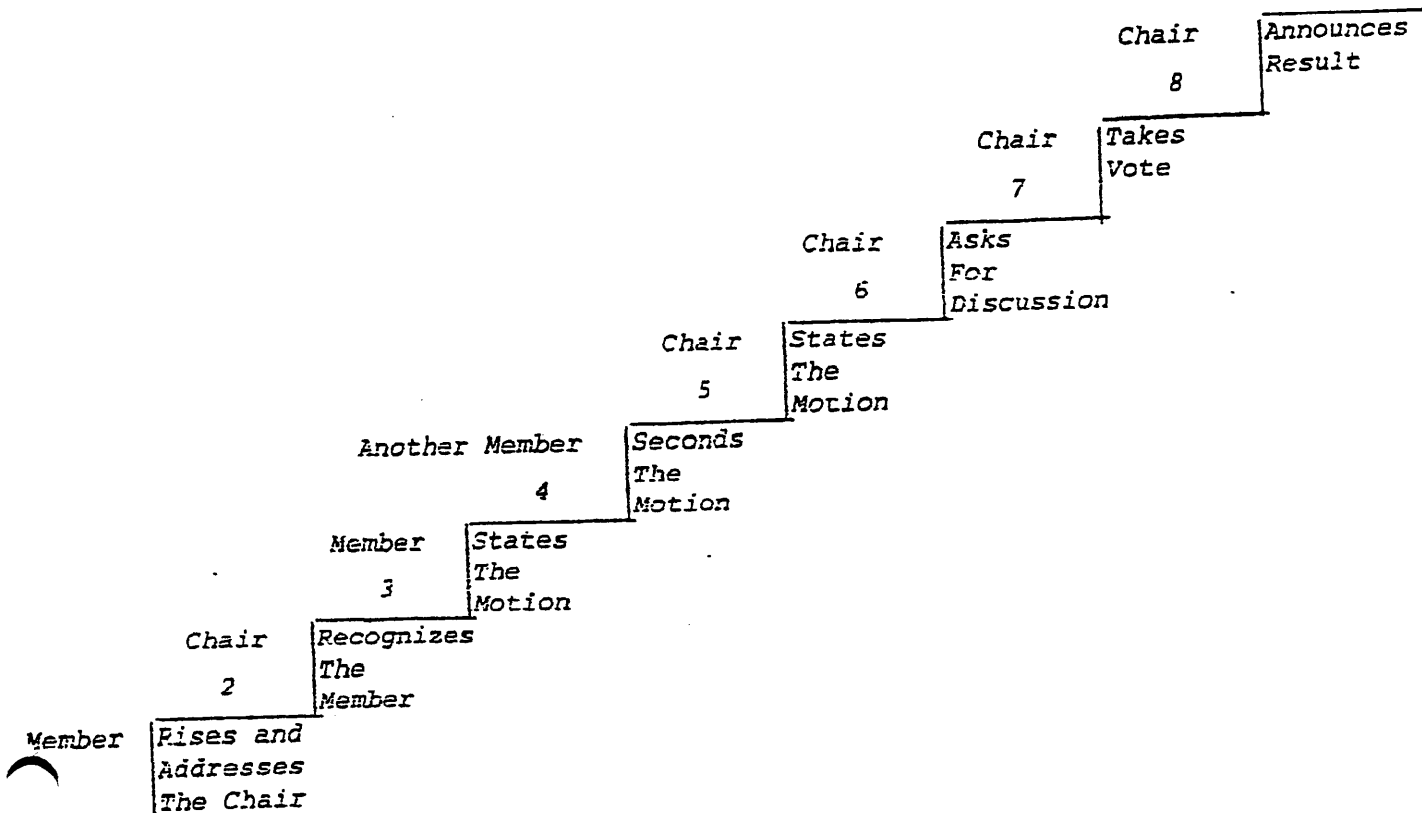


STEPS IN PROCESSING A MOTION

There are eight (8) distinct steps in processing a motion:



- EXAMPLE:
1. Member: Rises and addresses Chair
 2. Chair: Recognizes Member
 3. Member States Motion: I move that XYZ Club have a picnic
 4. Any Other Member: I second the motion
 5. Chair: It has been moved and seconded that XYZ Club have a picnic
 6. Chair: Is there any discussion -
Are you ready for the question: All those in favor of the XYZ Club having a picnic
say "AYE". Those opposed say "NO".
 7. Chair: The motion is carried and XYZ Club will have a picnic.
 - 8.

