

III.—QUORUM.

Five of the members shall constitute a quorum for the transaction of business.

IV.—PRESIDING OFFICER.

The President shall preside at all meetings of the Board at which he may be present, and shall be *ex officio* member of all standing committees. In his absence the Vice-President shall represent him, as well on standing committees as at the Board. In the absence of both President and Vice-President from any meeting of the Board, the chair shall be taken by the first named on the list of Managers present at the hour for commencing business.

V.—COMMITTEES.

The following Standing Committees shall be appointed by the Board of Managers at the first meeting in each year:

(1) *Finance—*

A Committee of Finance, consisting of the President, Treasurer and four members of the Board, whose duty it shall be to devise and recommend ways and means for securing and preserving the financial prosperity of the Institution, to examine and certify the correctness of the Treasurer's annual report, and at the end of every year prepare and submit a full and clear report of the financial condition of the Institution.

Every Standing Committee shall from time to time furnish the Committee of Finance with such information as they may require, and particularly before the close of every year with a full inventory of all the property in their respective departments.

(2) *Instruction—*

A Committee of Instruction, consisting of four members of the Board, who shall have supervision of the Educational Department, and shall enquire from time to time into the methods pursued in the instruction of the blind in other places.

(3) *Manufactures—*

A Committee of three on Manufactures to supervise the Manufacturing Department, supply that Department with raw material, and dispose of the articles manufactured.

(4) *House—*

A House Committee of three on supplies, repairs and improvements, to have supervision of all matters connected with the supply of provisions, clothing and other necessities; the regulation of the domestic arrangements of the Institution, and care of the building and grounds.

(5) *General Duties—*

Each Standing Committee shall visit the Institution at least once a month and arrange for one of their number to do so weekly. They shall have the entire and conclusive control, subject only to the full Board, over the department allotted to them; shall keep a book at the Institution, in which all their proceedings shall be entered, and especially all requisitions, instructions and orders given to the Superintendent or other officers shall be clearly set down therein, for the prevention of any misunderstanding regarding the same. The Chairman shall be bound to see that the duties of his committee are in every respect fully performed, and shall furnish the Board whenever required with the minutes of their proceedings, and all other information required.