

after such reference is ordered; he attends also all Committee meetings in the Committee Rooms and takes notes of their proceedings and decisions in a book specially kept for the purpose; the minutes of proceedings in Council are signed by the Mayor or member presiding and by the Clerk or Secretary Treasurer; the substance of the Committees proceedings set forth in written reports submitted in Council take effect as the Council decides; however, any question deferred to a Committee and the ultimate decision on which is left to its discretion to decide, or being within the ordinary scope of its powers, is held to be definitely settled when clearly written in the Committees proceedings; but in the latter case the decision is authenticated by the signature of the President of the Committee or by the signature of a majority of its members on the minutes of proceedings, unless *pro forma* a report is signed and produced in Council as in cases wherein decisions of Committees have to be confirmed.

59. During the absence of the Clerk or Secretary Treasurer the Assistant Clerk or Secretary Treasurer shall replace him and assume all his duties and obligations.

60. Immediately after their appointment each year, every Committee shall make a detailed statement of its expenses for the current year, and its outlay shall be limited to the appropriations sanctioned by the Council in regular session such appropriation shall be based on the estimated probable revenue submitted by the Finance Committee; however a reserve fund of not less than ten per cent will be