

shall not make or second any motion, or take part in any debate, while in the chair, except in case of appeal from his decision.

*Duties of the Vice-Grand.*

14.—It shall be the duty of the Vice-Grand to assist the N. G., and in his absence to take his chair, except during an initiation, visitation of Grand Officers, or other important occasion, when he may cause the same to be done by a P. G.; to appoint his own supporters, and the minority of all Committees on Character; to assist in examinations of the ballot at elections for membership; to act as a member of the Visiting Committee, and whenever the N. G. is absent to act as chairman thereof; to take special charge of the door under the N. G.; and to perform such other duties as are prescribed by the charges of his office and the usages of the Order.

*Duties of the Recording Secretary.*

15.—It shall be the duty of the Recording Secretary to keep an accurate record of the proceedings of the Lodge; to take charge of and keep in safety the seal of the Lodge; to keep carefully and in good order all books, papers, and other property belonging to his office, and to deliver the same to his successor in like good order; to fill up all certificates and cards granted by the Lodge; to write and duly despatch and copy into the letter book, all communications ordered by this Lodge, and to read the same at the next regular meeting under the head of unfinished business; to punctually issue all notices required by order of the N. G. or of the Lodge; to inform all candidates of their election or rejection, when the proposer of such candidate declines to do so, but without disclosing any other fact or circumstance connected therewith; to examine the Black-Book in reference to all propositions for membership, and to acquaint the Committee on Character with the result of such examination; to fill out for the chairman of such committee a notice containing the names of the committee, and also those of the candidate and referees; to preserve and file all written resolutions, motions, accounts and reports, upon which action has been taken by the Lodge; to keep written up in good order all books placed in his charge, and to carefully preserve all papers left with him; to attest all warrants for moneys ordered to be paid at regular meetings, with seal of Lodge, attaching said warrants to accounts when such are rendered; to advise the P. S. of all votes of the Lodge imposing any assessment,