

BY-LAW No. VII.

RULES OF ORDER.

The following shall be the Rules of Order, at all Meetings of the Institute, and of the Board of Management :

Section I. Order of business at all except special meetings :

1. Reading of Minutes of the preceding meeting, which, when approved, shall be signed by the presiding officer.
2. Reading of Correspondence.
3. Transaction of business arising out of the Minutes or of the Correspondence.
4. Reception and Consideration of Reports.
5. Consideration of Motions, of which notice has been given.
6. Election of Office-bearers and Directors. (*At the Annual Meeting.*)
7. Transaction of new or unfinished business.

Section II. All motions must be presented in writing by the member moving the same, and shall contain the names of the mover and seconder, and must be read by the presiding officer before they are open for discussion. Notice of motion must also be made in writing.

Section III. Only two motions in amendment shall be in order at the same time ; the one to amend the original motion, and the other to amend the amendment ; they shall be put to the meeting in the reverse of the order in which they are moved.

Section IV. Reports of all Committees must be presented in writing, and signed by the Chairman thereof.

Section V. No member shall speak on any subject more than once, except the introducer of the subject under discussion, who shall be entitled to reply ; every member, however, shall have the right to explain himself subject to the direction of the Chair. This section may be suspended by a vote of the majority of the members present at any meeting.

Section VI. Any two members may require the yeas and nays to be entered on the Minutes ; but no member shall be permitted to enter thereon the grounds of his dissent, unless by special permission of a majority of members present at such meeting.