

Chairman and Secretary to be appointed at Meeting.

9. The [resident assessed] freeholders and householders, of such school section then present, shall elect one of their own number to preside over the proceedings of such meeting, and shall also appoint a secretary, who will record all the proceedings of the meeting.

Duties of the Chairman.—His casting Vote.

10. The chairman of such meeting shall decide all questions of order, subject to an appeal to the meeting, and in case of an equality of votes, shall give the casting vote, but he shall have no vote except as chairman.

Mode of recording votes at School Meetings.

11. The chairman shall take the votes in the manner desired by a majority of the electors present, but he shall at the request of any two electors, grant a poll for recording the names of the voters by the secretary.

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*Copy of proceedings to be sent to the Local Superintendent.**

14. A correct copy of the proceedings of such first and of every annual and of every special school section meeting, signed by

† The usual form of proceedings at public meetings as compiled from the late Rules of the Legislative Assembly of Canada and from other sources is as follows :

1. The Chairman shall preserve order and decorum, and shall decide questions of order subject to an appeal to the meeting.

2. Every elector, previous to speaking, shall rise and address himself to the chairman.

3. When two or more electors rise at once, the Chairman shall name the elector who shall speak first, and the other or others may appeal to the meeting, if dissatisfied with the Chairman's decision.

4. Each elector may require the question or motion in discussion to be read for his information at any time, but not so as to interrupt an elector who may be speaking.

5. No elector shall speak more than twice on the same question or amendment without leave of the meeting, except in explanation of something which may have been misunderstood, or until every one choosing to speak shall have spoken.

6. The names of those who vote for, and of those who vote against the question shall be entered upon the minutes, if two electors require it.

7. A motion to adjourn shall always be in order; Provided no second motion to the same effect shall be made until after some intermediate proceedings shall have been had.

8. A motion may be debated but cannot be put from the Chair, unless the same be in writing and seconded.

9. After a motion is read by the Chairman it shall be deemed to be in possession of the meeting; but may be withdrawn at any time before decision or amendment, with consent of the meeting.

10. When a question is under debate, no motion shall be received unless to amend it, or to postpone it, or for adjournment.

11. All questions shall be put in the order in which they are moved. Amendments shall all be put in the same order before the main motion.

12. A motion to reconsider a vote may be made by any elector at the same meeting; but no vote of reconsideration shall be taken more than once on the same question at the same meeting.

* A report in the following form should be sent to the local superintendent :

—————, 186—, [— Post Office.]

SIR,—In conformity with the *fourteenth* section of the Upper Canada Consolidated Common School Act, we have the honour to inform you, that at a meeting of the [resident assessed] freeholders and householders of School Section No. —, in the Township of —, held according to law, on the — day of —, [Here insert the name or names or address of the person

the chairman and secretary, shall be forthwith transmitted by the [chairman] to the local superintendent of schools.*

A School Trustee to be annually elected in each Section.

15. A trustee shall be elected to office at each ensuing annual school meeting, in place of the one whose term of office is about to expire : and the same individual, if willing, may be re-elected; but no school trustee shall be re-elected, except by his own consent, during the four years next after his going out of office.

Mode of Proceeding at Annual Meeting.

16. At every annual school section meeting in any township, as authorized and required to be held by the *third* section of this Act the [resident assessed] freeholders and householders of such section present at such meeting, or a majority of them

Appointment of Chairman and Secretary.

(1) Shall elect a chairman and secretary, who shall perform the duties required of the chairman and secretary, by the *tenth* and *eleventh* sections of this Act [and also by the *nineteenth* section of the School Act of 1860.

Trustees' Financial Report to be submitted.

(2) Shall receive and decide upon the report of the trustees as required by the *twenty-first* clause of the *twenty-seventh* section of this Act.

Annual Election of School Trustees.

(3) Shall elect a [resident assessed] trustee or trustees, to fill up the vacancy or vacancies in the trustee corporation; † and

To decide on manner of supporting the school for the year. ‡

(4) Shall decide upon the manner in which the salaries of the teacher or teachers, and all other expenses connected with the operation of the school or schools, shall be provided for.

or persons elected] — chosen School [Trustee or Trustees] of said Section.

The other business transacted at the meeting, of which due notice was given, was as follows:—[Here insert it.]

We have the honour to be, Sir,

Your obedient servants,

To the Local Superintendent of Schools

D. E. Chairman.

For the County or Township of —

F. A. Secretary.

NOTE.—The Trustees elected must be resident assessed freeholders or householders in the Section for which they are elected.

The *twenty-fifth* section of this Act authorizes Local Superintendents to investigate School Election complaints within *twenty* days after the Election.

* The School Act of 1860 further enacts that : [19. Any chairman who neglects to transmit to the local superintendent a copy of the proceedings of an annual or other school section meeting over which he may preside, within *ten* days after the holding of such meeting, shall be liable, on the complaint of any rate-payer, to a fine of not more than *five* dollars, to be recovered as provided in the *one hundred and fortieth* section of the Upper Canada [Consolidated] Common School Act aforesaid.

NOTE.—The omission on the part of the chairman to transmit this notice, does not invalidate the proceedings of the meeting itself, but it renders him liable to a fine for neglect of duty.

† See *eighteenth* section of the School Act of 1860, and the *twenty-fourth* section of this Act.

‡ It belongs to the *office of Trustees* to estimate and determine the amount of the teacher's salary and all expenses connected with the school; but it appertains to the majority of the resident assessed freeholders and householders of each School Section, at a public meeting called for the purpose, to decide, as authorized by the *one hundred and twenty-fifth* section of this Act, as to the manner in which such expenses shall be provided for, whether (1) by voluntary subscription; (2) rate bill in advance, of twenty-five cents (or less) per calendar month, on each pupil attending the school; (3) rate on property. But as the Trustees alone, as authorised by the fourth, fifth, sixth, eighth and twelfth clauses of the *twenty-seventh* section, determine the