

should be accepted by the meeting without question. If a member is not satisfied with the decision he should rise and say, "I appeal from the decision of the chair." The speaker will then put the question, which is undebatable, by first giving the terms of his decision, and the point of appeal, and add, "The question is now, shall the decision of the chair stand as the judgment of the house? Those who are in favor of the motion will say "Aye." Then when the voices have been given for the "ayes," he will say, "Those who are against the motion will say 'no'." If the voices are doubtful and the names are demanded by five members, he will again submit the question and the roll will be called in accordance with usage. It may be added that when the speaker is on his feet every member should sit down until the former concludes what he has to say on the point of order.

Duties of Secretaries.

The majority of Societies have a corresponding and a recording secretary. One of the special functions of the recording secretary is to supply the presiding officer with a clearly expressed order of business for each meeting. If there is a special formula for any given society, that should be followed, but I shall only attempt to give a general outline of the order of business.

First, the reading of the minutes of the previous meeting. This is, of course, assuming that the meeting has to do with a body which meets at regular intervals. The members present should listen attentively to the minutes. Those who were present at the previous meeting should be in a position to check the Secretary's Report and this should be done after the minutes are read. As soon as the