

do so. Printed or written notice of each meeting must be sent to the members.

SECTION 5.—The Board shall, at its regular meeting in October, or at a special meeting to be held in that month, appoint the Teachers for the coming year; and shall, from time to time, fill such vacancies as may occur, or direct the Committee on Teachers to do so.

DUTIES OF CHAIRMAN.

SECTION 1.—The Chairman shall call the Board to order at the hour appointed for meeting, and cause the records of the last meeting to be read as soon as a quorum is present. Business shall proceed in the following order, unless the Board otherwise direct:—

1. Unfinished business of preceding meetings.
2. Reading of communications and action thereon.
3. Reports of Committees.
4. Motions, orders, resolutions, petitions, etc.

SECTION 2.—The Chairman shall preserve order in the meetings, and he shall decide all questions of order, subject to an appeal to the Board by any member, which appeal shall be decided forthwith; he may speak on points of order in preference to other members.

SECTION 3.—The Chairman shall name the member entitled to the floor, when two or more claim it.

SECTION 4.—The Chairman shall state to the Board in their order, all motions when seconded, and they shall be acted upon, unless withdrawn by the mover previous to an amendment. He shall also declare the result of each vote.

SECTION 5.—The Chairman shall consider a motion to adjourn always in order, except when a member has the floor, or a question has been put and not decided.