

## 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
8. 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

