

(1) *Addressing Chairman.*—Every elector, previous to speaking, should rise and address himself to the chairman.

(2) *Order of Speaking.*—When two or more electors rise at once, the chairman shall name the elector who shall speak first, when the other elector, or electors, shall next have the right to address the meeting in the order named by the chairman.

(3) *Motion to be read.*—Each elector may require the question or motion under discussion to be read for his information at any time, but not so as to interrupt an elector who may be speaking.

(4) *Speaking twice.*—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.

(5) *Poll demanded.*—The name of those who vote for, and of those who vote against, the question, shall be entered upon the minutes if two electors require it at the time of voting.

(6) *Votes.*—All votes shall be taken in the manner desired by a majority of electors present, and a poll shall be granted if two electors desire it. The votes tendered shall be received by the chairman, unless objection be made to them. In that case the chairman shall require the person, whose vote is questioned, to make the declaration provided by law. After making it, the vote must be received and recorded without further question.

(7) *Protest.*—No protest against an election, or other proceedings of the school meeting shall be received by the chairman. All protests must be sent to the Inspector at least within twenty days after the meeting.

(8) *Adjournment.*—A motion to adjourn an annual school meeting until the business is finished is unlawful; but a motion to adjourn a special school meeting shall always be in order; provided that no second motion to the same effect shall be made until after some intermediate proceedings shall have been had.

(9) *Motions to be seconded.*—A motion cannot be put from the chair, or debated, unless the same be in writing (if required by the chairman), and seconded.

(10) *Withdrawal of Motion.*—After a motion has been announced, or read by the chairman, it shall be deemed to be in possession of the meeting; but may be withdrawn at any time before decision, with the consent of the meeting.

(11) *Kinds of Motions to be received.*—When a motion is under debate, no other motion shall be received unless to amend it, or to postpone it, or for adjournment, except as in No. 8 above.

(12) *Order of putting Motion.*—All questions shall be put in the order in which they are moved. Amendments shall all be put before the main motion: the last amendment first, and so on.

(13) *Reconsidering Motion.*—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.

(14) *Close of the Meeting.*—The school meeting must not close before eleven o'clock in the forenoon, nor shall it continue open after four o'clock in the afternoon—beyond which latter hour no business can be lawfully transacted by the meeting.

(15) *Transmitting Minutes to Inspector.*—At the close of the meeting the chairman should sign the minutes as entered by the secretary in the minute book. Within fourteen days after the meeting the chairman must send to the Inspector a copy of the minutes (signed by himself and the secretary) under a penalty of five dollars.

(16) *Declaration of Office.*—The trustee, or trustees elect, should at once make the declaration of office before the chairman of the meeting, or within fourteen days after the close of the meeting. In case the chairman is elected trustee he should in like manner make the declaration of office before the secretary.

6. *Business of the Meeting.*—After appointing a chairman and secretary, the first business before electing a new trustee, is the reading of the School Trustee and Auditors' Report for the past year for the information of the meeting. In regard to this Report, the new law of 1871 declares that "the Report of the Trustees required by law to be laid before the annual school meeting, shall include a summary of their proceedings; and (2) state of the school during the year, together with (3) a detailed statement of receipts and expenditure, signed by either or both of the school auditors of the Section, and in case of difference of opinion between the auditors on any matter in the accounts, it shall be referred to and decided by the County Inspector."

7. *Who may be Trustee.*—Any fit and proper person who is a resident assessed freeholder, or householder of the School Section, may be Trustee thereof; but no Inspector, Teacher, non-resident or supporter of a Separate School can lawfully hold the office. The Chairman of the meeting (if otherwise eligible), may be elected. In that case he should make a verbal declaration of office before the Secretary of the meeting. Should a person elected as Trustee

refuse to serve, he subjects himself to a penalty of five dollars; but a retiring Trustee need not serve for four years after his term of service expires.

