

Quick Guide: When Can You Make a Motion?



**Agenda
Section**



**Can I Make a
Motion?**



Example Motion

Call to Order	✗ No	N/A
Approve Agenda/Minutes	✓ Yes	“I move to approve the agenda”
Public Comment	✗ No	N/A
Reports	✗ No	N/A
Discussion Items	✗ No (unless moved to action)	“I move to make this an action item.”
Action Items	✓ Yes	“I move to approve the Code of Conduct policy”
Unfinished Business	✓ Yes	“I move to revisit the discussion on faculty workload”
New Business	✓ Sometimes	“I move to add this to the next agenda for action.”
Announcements	✗ No	N/A
Adjournment	✓ Yes	“I move to adjourn the meeting”