

as it may decide (2) a *Secretary*, and (3) in cities and towns an *Inspector of Schools*. It may also at its discretion appoint (4) a *Collector of school fees* [for contingencies and non-resident pupils], and (5) a *Secretary-Treasurer*.

3. *Proceedings of the Board*.—The Board is authorized by law "to appoint the times and places of their meetings and the mode of calling them; and of conducting and recording their proceedings, and of keeping all their school accounts."

4. *Committees of the Board*.—In addition to the officers of the Board mentioned, the Board can most conveniently supervise the details of its work by means of committees, viz., (1) on Finance, (2) School Buildings, (3) Appointment of Teachers, (4) Printing, (5) Repairs and Supplies, (6) School Management, and any others desired. The Board is authorized to "appoint a special committee of not more than three persons [not necessarily members of the Board] for the special charge, oversight, and management of each school within the city, town or village."

5. *Order of Business*.—At every regular meeting of the Board it is recommended that the order of proceeding shall be:—

- (1) Reading and confirming the minutes.
- (2) Reading and referring letters, memorials, &c.
- (3) Giving notices of motion.
- (4) Taking up unfinished business and former notices.
- (5) Presenting and adopting reports of committees.
- (6) Miscellaneous business.

6. *Rules of Order*:—

(1) *Quorum*.—A majority of the members of the Board shall form a quorum.

(2) *The Chairman* shall have one vote on all questions; but in case of a tie, the question shall be considered lost.

(3) *The Inspector*, by permission of the Board, may be present and speak on any matter connected with his department or duties, but shall have no vote on any question.

(4) *Addressing Chairman*.—Every member, previous to speaking, shall rise and address himself to the Chairman.

(5) *Questions and Replies*.—Questions asked and replies to members, shall be through the Chairman.

(6) *Order of Speaking*.—When two or more members rise at once, the Chairman shall name the member who shall speak first, after which the other member or members shall have the right to address the meeting in the order named by the Chairman.

(7) *Speaking Twice*.—No member shall speak more than—minutes or twice (except in Committee) on the same question or amendment, without leave of the meeting, except in explanation of something which may have been misunderstood, or in reply to a question, until every one desiring to speak shall have spoken.

(8) *Motion to be Read*.—Each member may require the question or motion under discussion to be read for his information at any time, but not so as to interrupt a member when speaking.

(9) *Filling Blanks*.—In filling blanks the largest sum and the longest time shall be put first.

(10) *Non-Debatable Questions*.—Motions (1) to adjourn, (2) lie on the table, (3) for tie "previous question," or (4) upon the order of business shall not be debatable.

(11) *Previous Question*.—When the "previous question" is decided in the negative, the original question shall then remain before the Board to be debated or put, &c.

(12) *Proper Motions*.—When a question is under debate, no motion shall be received but (1) to adjourn, (2) lie on the table, (3) for the "previous question," (4) to postpone to a day certain, (5) to commit, or recommit to a committee, (6) to award, or (7) to postpone indefinitely—which several questions shall have precedence in the order in which they are named.

(13) *Questions Decided*.—No question decided by the Board shall be again raised during the year, without the consent of a majority of the Board.

(14) *Motions before the Meeting*.—All motions made and seconded shall be considered in possession of the Board and shall be reduced to writing, whenever required by a member; they may be withdrawn at any time before decision, with the consent of the meeting.

(15) *Kind of Motion to be Received*.—When a motion is under debate, no other motion shall be received, unless to amend it or to postpone it, or for adjournment; but no motion or proposition on a subject different from the one under consideration shall be introduced under colour of an amendment.

(16) *Order of Putting Motions*.—All questions shall be put in the order in which they are moved. Amendments shall be put before the main motion; the last amendment first, and so on.

7. *Kinds of Schools Authorized*.—The Board is authorized "to determine the number, sites, kind, and description of schools to be established in the city, town or village," viz:—

- (1) A central school for boys } or both combined.
- (2) A central school for girls }

(3) A primary school for each ward.

