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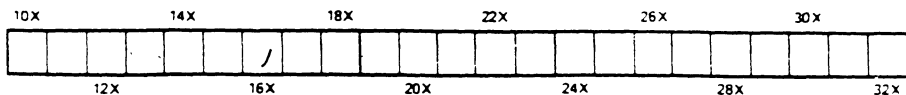
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## .. HINTS ..

### ON HOW TO ORGANIZE NEW LOCAL COUNCILS OF WOMEN.

1. Apply to the President, the Countess of Aberdeen, Government House, Ottawa, or to the Corresponding Secretary, Mrs. Willoughby Cummings, 44 Dewson Street, Toronto, for copies of the Constitution and Rules and papers bearing on the aims and working of the Council.

2. Distribute these papers to ladies representing the different churches, societies and institutions in the district who would be likely to take an interest in the formation of such an organization.

3. Invite these ladies to come to a little private meeting to discuss the possibility of forming a Local Council in your district and to have a little friendly talk about it. Be sure you understand the Constitution and the aims of the Council before this meeting, or have some one present who does and who will be able to answer questions.

4. If the general feeling of these ladies is favorable to going forward, let a small Provisional Committee be appointed to arrange a public meeting at a suitable date, when the whole subject can be brought before the public, and especially before the members of local societies and institutions connected with women and children.

5. The first duty of this Provisional Committee is to obtain a list of all existing societies, guilds, institutions of all descriptions, schools, clubs, etc., which could be represented on a Women's Council. Then let an invitation be sent to the officers and members of each such organization to attend the meeting, enclosing papers explaining the work of the Council.

(NOTE.—Sometimes it may be found best to call a preliminary meeting of the presidents and secretaries of all local societies before arranging the public meeting.)

6. Let seats on the platform be reserved, if possible, for the presidents of local societies, and seats in the centre of the hall for members of these societies.

7. Make it quite clear that this is a public meeting and that all ladies and gentlemen will be welcome.

8. Invite the prominent officials of the district and the leading clergy of all denominations to be present, and provide the platform seats for as many as possible.

9. Let some lady be prepared to explain the aims of the Council, what it really means and what it can accomplish, and let her also be ready to answer any questions; then two ladies should be prepared to move and second a resolution to the effect "that a Local Council of Women, in affiliation with the National Council of Women of Canada, be formed for the district of —, and that the Constitution and standing orders recommended by the National Council for Local Councils be adopted." This will throw open the question for general discussion.

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If the feeling is favorable to the formation of a Council and the resolution is carried, it is advisable that another resolution nominating provisional officers should be proposed, and, with this in view, the ladies responsible for the management of the meeting should have consulted as to which representative ladies would be willing to act in this capacity, and be prepared with a list. Great care should be taken that these ladies should represent the different churches and political parties, and that those chosen for president and secretaries especially should understand and be in earnest about the work.

10. It is generally found desirable to invite some of the prominent gentlemen present to say a few words at some stage of the proceedings, either during the discussion of the resolution or later, as it is most essential that the men in the district should understand the object of the Council from the outset and be willing to co-operate with it. If some of them will join at once as patrons, it will be very helpful in all ways

11. Before the meeting breaks up, the representatives of local societies present should be asked to bring the work of the Council before their Executives, with a view to affiliation; but, in addition to this, the first care of the newly appointed officers will be to send a formal announcement of the formation of the Local Council to each society, with an invitation to affiliate. The presidents of all organizations which affiliate become members of the Executive.

12. At such time as the Executive may deem fit, the first regular meeting of the new Local Council will be called, when the appointment of the provisional officers should be confirmed or new ones elected in accordance with the standing orders adopted, and when the secretaries of affiliated societies should be requested to read a short report of the aims and work of each of their societies. It is very desirable that some paper should be read at this meeting on a subject of general interest, indicating some line of work in which all can join for the common good of the neighborhood. Such common action is the best method of making the Council idea understood by the public.

13. It is desirable that fixed dates for the meetings of the Executive should be decided upon, and that it should also be agreed that so many general meetings of the Council should be held in the year.

14. A formal notice of the formation of the Local Council, with names of officers appointed and copy of resolution passed, with application for affiliation, should be forwarded by the provisional corresponding secretary to the corresponding secretary of the National Council as soon as possible after the first meeting. The affiliation fee should be sent by the local treasurer to the National Council treasurer as soon as funds may permit.

NOTE.—It is not wise to form a Local Council unless it seems possible to secure the adhesion of representatives of the different sections of the people of the district.

