

10. All motions must be presented in writing, shall contain the names of the mover and seconder, and must be read by the presiding officer before they are open for discussion. No motion involving the expenditure of money, or the discussion of new matter, shall be submitted without notice having been given at the previous meeting, except by consent of a majority of all the members of the Board.

11. 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.

12. Any question before the Board shall be taken by yeas and nays, at the request of any member.

13. The Committee on Buildings and Grounds shall, under direction of the Board of Management, have supervision of the Library Buildings and caretaker, and take charge of all repairs, extensions, improvements, heating, lighting, and the internal arrangements of the several apartments.

14. The Committee on Finance, under direction of the Board of Management, shall have charge of the general financial concerns of the Library, Reading Rooms, and Buildings, including insurance; and they shall investigate all accounts and claims presented against the Library, Reading Rooms, and Buildings, and pass upon the same before presentation to the Board. They shall also see that all appropriations necessary to carry on the Institution be duly reported to the Board. The Committee shall meet at least three days before the regular meeting of the Board, at which meeting the salary list, Librarian's estimate of expenses, and all bills of account shall be presented.

15. The Committee on Library and Reading Rooms shall have the management of the same under the direction of the Board of Management, and they shall prepare and recommend all proper regulations for the good government and systematic arrangement of the Library and Reading Rooms; they shall cause suitable books, magazines, periodicals, and newspapers to be purchased, and shall submit lists thereof to the Board before purchasing; and shall report upon all donations. They shall present to the Board the names of suitable persons as Librarians or Assistants, and other employees in their department; shall attend to the binding of books, periodicals, and newspapers; and shall make frequent examinations of the Library and Reading Rooms, reporting to the Board their condition and needs.

16. The Secretary shall notify the members of all meetings of the Board of Management, and of the Committees. He shall attend all meetings, keep the records and accounts of the Board and of Committees; and perform such other duties as usually pertain to the office.

17. The Librarian, under control of the Board of Management, shall have charge of the rooms and employees of the Library and Reading Rooms; and shall be responsible for the care and safety of the books and property contained therein, and for the preservation of order in the buildings. He shall prepare for the use of the Committee on Library and Reading Rooms, lists of books to be purchased; and shall have executive superintendence of all matters, under the supervision of the several Standing Committees. At the first regular meeting of the Board in each month, he shall report the condition and circulation of the books for the preceding month; and shall make an annual report, up to the 31st December preceding, to the Board of Management, at the first meeting of the new Board in February of each year.

18. No amendments to these Rules of Procedure, or to any By-law for the regulation of the Library and Reading Room, shall be moved unless notice thereof shall have been given at the previous meeting of the Board, and no such amendment shall be concurred in except it be carried by a majority of the whole Board.

JOHN HALLAM, *Chairman.*