

Nancy Sylvester, MA, PRP, CPP-T

Professional Registered Parliamentarian
Certified Professional Parliamentarian
Professional Speaker/Trainer/Mentor

4826 River Bluff Court
Loves Park, IL 61111

Business & Fax: 815.877.5290
Home: 815.877.2666
nancy@nancysylvester.com

nancysylvester.com

SCRIPT: MOTION TO COMMIT OR REFER

<i>"Motion A" is pending</i>	
Member:	I move to refer "Motion A" to the _____ committee. [Can specify details like date the committee is to report back. If it is to be referred to a special committee, you can tell size of committee and give direction as to makeup of committee.]
Chair:	Is there a second to the motion? [This statement is eliminated if a member calls out "second".]
2nd member:	I second the motion.
Chair:	It is moved and seconded to refer "Motion A" to the _____ committee. [Pause] Is there any discussion? [After discussion] The question is on the adoption of the motion that we refer "Motion A" to the _____ committee. Are you ready for the question? This motion requires a majority vote. All those in favor, say aye. [Pause for response] All those opposed, say no. The affirmative has it, the motion is adopted, "Motion A" is referred to the _____ committee. or The negative has it, the motion is lost and "Motion A" is not referred to the _____ committee. The motion before you is "Motion A". Is there any further discussion?

FOR THE MOTION TO COMMIT OR REFER:

- Needs a second
- Is debatable
- Is amendable

SCRIPT: MOTION TO COMMIT OR REFER

- Needs a majority vote