**STEPS IN MAKING AND AMENDMENT**

An amendment is a motion used to modify the wording of a pending motion. The processes commonly used to amend are: To ***insert*** a word(s), to ***add*** a word(s) at the end, to***strike out*** a word(s), to ***strike out and insert*** a word(s), and to ***substitute*** an entire sentence or paragraph of a motion. The example below shows the process of amending by***inserting words***. Refer to Robert's Rules of Order Newly Revised for examples of other processes.

**ASSUME THE FOLLOWING ORIGINAL MAIN MOTION IS PENDING: "THAT OUR CLUB HAVE A PICNIC NEXT SATURDAY**

**FROM 1 P.M. TO 6 P.M."**

**STEP 1: A MEMBER RISES AND ADDRESSES THE CHAIR.**  
JAMES:-(Rising and facing the chair, who is standing) "Mr./Madam President." (James remains standing.)  
  
**STEP 2: THE MEMBER IS RECOGNIZED BY THE CHAIR.**  
CHAIR:-(Standing) "James." (The chair remains standing.)  
  
**STEP 3: THE MEMBER PROPOSES AN AMENDMENT.**  
JAMES:-(Standing) "I move to amend by inserting the words 'in the city park' after 'picnic.'" (James resumes his seat.)  
  
**STEP 4: ANOTHER MEMBER SECONDS THE AMENDMENT.**  
NANCY:-(Seated, and without being recognized) "I second the motion."  
  
**STEP 5: THE CHAIR STATES THE MAIN MOTION WITH THE AMENDMENT TO THE ASSEMBLY.**  
CHAIR:-(Standing) "It is moved and seconded to insert the words 'in the city park' after 'picnic.' If the amendment is adopted, the motion will read: 'That our club have a picnic in the city park next Saturday from 1 p.m. to 6 p.m.' Are you ready for the question?" (The chair remains standing.)

* The chair may also ask, "Is there any debate (or discussion)?" rather than "Are you ready for the question?" as another method of determining if there is debate.

**STEP 6: THE ASSEMBLY DEBATES THE AMENDMENT.**

* Members stand and face the chair and say "Mr./Madam President," wait to be recognized by the chair, stand while debating the amendment, and sit when finished (the original main motion is not debated at this step).

**STEP 7: THE CHAIR TAKES A VOICE VOTE ON THE AMENDMENT.**  
CHAIR:-(Standing) "Are you ready for the question?" (Pause for response) (Silence) "The question is on amending the main motion by inserting the words 'in the city park' after 'picnic,' so that, if the amendment is adopted, the motion will read: 'That our club have a picnic in the city park next Saturday from 1 p.m. to 6 p.m.' Those in favor of the motion, say 'Aye.'" (Pause for response) "Those opposed, say 'No.'" (Pause for response) (The chair remains standing.)  
  
**STEP 8: THE CHAIR ANNOUNCES THE RESULT OF THE VOTE ON THE AMENDMENT.**  
CHAIR:-(Standing) "The 'Ayes' have it and the amendment is adopted. The question is now on the motion 'that our club have a picnic in the city park next Saturday from 1 pm. to 6 p.m.' Are you ready for the question?"

* The motion to Amend requires a majority affirmative vote to be adopted.

**STEP 9: THE ASSEMBLY DEBATES THE MAIN MOTION AS AMENDED.**

* Members stand and face the chair and say "Mr./Madam President," wait to be recognized by the chair, stand while debating the main motion as amended, and sit when finished.
* The amendment cannot be debated at this step.

**STEP 10: THE CHAIR TAKES A VOICE VOTE ON THE MAIN MOTION AS AMENDED.**  
CHAIR:-(Standing) "Are you ready for the question?" (Pause for response) (Silence) "The question is on the adoption of the main motion as amended 'that our club have a picnic in the city park next Saturday from 1 p.m. to 6 p.m.' Those in favor of the motion, say 'Aye.'" (Pause for response) "Those opposed, say 'No.'" (Pause for response) (The chair remains standing.)  
  
**STEP 11: THE CHAIR ANNOUNCES THE RESULT OF THE VOTE ON THE MAIN MOTION AS AMENDED AND THE EFFECT OF THE ACTION.**  
CHAIR:-(Standing) "The 'Ayes'(or 'Noes') have it and the main motion as amended is adopted (or lost). Our club will (will not) have a picnic in the city park next Saturday from 1 p.m. to 6 p.m. Is there further new business?"

**IF AN AMENDMENT IS NOT ADOPTED, STEPS 9, 10 AND 11 ARE COMPLETED USING THE ORIGINAL MAIN MOTION (WITHOUT THE AMENDMENT) "THAT OUR CLUB HAVE A PICNIC NEXT SATURDAY FROM 1 P.M. TO 6 P.M."**