

being the only exceptions. Such notices are especially important in the case of proposed changes in the constitution or by-laws of an incorporated body; and it is well always to provide for such adequate notice as will inform all the members of the body of the precise terms of the amendment, and at the same time prevent it being made except by a vote of two-thirds of all the members (i) of the corporation, council, or assembly. The rules on these points should be very carefully framed. Notices are not, of course, as a rule necessary in the case of amendments relevant to a motion, though it is well to remember that questions may at times arise, especially in shareholders' and directors' meetings, how far amendments are allowable in the case of motions of which special notice has been given (j).

13. Minutes of proceedings.—Every assembly and association has necessarily its minutes, or authorized record of its resolutions and proceedings generally, prepared by the clerk or secretary. In parliament the daily journal or record is signed by the speaker, but it is not now formally read and approved by the house, as it is regularly printed, and open to correction on motion duly made, or by an erratum in case of clerical

(i) See *Fifth Part*, II. sec. 14, for rules of certain councils respecting notice.

(j) See *Third Part*, sec. 4, for the strict interpretation that is given to a rule respecting special notices in the case of directors', shareholders', and other meetings governed by statutory regulations.