

1. Reading of minutes of previous meeting.
2. Reading of correspondence.
3. Reports and papers.
4. Unfinished business.
5. New business.
6. Nomination of officers (if at the General Annual Meeting).
7. Adjournment.

## RULES.

15. All motions must be in writing, and shall contain the names of the mover and seconder, and must be read from the Chair before being discussed. Procedure.
16. Reports of Committees must be in writing and signed by the Chairman thereof. Reports of Committees.
17. No member shall speak on any subject more than once, except the introducer of the subject, who shall be entitled to reply; every member, however, shall have the right to explain himself subject to the discretion of the Chairman. Rules of speech.
18. When a motion has been finally put to the meeting by the Chairman, all discussion thereon shall be closed. Discussion Closed.
19. Any motion may be re-opened by a majority vote of those present. Majority vote may re-open any motion.
20. The Chairman of the meeting shall appoint two scrutineers when a ballot is taken, as defined in sec. 22 hereof. Appointment of Scrutineers.
21. Every member while speaking shall address the Chairman. Speakers to Address the Chair.
22. All voting at any General or Annual Meeting shall be by standing vote, unless a ballot be demanded by at least two members. Voting at General or Annual Meetings.
23. Parliamentary rules to govern in all cases not provided for in preceding sections. Parliamentary rules to govern.

## DUTIES OF OFFICERS.

24. The President, or in his absence the Vice-President, shall preside at all meetings of the Association; in the absence of both, the meeting shall appoint a Chairman. Presiding officer at Association meetings.

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