the amendment also has to be discussed.

After the members finish discussing any amendments, these must be voted on. The members have to vote on any amendments before they can vote on the original (but possibly amended) motion.

## **What are the amendments to a motion?**

The motion to amend takes three basic forms:

1. Inserting or adding words or paragraphs.
2. Striking out words or paragraphs.
3. Striking out words and inserting or adding others or substituting an entire paragraph or complete resolution for another.

## **Rules on discussion (for any topic)**

The person who posed the remit or motion has 5 minutes to explain purpose and rationale of remit.

Open floor-any official delegate can speak for 2 minutes (and can only speak once).

Once all delegates have spoken, the person who posed remit has last rebuttal and has 3 minutes to address questions/comments made.

Then vote is taken:

1. Sometimes before vote is taken if there is consensus that the wording is not quite correct then an amendment to the motion can be posed by the Chair or another member.
2. The Chair deems whether the meeting is in consensus.
3. The amendment must not alter or change the primary intent of the remit/motion, noting that generally changing grammar or wording does not change the intent. For example, changing 'Competition Team' to 'Competition Committee' would be considered a wording change.

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If you have any questions about the above, please speak to your Zone Relationship Manager in the first instance.

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➤ Link to [NNZ Regulations](#)