

As soon as the chairman is elected, he takes the chair, and if there is not someone already elected to act as secretary he calls for nominations, and follows the same course as in the election of chairman. Usually the camp delegate, or the secretary of committee, if there is one, will act as secretary of the meeting.

If there has been a previous meeting the minutes of it will be read and a motion made that they be adopted as correct. Before putting the motion any one can challenge the accuracy of the minutes, but cannot discuss any action or question in them, the only question before this meeting is—are the minutes correct? If so, then the vote is to adopt them, or if not a true record they can be corrected and then adopted.

In dealing with correspondence, each piece is read; if unimportant it is filed. To save time the Chairman can say, "If there is no objection the communication will be filed."

If the members desire to discuss the contents they should first make a motion recommending some course of action be taken in connection with the matter referred to in the letter, or they move that the letter be received, and this motion 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