



C A L I F O R N I A

DEPARTMENT OF JUSTICE

RIPA ADVISORY BOARD MEETING

October 16, 2024

DOJ Update: Handling Motions

HANDLING MOTIONS

AGENDA

- I. Introducing the Motion**
- II. Debate or Discussion on the Motion**
- III. Ending Debate**
- IV. Voting on the Motion**
- V. Summary**



I. Introduction of Motion

A. Making a Motion – Steps to Take:

1. Member is Recognized by the Chair

a. Once Recognized by Chair, Member Makes a motion to introduce action item

["I move that..."(state your motion)]

2. Chair restates motion and calls for a second to the motion

a. Member seconds the motion

b. Chair restates the motion ["It has been properly moved and seconded that (state the motion)"]

c. Chair calls for discussion ["Is there any discussion"]



II. Debate /Discussion of Motion

A. Chair calls for Discussion on the motion

1. Member who made the motion is entitled to speak first
2. Every member has the right to speak
3. Discussion continues until all members agree (consensus) or a member “calls for the previous question”
4. Chair determines the readiness to vote



II. Debate/Discussion of Motion, cont'd.

- B. Amendments to Motions (Member makes a motion to amend)
 1. Changes to the main motion
 2. Amendments to the amendment(s)
 3. Motion to amend motion I (Member moves to add/delete/substitute)
 4. Discussion is held on the amendment
 5. Discussion continues until all members agree to end debate (consensus) or a member “calls for the previous question”
 6. Vote is taken on the amendment
 7. Chair returns to main motion [if the amendment passes, it is included in the main motion]
 8. Discussion on the motion, as amended



III. Ending Debate

A. Ending Debate

1. By Consensus (all agree)
2. By Motion to call the previous Question (end to discussion)
 - a. Must be seconded
 - b. Is not debatable
 - c. Requires 2/3 vote to pass
[Chair, states “question has been called, is there a second?”]
3. Chair calls for the vote on ending the debate
4. Roll call vote is taken
5. Chair announces the vote

B. Chair returns to main motion

1. Immediately calls for the vote, if motion passed
2. Returns to debate/discussion, if motion failed



IV. Voting on the Motion

B. Voting

1. Must be by Roll Call
2. Chair or Staff, repeats the question before calling the roll for the vote
 - a. All in favor of the motion, say “aye”
 - b. All opposed to the motion, say “no”
 - c. Any Abstentions? (Not voting)
 - d. Staff announces the number in favor and against the motion
3. Approval
 - a. Majority of vote (in most cases)
 - b. 2/3 vote (super majority)
4. Chair announces the results:
 - a. The number of votes
 - b. Whether the motion passed/failed



V. Summary

A. Rules About Main Motions

1. Motion must be properly made
2. Motion must be seconded
3. Motion may be amended
4. Amendments may be amended
5. Motions must be disposed of
 - a. Voted on
 - b. Withdrawn or referred
 - c. Tabled



CONCLUSION

QUESTIONS?

THANK YOU!

