

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

6. Any part of the regular business of a meeting may be taken up out 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.

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