

STANDING ORDERS

RECOMMENDED FOR THE USE OF

EXECUTIVE COMMITTEES OF THE LOCAL COUNCIL

IN FEDERATION WITH THE

National Council of Women of Canada.

I. MEETINGS.

1. The meetings of the Executive Committee shall be convened by the President, or Acting President, at such times and places as may seem to her desirable for the efficient conduct of the work of the Local Council. Not less than a week's notice shall be given to each member, unless most urgent business compels the Committee being called together at short notice.

2. At the ordinary meetings of the Executive Committee the order of business shall be :

1. Prayer.
2. Roll Call.
3. Reading, Correction and Approval of the Minutes of last meeting.
4. Correspondence.
5. Report of Corresponding Secretary.
6. Report of Treasurer.
7. Report of Sub-Committees (if any).
8. Business arising out of Minutes.
9. Any business carried over from last meeting.
10. New business.

3. Special meetings may be called by any three members of the Executive, requesting the President in writing to convene a meeting. A week's notice must be given in such cases, and the place of meeting left to the option of the President. The names of the three members requesting the meeting shall be mentioned in the notice summoning the meeting.

4. The notice calling each Committee shall contain the terms of any important resolution or urgent business of which notice has been given in sufficient time so to do.