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at 2.30, 4.30

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ng Meeting,

which, when approved, shall be signed by the presiding officer.

- 2. Transaction of business arising from the minutes.
- 3. Reading of Correspondence.
- 4. Reports of Committees.
- 5. Unfinished business.
- 6. New business, including Election of Offleers.
- 7. Adjournment.

SEC. 2.—All motions must be in writing and Motions. shall contain the names of the mover and seconder and must be read by the presiding officer before being discussed.

SEC. 3.—No member shall speak on a sub-Rules of deject more than once except the introducer who bate. shall be entitled to reply. Every member, however, shall have the right of explanation subject to the direction of the chair.

SEC. 4.— Reports of all Committees shall be Reports of in writing and signed by the chairman of the Committees. committee, and shall be embodied in the minutes of the meeting at which they are received.

SEC. 5.—When a motion has been finally put Discussion. to the meeting by the chairman all discussion thereon shall be closed

SEC. 6.—When a ballot is required the chair-Scrutineers. man shall appoint scrutineers.

SEC. 7.—Every member while speaking shall Interrupaddress the chair and members shall not interrupt the speaker by conversation or otherwise.