

## Methods of Amending

By striking out: "I move to amend the motion by striking out the word 'Denver.'"

By inserting: "I move to amend the motion by inserting the word 'Las Vegas' after the word 'Portland.'"

By striking out and inserting: "I move to amend the motion by striking out the word '\$35' and inserting the word '\$50.'"

## Counting a Vote

- Appoint and train tellers in advance
- Divide the meeting room into clearly defined "counting areas"
- Have an "only delegate seating" area
- Give clear voting instructions from the chair
- Voters stand and hold voter cards as they vote
- Count off when teller points to voter
- Voter sits down after voting
- Teller records number of votes in the section
- Head teller totals votes of all sections
- Repeat process for the negative vote
- Chair announces the result of the vote

## Voting, Motions, and Amendments

### Parliamentary Procedure

## Tip Sheet for PTA Leaders



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# Voting

## Steps to Process a Main Motion:

Member rises and addresses the chair:

### **Madam President.**

Chair recognizes the member.

### **The chair recognizes ...**

Member makes a motion.

### **I move that...**

Another member seconds the motion.



### **Second [or] I second the motion.**

The chair states the motion and opens debate.

**It is moved and seconded that .... Is there any discussion?**

Chair recognizes members wishing to speak

.After debate concludes, chair puts the question to a vote.

**The question is on the motion to .... Those in favor of the motion say 'aye.' Those opposed say 'no.'**

Chair announces the result of the vote and what action will be taken.

**The 'ayes' have it, and the motion is adopted. We will [stating action to be taken].**

The chair continues with the next business in order.

- **General consent:** "If there is no objection, we will... (pause). Since there is no objection, we will..."

- **Voice vote:** "As many as are in favor, say 'aye.' Those opposed, say 'no.' The 'ayes/noes' have it, and the motion is adopted/defeated."

- **Rising vote (not counted):** "Those in favor will rise. Thank you, be seated. Those opposed will rise. Thank you, be seated. The 'ayes' have it, and the motion is adopted."