Presiding Phrases (Side A)

- 1. OPEN THE MEETING
- 2. RECOGNIZE A MEMBER "The chair recognizes"
- 3. NO SECOND TO A MOTION (following request by chair "Is there a second?")
- 4. STATE THE QUESTION ON A MOTION "It is moved and seconded that [or "to"] . . ."
- 5. STATE THE QUESTION ON A RESOLUTION
- 6. STATEMENT WHEN DEBATE APPEARS TO HAVE ENDED "Are you ready for the question?"
- 7. TAKE A VOICE VOTE
- TAKE A RISING VOTE "Those in favor of the motion to . . . will rise [or, "stand"].... Be seated. Those opposed will rise.... Be seated."
- 9. TAKE A VOTE BY SHOW OF HANDS
- 10. ANNOUNCE THE RESULT OF A VOICE VOTE "The ayes have it and the motion is adopted [or "carried"]." Or, "The noes have it and the motion is lost."
- 11. ANNOUNCE THE RESULT OF AN UNCOUNTED RISING VOTE/SHOW OF HANDS
- 12. ANNOUNCE THE RESULT OF A COUNTED RISING VOTE"There are 8 in the affirmative and 4 in the negative. The affirmative has it and the motion is adopted." (or)"There are 4 in the affirmative and 8 in the negative. The negative has it and the motion is lost."
- 13. APPROVE THE MINUTES
- 14. ANNOUNCE THE NEXT PIECE OF BUSINESS"The next item of business is" or "The next business in order is . . ." (NEVER say "The next order of business.")
- 15. RULE A MOTION OUT OF ORDER AND THEN A MEMBER OUT OF ORDER

(Side B)

1. OPEN THE MEETING "The meeting will come to order," or, "The meeting will be in order."

- 2. RECOGNIZE A MEMBER
- 3. NO SECOND TO A MOTION (following request by chair "Is there a second?") "Since there is no second, the motion is not before this meeting. The next item of business is" or, "Is there any further business?"
- 4. STATE THE QUESTION ON A MOTION
- 5. STATE THE QUESTION ON A RESOLUTION "It is moved and seconded to adopt the resolution just read."
- 6. STATEMENT WHEN DEBATE APPEARS TO HAVE ENDED
- 7. TAKE A VOICE VOTE"The question is on the adoption of the motion to [or "that"]... Those in favor of the motion, say aye. Those opposed, say no."
- 8. TAKE A RISING VOTE
- 9. TAKE A VOTE BY SHOW OF HANDS "The question is on the adoption of the motion to [or "that"] . . . All those in favor of the motion will raise the right hand. . . . Lower hands. Those opposed will raise the right hand. . . . Lower hands."
- 10. ANNOUNCE THE RESULT OF A VOICE VOTE
- 11. ANNOUNCE THE RESULT OF AN UNCOUNTED RISING VOTE/SHOW OF HANDS"The affirmative has it and the motion is adopted."Or, "The negative has it and the motion is lost."
- 12. ANNOUNCE THE RESULT OF A COUNTED RISING VOTE

13. APPROVE THE MINUTES

"Are there any corrections to the minutes? If there are no corrections [or "no further corrections"], the minutes stand [or "are"] approved [or "approved as read," or "approved as corrected"]."

- 14. ANNOUNCE THE NEXT PIECE OF BUSINESS
- 15. RULE A MOTION OUT OF ORDER AND THEN A MEMBER OUT OF ORDER "The chair rules that the motion is out of order [or "not in order"] because . . .""The member is out of order and will be seated."