

must be seconded before the letter can be discussed. After a motion is properly made the Chairman repeats it so that everyone clearly understands what the proposal is; he then asks, "Are you ready for the question?" and it is then open for discussion.

So as to clearly understand the contents of the letter it is quite in order to ask for information concerning the contents, which question can be answered by anyone who can do so. If necessary, an amendment to the motion can be made; also an amendment to the amendment, but these must not be directly opposite to the previous motion. For instance, you cannot move to "do something" and then move as an amendment "that we do not do so." For you could secure the same end as proposed in the amendment by defeating the original motion. Except the mover of a motion, who may speak twice, no one should speak more than once on any question. They should learn to say all they wish simply, clearly, and completely, and not say one thing and then sit down and a moment after get up to say something else which had been forgotten. Certainly no one should speak twice, whilst someone who has not spoken wishes to do so.

If for some reason it is not desired to discuss some piece of correspondence at the time it is read, it can be referred to new business, or some other part of the pro-