**MCUCSA Parliamentary Procedure Reference Sheet**

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| **If you’re thinking…** | **You say….** | **Comments** |
| I would like our group to take action on xxx. | “I move that we….” | Include details so all can clearly understand your intention and make it actionable. |
| I agree with the person who made the above motion | “I second the motion.” | This ensures at least one other person thinks the motion is a good idea before discussing |
| I generally agree with the motion, but would like to suggest a slight change | I move to amend the motion by...” | If the suggestion is acceptable to those who made and seconded the main motion, it is considered a friendly amendment.  |
| I think we should wait until the next meeting before we decide this. | “I move to table the motion until….” | This can be helpful if more time is needed to reflect on or gather information for the decision. |
| I think we’ve discussed this plenty long. Let’s vote! | “I call the question.” | A second is required, but no discussion. If there is consensus (100% agreement) then a vote is held on the main motion.  |
| We’ll never decide this as a whole group – let’s have a committee work this out. | “I move to refer this issue to the (blank) committee.” | Can be referred to a standing committee or to a committee/task group to be created for the purpose of reviewing the issue under consideration. |

The path for decision-making is: 1. Someone makes a motion. 2. Someone else seconds the motion. 3. Time for discussion is allowed to raise pertinent issues and address questions. 4. The group votes.