8. *Modes of Trustee Election.*—In electing a Trustee, one of the three modes authorized by law may be adopted, viz.: (1) by acclamation; (2) by a show of hands; and (3) by polling the votes. The law requires the Chairman to adopt the latter mode at the request of any two electors present.

9. *Complaints to the Inspector—Appeals to the Chief.*—Any person having a legal objection, either to the proceedings of the annual meeting, or to the election of the Trustee, has a right of appeal against either in the first place, within twenty days, to the Inspector. The Inspector is required by law to receive and to investigate the complaint, and either confirm the proceedings and election, or set them aside within a reasonable time. Should any ratepayer object to his decision, no further proceedings should take place in the matter until an appeal is made to the Head of the Education Department, (as provided by law in such cases) and decided. Should the proceedings and election be set aside, the Inspector or Trustee, if desired, should call another meeting for a new election. If no complaint be made to the Inspector in writing within twenty days after the meeting, the proceedings (however) irregular they may have been must be held to be valid and binding upon all parties concerned. It should be borne in mind that the complaint (if made at all) must be referred in the first place to the Inspector having jurisdiction, and not to the Chief Superintendent. The law provides for an appeal from the decision of the Inspector in such cases to the Chief Superintendent. In no case should the complaint in the first instance be made to the Education Department.

REGULATIONS AFFECTING RURAL TRUSTEES AND ANNUAL OR SPECIAL SCHOOL MEETINGS.

From the official Regulations we make the following extracts relating to the respective powers of Rural Trustees and Annual or Special School Meetings:—

1. *School Meetings.*—The notice calling an annual or special school meeting, should specify the place, time and objects of the meeting. It may be signed by the Secretary, by direction of the Trustees, or by a majority of the Trustees themselves. The corporate seal need not be attached to it. Three notices should be put up in conspicuous places in the section, at least six days before the meeting.

2. *Declaration of Office.*—Every Trustee, on his election, is required by law to make a verbal declaration of office in presence of the Chairman of the meeting. If the Chairman himself be elected, he must make the declaration before the Secretary of the meeting. In no case is an oath of office, or signed declaration by the Trustee elect, required. The act must be verbally performed*. Even if it be not performed, the Trustee is nevertheless a legal Trustee until he is fined by a magistrate for neglect to make the declaration. On being fined, the office is vacated, and a new election should be at once held.

3. *Trustees' Tenure of Office—Vacancies.*—Each rural Trustee is elected for three years, "and until his successor is elected." After his term has expired, he may refuse re-election for four years. When in office he may resign, with the consent (in writing) of his colleagues and of the County Inspector. The removal of himself and family from the section at once vacates his office; but if his home and his family remain in the section, he may be temporarily absent for six months at a time before his office becomes vacant.

8. *School Section Accounts.*—The law requires Trustees or their Secretary-Treasurer to furnish the School Section Auditors with all vouchers for the payment of school money during the year, together with such papers, books, etc., and verbal information on the subject as may serve to explain the items in the accounts. "In case of difference of opinion between the auditors on any matter in the accounts, it shall be referred to and decided by the County Inspector."

9. *Adequate School Accommodation.*—"The Trustees shall provide adequate accommodation for all the children of school age [i. e., between the ages of five and twenty-one years resident] in their school division." (i. e., School section, city, town, or village.) These "accommodations" to be "adequate," should include—

- (1) A site of an acre, in extent, but not less than half an acre.
- (2) A school house (with separate rooms where the number of pupils exceeds fifty), the walls of which shall not be less than ten.

* Even should a Trustee's election be appealed against to the Inspector, the Trustee himself must hold office, and act until his election is legally set aside. The principle is, that an individual coming into office by colour of an election or appointment, is an officer *de facto* (in fact), and his acts in relation to the public, are valid until he is removed, although it be conceded that his election or appointment was illegal. When his election is confirmed, he becomes a Trustee *de jure* (of right), and no further objection can be made to him. (See regulation 22, *Duties of Inspectors*.)