

member. No person is prepared to take his place as a responsible member in the councils of the people who has not a fair knowledge of the rules of procedure and debate in deliberative bodies. Every member of the U.F.A.—man or woman—should have this knowledge, should learn to express himself in meetings and how to conduct himself in public gatherings.

1. Every meeting must have a chairman or presiding officer whose ruling must be obeyed unless the meeting by majority vote rules otherwise. If neither president or vice-president are present the meeting elects a chairman (pro tem) for the meeting.

2. Five members present at any regular or properly called meeting of a Local form a quorum and have power to do business. A majority of the Board forms a quorum.

3. The presiding officer may not vote on any question except in case of a tie, when he may, if he sees fit, cast a deciding vote.

4. The presiding officer may not debate any question before the assembly but may make explanations or statements of fact relative thereto. He may give the chair to another and then have the privileges of a member on the floor, resuming the chair when he has finished speaking.

5. A member wishing to speak must rise and address the chairman by his title. He may not speak until he has been recognized by the chair. Thus:

Mr. Jones rising exclaims, "Mr. President." The president replies "Mr. Jones has the floor." Then and only then Mr. Jones proceeds to speak.