

**PROCEDURE FOR MOTIONS**  
(Shall not conflict with regional guidelines)

1. Maker is to complete motion form. Motion is to include exact wording, intent and financial impact or state that impact is unknown.
2. Motion is to be seconded when required. Area motions require a second from another area representative. Subcommittee Motions do not require a second. Subcommittees may only make motions that affect their committees.
3. Completed motions are to be given to secretary. Secretary is to assign motion a number and return motion to maker.
4. Maker will be directed to read motion at appropriate time during agenda and return motion to secretary.
5. Motion will be opened for discussion.
6. Questions, subsidiary motions, amendments to motion, etc. are to be directed to chair.
7. Maker will be asked to speak pro on the motion. Maker may decline but reserves right to speak pro or con while motion is under discussion.
8. Speakers will qualify remarks i.e.; pro, con, questions concerning body of motion, amendments, questions of parliamentary procedure and etc., prior to speaking.
9. Areas/Sub-Committees may speak more than 1 (one) time as pro or con to the motion provided all areas have had an opportunity to speak to the motion. This also applies to questions relating to the body of motion.
10. After Discussion has been exhausted secretary will read motion or amendment and call for the vote.
11. The vote will be recorded and placed in minutes. When available a copy of motion will be given to ASR's. Subcommittees will be given a copy upon request.
12. This procedure also applies to amendments except that "Sub-Committees shall not make or second amendments".

**RSC Motion Form**

**Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Maker:** \_\_\_\_\_ **ASC Subcommittee:** \_\_\_\_\_

**Second:** \_\_\_\_\_ **ASC Maker:** \_\_\_\_\_

**MOTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AREA VOTE: (Y/N/A) Beach** \_\_\_\_\_ **Central** \_\_\_\_\_ **Imp. Valley** \_\_\_\_\_ **Baja** \_\_\_\_\_

**N Coastal** \_\_\_\_\_ **N County** \_\_\_\_\_ **SE Barrio** \_\_\_\_\_ **S Bay** \_\_\_\_\_ **UEC** \_\_\_\_\_

**RESULTS (Record): Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Abstain** \_\_\_\_\_ **Date of Vote** \_\_\_\_\_

Motion: Carried \_\_\_\_\_ Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_ Tabled until \_\_\_\_\_

Committed to be published in the RSC Minutes for the month(s) of \_\_\_\_\_

**AMENDMENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Maker/ASC:** \_\_\_\_\_ **Second/ASC:** \_\_\_\_\_

Friendly: Yes \_\_\_\_\_ No \_\_\_\_\_ **RESULTS (Record #):** Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_

Amendment: Carried \_\_\_\_\_ Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_