

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

(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."