

(1) The President shall take the chair promptly at the hour appointed for the meeting and should open the services with Scripture reading and prayer.

(2) After devotional exercises the Secretary should read the minutes of the last meeting. If the Secretary is absent, some one should be elected to take her place temporarily. When the minutes are read, the President should say: "Are there any corrections? If not the minutes stand approved as read." If there are any corrections, they should be made during the reading or at its close, and the President should then say: "The minutes as corrected, stand approved."

(3) The following is the customary order of business, after devotional exercises:

1. Reading minutes, and approval of same.
2. Reports of standing committees.
3. Appointment of special committees.
4. Unfinished business.
5. New business.
6. Report of special committees.
7. Adjournment.

(4) At the annual meetings the order of business is necessarily somewhat different, and may be as follows, after devotional services:

1. Roll call by the Recording Secretary.
2. President's address.
3. Report of the Corresponding Secretary.
4. Report of Treasurer.
5. Appointment of committees as nominating, on resolutions, etc.
6. Addresses.
7. Business matters.
8. Report of nominating committee, and election of officers.
9. Report of committees on resolutions.
10. Adjournment.

#### MOTIONS.

(5) All business should be brought before an assembly by a motion. When a member makes a motion it should not be debated or acted on unless it has been seconded.

(6) When a motion is seconded, the President should distinctly state the motion and say: "Are there any remarks?" If no remarks are offered, then the President should put the question thus: "All who are in favor of the motion will say 'Aye.'" When those in favor have voted, the President should say: "All who are opposed will say 'No,'" and should then announce that the motion is carried or lost, as the case may be. If there are any remarks, the above question should be put as soon as the debate closes.

(7) Any motion can be amended by adding to, inserting or striking out a part, but the amendment cannot be acted on unless seconded.

(8) An amendment should always be voted on before the original motion. If lost then the original motion is considered, but if carried, the President should say: "All who are in favor of the motion as amended, will say 'Aye,'" etc.

(9) An amendment can be offered to an amendment, but no further amendment is in order. When an amendment is offered, it must be acted on first, then the amendment must be acted on, and then the original motion.

(10) The following motions are not *debatable*, and no debate therefore can be allowed on them, viz.:

1. To adjourn.
2. For the order of the day.
3. To lay on the table.
4. For the previous question.

(11) The following motions cannot be *amended*, hence no amendments to them are allowable, viz.:

1. To adjourn.
2. For the order of the day.
3. To lay on the table.
4. For the previous question.
5. To reconsider.
6. To postpone indefinitely.

(12) A motion to adjourn is not in order when any member is speaking, nor when a vote is being taken. It takes precedence of all other motions except to "fix the time to which to adjourn," to which alone it yields. If lost, it cannot be repeated until some interesting business has been transacted, when it is in order.

(13) A motion, or call "for the order of the day" does not need to be seconded. When made, the order assigned to the particular time must be called up, unless by vote it is postponed to a given time, or for a few minutes, that the subject under consideration may be finished.

(14) The object of the motion "to lay the question on the table" is to postpone it for the present that it may be taken up at some future time.

(15) The object of the motion "for the previous question" is to suppress debate and bring the assembly to a vote.

(16) The motion "to reconsider" must be made by one who voted with the prevailing side, and is debatable only when the question to be reconsidered is debatable.

(17) The object of the motion "to postpone indefinitely" is to entirely remove the question from before the assembly. It is debatable. No. 14 is more useful, as that is undebatable.

(18) When any member notices a breach of order, she can rise and say: "I rise to a point of order," which she must state without debate, when the President decides at once whether the language used was "in order" or "out of order."

(19) When a member is dissatisfied with a decision of the President she may appeal from the decision, saying, "I appeal from the decision of the Chair." If seconded, the President shall say, "Shall the decision of the Chair stand?" and take the vote without any debate, and announce the result. Either a majority or a tie vote sustains the Chair.

#### SHALL WE SEND DELEGATES?

MANY of our workers are exercised upon the subject of the following article, and we commend it to the attention of our readers as supplying hints of particular value at this season. Should Auxiliary and Presbyterian societies send delegates and defray their expenses to all important meetings; and should such societies bear the official expenses of their officers in the way of correspondence, etc., incident to their position?

The question naturally falls into two divisions—a question of *expenses* and one of *delegates*. I should answer the question of expenses with an unqualified *yes*.

But, says one, "Our society is so small and we are so poor; if we should pay the expenses of a delegate, and submit to a presbyterial tax, we should have no money left for missions."

This might prove to be the best contribution that you ever made to missions. The greater the famine; the greater necessity that the sisters should be sent down to Egypt to buy corn, and if at the same time you can send "a little present of balm and honey and spices," it will be well received and may prove a highway to the land of Goshen.

In our large, well-to-do societies there are those who are able and who indeed prefer to pay their own expenses. To these I would suggest that in order that all members should