5. A memorandum of notes sent by absent members and a record of attendance shall be kept by the Recording Secretary.

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- 6. Any part of the regular business of a meeting may be taken upout of its regular order, or any special business may be taken without notice, only when a motion of urgency has been passed by a majority of not less than two-thirds of the members present.
- 7. Every notice of motion for the Agenda shall be sent in to the Corresponding Secretary in writing, and shall be signed by the member of the Committee sending it in.
- 8. All motions or amendments, other than mere formal ones, shall be reduced to writing.
- 9. Motions to rescind resolutions passed within six months, and motions to the same effect as motions negatived within the previous six months, must be passed by a majority of two-thirds of the members present.
- 10. The President, or person occupying the chair, shall have a casting vote in the case of a tie, but shall not otherwise vote as a member.
- 11. Every member of the Committee when speaking shall address the chair only.
- 12. The Standing Orders shall not be suspended unless by a unanimous vote.
- 13. The above Standing Orders shall be observed by the Sub-Committees so far as they are applicable.