

HOW TO RECORD MOTIONS

ALL MOTIONS MUST BE RECORDED IN THE MINUTES AND VOTES RECORDED.

- Example:
 - A Motion was made by John Doe to ... (record clearly what the motion was, how much, or what action is to be taken by whom)

 - The Motion was Seconded by Jane Smith

 - The Motion was Passed by 6 yes, 1 no, 1 absent

- House Secretary must write (Record) all Motions and Votes in the House Minutes Book.