

II. RULES OF ORDER.

1. All correspondence of importance shall be submitted to the President, and copies of all letters of moment sent out by the Secretary shall be kept and produced, if desired, by the Executive.
2. When the President of any affiliated Society or Institution is unable to attend a meeting of the Executive, it shall be competent to the Executive Committee of such affiliated Society or Institution to appoint a substitute to attend in her place, or to empower their President or representative to appoint a substitute.
3. The affiliation of Local Societies and organizations shall be accepted on the following terms :—
 1. Receipt of formal letter enclosing copy of resolution passed at meeting affiliating Local Societies or Institution.
 2. A statement of the aims and objects of the Society or organization.
 3. Payment of Affiliation fee.
 4. Approval of the Executive Committee expressed by resolution.
4. All correspondence received since last meeting shall be upon the table, filed according to subject and date. Such general correspondence as the Committee desire to hear shall be read by the Corresponding Secretary, before each subject comes on for discussion, and any communication relating thereto, which may be considered important, shall be read to the meeting. Any member shall be entitled to call for the reading of other communications.
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.