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## SCRIPT: MOTION TO FIX THE TIME TO WHICH TO ADJOURN

*"Motion A" is pending*

Member: I move that when this meeting adjourns, it adjourns to meet [give date and time] at [give location].

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 that when this meeting adjourns, it adjourns to meet [give date and time] at [give location]. This is not a debatable motion.

The question is on the adoption of the motion that when this meeting adjourns, it adjourns to meet [give date and time] at [give location]. This motion requires a majority vote.

All those in favor, say aye. [Pause for response.]

All those opposed, say no.

The affirmative has it, and the motion is adopted; when this meeting adjourns, it adjourns to meet [give date and time] at [give location]. The motion before you is "Motion A". Is there any further discussion?

or

The negative has it, the motion is lost, and we have not set a time for a continuation of this meeting. The motion before you is "Motion A". Is there any further discussion?

## FOR THE MOTION TO FIX THE TIME TO WHICH TO ADJOURN:

- Needs a second
- Is not debatable
- Is amendable but the amendment is not debatable
- Needs a majority vote If the question is divided, each section is treated as a separate motion that has already been made. So you discuss one, vote on it, and then go to the next one.