

error at the end of the proceedings of a subsequent day. In other bodies, however, it is usual to read and approve the minutes at a later meeting of the same assembly or council, and to have it signed by the chairman—his signature, however, being only necessary for courts of law. These minutes may then be corrected, but it is not regular to raise a discussion on the policy or merits of a question when attention is called to an error in the entry. All remarks must be simply in reference to the particular error. The record of all business meetings should be, as in parliament, succinct and accurate minutes of the actual motions, resolutions, and results of the deliberations, and not a report of men's speeches (*k*). In the case of companies' meetings, a president's address, relating to the operations of the company, is generally considered as much a part of the business as a manager's statement or a committee's report. All such points will be explained in the proper place in this work (*l*).

14. Proposal of motions.—Every question submitted to a meeting must come before it in the form of a motion which is moved by one member of the assembly, and seconded by another. Then it is read by the chairman, so that the meeting is actually seized of the proposition. It is then debatable, and may be negatived, or accepted, or amended. Until it is proposed from the

(*k*) See *Third Part*, sec. 7, for mode of keeping minutes accurately.

(*l*) See *Third Part*.