Sturgis Presiding Phrases (Side A)
(Based on *The Standard Code of Parliamentary Procedure (4th Edition))*

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1. OPEN THE MEETING

2. RECOGNIZE A MEMBER
    "Mr. A" [or] "The delegate at microphone 2."

3. NO SECOND TO A MOTION (following request by chair "Is there a second?")

4. STATE THE QUESTION ON A MOTION (using *RONR*)
    "It is moved and seconded that [or "to"] . . ."

5. STATE THE QUESTION ON A RESOLUTION (using *RONR*)

6. STATE THE QUESTION ON A MOTION (using *Sturgis*)
    "It has been moved and seconded that . . . . Is there any discussion?"

7. STATEMENT WHEN DEBATE APPEARS TO HAVE ENDED (using *RONR*)

8. STATEMENT WHEN DEBATE APPEARS TO HAVE ENDED (using *Sturgis*)
    "Is there any further discussion?"

9. TAKE A VOICE VOTE (using *RONR*)

10. TAKE A VOICE VOTE (using *Sturgis*)
    "Those in favor of the motion that . . . say 'Aye.' Those opposed, 'No.'"

11. TAKE A RISING VOTE

12. TAKE A COUNTED RISING VOTE
    "Those in favor of. . . please rise [or, "stand"]. . . . Be seated. Those opposed, please rise. . . . Be seated."

13. TAKE A VOTE BY SHOW OF HANDS

14. ANNOUNCE THE RESULT OF A VOICE VOTE (using *Sturgis)*
    "The motion is carried," [or] "The motion to _____ is carried."
    Or, "The motion is lost."

15. ANNOUNCE THE RESULT OF A VOICE VOTE (using *RONR)*

16. ANNOUNCE THE RESULT OF AN UNCOUNTED RISING VOTE/SHOW OF HANDS
    (using *Sturgis*)
    "The motion is carried," [or] "The motion to _____ is carried."
    Or, "The motion is lost."

17. ANNOUNCE THE RESULT OF AN UNCOUNTED RISING VOTE/SHOW OF HANDS (using *RONR)*

18. ANNOUNCE THE RESULT OF A COUNTED RISING VOTE (using *RONR*)
    "There are 32 in the affirmative and 30 in the negative. The affirmative has it and the
    motion is adopted."
    Or, "There are 29 in the affirmative and 33 in the negative. The negative has it and the
    motion is lost."

19. ANNOUNCE THE RESULT OF A COUNTED RISING VOTE (using *Sturgis*)

20. HANDLE A MOTION TO CLOSE DEBATE AND VOTE IMMEDIATELY
    "It has been moved and seconded to close debate on the motion before the assembly.
    Those in favor of closing debate, please rise. . . . Those opposed, please rise. . . . Be seated.
    The vote is 251 to 33. Since there is a two-thirds affirmative vote, the motion to close
    debate is carried."

21. HANDLE AN APPEAL

22. APPROVE THE MINUTES
    "Are there any corrections to the minutes? If not, the minutes are approved as read."
    Or, "If there is no objection, the minutes will be approved as corrected. Is there any
    objection?"

23. ANNOUNCE THE NEXT PIECE OF BUSINESS (using *RONR*)

24. RULE A MOTION OUT OF ORDER AND THEN A MEMBER OUT OF ORDER
    "The motion is out of order [or "not in order"] because . . ."
    "The member is out of order and will be seated." (using *RONR)*

Sturgis Presiding Phrases (Side B)

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1. OPEN THE MEETING
    "The meeting will please come to order," or, "The _____ is now convened."

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 the assembly."

4. STATE THE QUESTION ON A MOTION (using *RONR*)

5. STATE THE QUESTION ON A RESOLUTION (using *RONR*)
    "It is moved and seconded to adopt the resolution just read."

6. STATE THE QUESTION ON A MOTION (using *Sturgis*)

7. STATEMENT WHEN DEBATE APPEARS TO HAVE ENDED (using *RONR*)
    "Are you ready for the question?"

8. STATEMENT WHEN DEBATE APPEARS TO HAVE ENDED (using *Sturgis*)

9. TAKE A VOICE VOTE (using *RONR*)
    "The question is on the adoption of the motion to [or "that"] . . . As many as are in favor of the motion, say aye. Those opposed, say no."

10. TAKE A VOICE VOTE (using *Sturgis*)

11. TAKE A RISING VOTE
    "Those in favor of. . . please rise [or, "stand"]. . . . Be seated. Those opposed, please rise. . . . Be seated."

12. TAKE A COUNTED RISING VOTE

13. TAKE A VOTE BY SHOW OF HANDS
    "Those in favor of _____, please raise the right hand. . . . Lower hands. Those
    opposed, please raise the right hand. . . . Lower hands."

14. ANNOUNCE THE RESULT OF A VOICE VOTE (using *Sturgis)*

15. ANNOUNCE THE RESULT OF A VOICE VOTE (using *RONR)*
    "The ayes have it and the motion is adopted [or "carried"]."
    Or, "The noes have it and the motion is lost."

16. ANNOUNCE THE RESULT OF AN UNCOUNTED RISING VOTE/SHOW OF HANDS

17. ANNOUNCE THE RESULT OF AN UNCOUNTED RISING VOTE/SHOW OF HANDS (using *RONR*)
    "The affirmative has it and the motion is adopted."
    Or, "The negative has it and the motion is lost."

18. ANNOUNCE THE RESULT OF A COUNTED RISING VOTE (using *RONR)*

19. ANNOUNCE THE RESULT OF A COUNTED RISING VOTE (using *Sturgis*)
    "The vote is ____ to ____. The motion is carried on the motion to _____."

20. HANDLE A MOTION TO CLOSE DEBATE AND VOTE IMMEDIATELY

21. HANDLE AN APPEAL
    "Those in favor of sustaining the decision of the chair, say 'Aye'. . . . Those opposed, 'No.' . .
    . The decision of the chair is sustained [or overruled]."

22. APPROVE THE MINUTES

23. ANNOUNCE THE NEXT PIECE OF BUSINESS (using *RONR*)
    "The next item of business is . . . ." or "The next business in order is . . ." (using *Demeter*)
    (NEVER say "The next order of business.")

24. RULE A MOTION OUT OF ORDER AND THEN A MEMBER OUT OF ORDER