

Whereas, the said _____ has been duly appointed to be Secretary to the Board of Trustees for _____ School section No. _____ in the District of _____

Now the condition of this obligation is such, That if the said (*name of Secretary*) do and shall, from time to time, and at times hereafter, during his continuance in the said office, well and faithfully perform all such acts and duties as do or may hereafter appertain to the said office by virtue of any law of this Province, and shall in all respects conform to and observe all such rules, orders and regulations as now are or may be from time to time established for or in respect of the said office; and if on ceasing to hold the said office, he shall forthwith, on demand hand over to the Trustees of the said School Section, or to his successor in office on the order of the Trustees, all books, papers, moneys, accounts and other property in his possession by virtue of his said office of Secretary—then said obligation to be void—otherwise to be and continue in full force and virtue.

Signed, sealed and delivered }
in the presence of }
Name of Witness. }

[*Name of Secretary.*] (*Seal.*)
[*Names of Sureties.*] (*Seals.*)

REG. 7. It is the duty of the Secretary of Trustees, acting under the direction of the Board of Trustees, to keep the school house or houses in good repair, and supply the same with comfortable furniture, outhouses, fuel, maps, and apparatus.

MODE OF SUPPORT.

Comment.

The school meeting should be careful, in voting its estimates, to authorize a sum amply sufficient to enable the Trustees to meet the liabilities of the school year. Any balance remaining in the hands of the Trustees is, of course, to be carried to the credit of the next school year, while any deficit arising from an authorized expenditure may be carried forward and provided for in the estimate of the following year.

SCHOOL MEETINGS.

Comments.

1. The following outlines indicate the usual and most important business to be transacted by the Annual School Meeting :—

[1.] To elect a chairman of the meeting. [2.] to elect a new Trustee or Trustees. (A majority of votes, i. e., *more than half*, is required for this election.) [3.] To receive and pass upon the report of the Auditors of Accounts. [4.] To receive the report of the Board of Trustees concerning Educational operations of the year and the requirements of the Section for the ensuing year. [5.] To determine by a vote of a majority of the rate-payers present, what amount shall be raised by the Section during the ensuing year for any or all of the objects authorized by law; and if any sum is included for the purchase or improvement of grounds or for the purchase or building of school-houses, to fix the period (not to exceed five years) within which the sum voted for these purposes shall be collected; and if necessary, to authorize the Trustees to borrow money for the procuring of houses or lands. [6.] To transact any other necessary business.

2. The board of Trustees should at its first meeting after the Annual School Meeting, fix the time and place for its *regular* meetings during the school year, if the requirements of the section render such meetings desirable. When this is done, no other notice of any regular meeting will be required to be given to the Trustees. Whenever a special meeting is necessary, each member should be duly notified of the same.

A majority of the Board of Trustees is competent to transact business *only when all the members have received notice of the meeting.*

INSPECTORS.

1. Official Circular issued to Inspectors of Schools on accepting office :

[1.] The person appointed Inspector is required as the condition of accepting and holding office to devote his attention exclusively to its duties.

[2.] The general duties and obligations of the Inspector remain as specified in the Act relating to Public Instruction.