(4) Intermediate schools in convenient localities, &c.

(5) Infant schools in convenient localities or connected with the ward schools.

(6) Industrial schools for neglected children.

XI.—Powers and Duties of Public School Trustees in Rural Sections.

1. *School Meetings*.—The notice calling an annual or special school meeting, should specify the place, time and objects of the meeting. It may be signed by the secretary, by direction of the trustees, or by a majority of the trustees themselves. The corporate seal need not be attached to it. Three notices should be put up in conspicuous places in the section, at least six days before the meeting. See chapter viii of the regulations.

2. *Declaration of Office*.—Every trustee, on his election, is required by law to make a verbal declaration of office in presence of the chairman of the meeting. If the chairman himself be elected he must make the declaration before the secretary of the meeting. In no case is an oath of office, or signed declaration by the trustee elect, required. The act must be verbally performed.* Even if it be not performed, the trustee is nevertheless a legal trustee until he is fined by the magistrate for neglect to make the declaration. On being fined, the office is vacated, and a new election should be at once held.

3. *Trustees' Tenure of Office—Vacancies*.—Each rural trustee is elected for three years, "and until his successor is elected." After his term has expired, he may refuse re-election for four years. When in office, he may resign, with the consent (in writing) of his colleagues and of the County Inspector. The removal of himself and family from the section, at once vacates his office; but if his home and his family remain in the section, he may be temporarily absent for six months at a time before his office becomes vacant.

4. *Personal responsibility of Trustees*.—As moneys may be lost to the section through the dishonesty or carelessness of the trustees, or of the individuals to whom they may entrust it, without their having taken proper security, or, by the neglect or refusal of the trustees to keep open the school during each half-year, the law makes the trustees personally responsible for the loss, and the amount can be recovered from them for the benefit of the section. As the law requires the Inspector to apportion, but (under certain conditions), not to pay money to every section under his jurisdiction—whether a school has been kept in it or not—the amount for which the trustees are responsible can easily be ascertained (on the basis of the attendance of pupils during the corresponding period of the previous year). Trustees are also personally responsible for any contract entered into by the corporation, which they refuse to fulfil. (See the hundred and sixty-eighth and following sections of the School Law.)

5. *Corporate Acts, when lawful*.—Trustees' contracts or other corporate acts and business to be lawful and binding upon the corporation, must be agreed to at a trustees' meeting duly called, of which each member of the corporation has had verbal or written notice from the secretary, or any trustee. The presence and consent of a majority of the corporation is necessary to constitute a valid act of such corporation. The law requires that a record of the proceedings of any school corporation "shall be entered in a book" to be kept for that purpose. Contracts or agreements with teachers and other parties must be in writing, and sealed with the corporate seal, otherwise they are mere private agreements, which may be enforced against the individuals making them. This rule does not apply to minor purchases or unimportant orders for work required to be done for the corporation, and involving a small outlay. In such cases trustees may authorize one of themselves or their secretary to attend to such matters on their behalf. (See regulation 13 of this chapter.) No trustee can enter into a contract with the corporation of which he is a member, or have any pecuniary claim on it, except for a school site, or as collector of school rates, when duly appointed by his colleagues.

6. *Collector and Treasurer*.—The law requires the trustees to take security from their collector and secretary-treasurer (whether they be members of the corporation, or other parties), before they permit them to enter on the duties of their office. Should they neglect

*Even should a trustee's election be appealed against to the Inspector, the trustee himself must hold office, and act until his election is legally set aside. The principle is, that an individual coming into office by color of an election or appointment, is an officer *de facto* (in fact), and his acts in relation to the public, are valid until he is removed, although it be conceded that his election or appointment was illegal. When his election is confirmed, he becomes a trustee *de jure* (of right) and no further objection can be made to him. (See regulation 23, of the *Duties of Inspectors*.)