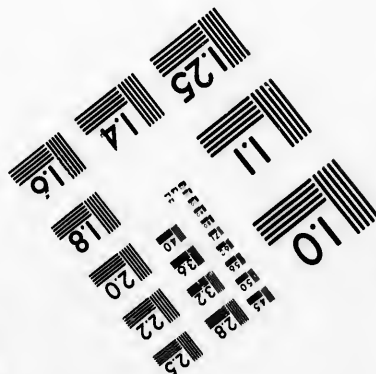
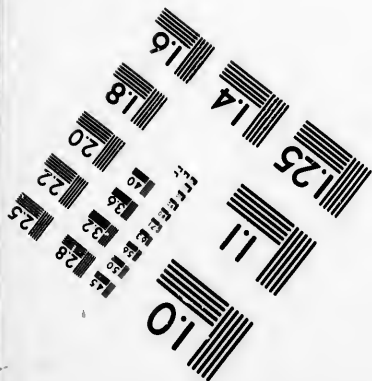
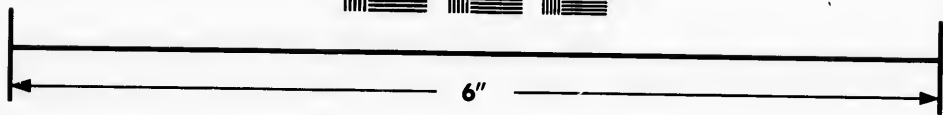
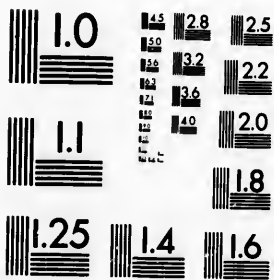


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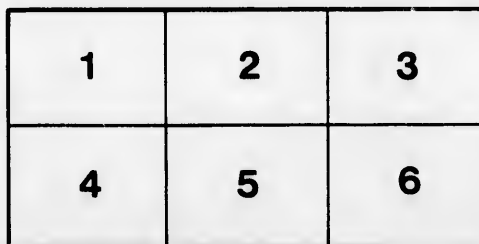
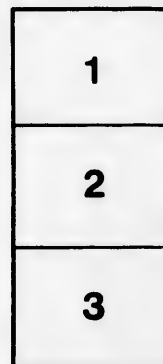
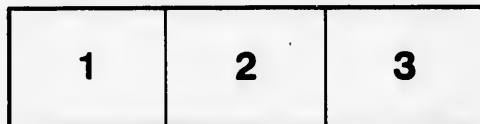
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LINDSAY

**BOARD OF TRADE**

LIST OF OFFICERS AND MEMBERS  
ACT OF INCORPORATION

BY-LAWS

ETC.

INCORPORATED 1886



LINDSAY:

SAM HUGHES, "VICTORIA WARDER," PRINTER  
1887

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LINDSAY

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# BOARD OF TRADE

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LIST OF OFFICERS AND MEMBERS  
ACT OF INCORPORATION

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INCORPORATED 1886

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LINDSAY:

SAM HUGHES, "VICTORIA WARDER," PRINTER  
1887



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OFFICERS AND MEMBERS

Binday Board of Trade

PRESIDENT, - - - JOHN DOBSON, Esq.  
VICE-PRESIDENT, - - - JOHN KENNEDY, Esq.  
SECRETARY-TREASURER, - F. H. DOBBIN.

COUNCIL

R. SYLVESTER, C. E. L. PORTEOUS,  
THOS. BEALL, ROBT. BRYANS,  
J. D. FLAVELLE, A. CAMPBELL,  
W. M. ROBSON, C. D. BARR,  
E. GREGORY, J. H. SOOTHERAN,  
S. HUGHES, F. C. TAYLOR.

MEMBERS

W. McDONNELL, T. B. DEAN,  
A. McDONNELL, R. BRYANS,  
R. SYLVESTER, D. RAY,  
R. TOUCHBURN, W. M. ROBSON,  
THOS. BEALL, C. E. L. PORTEOUS,  
J. DOBSON, J. H. LENNON,  
J. KENNEDY, J. L. WINTERS,  
G. W. BEALL, JNO. ANDERSON,  
J. A. WILLIAMSON, S. IRWIN,  
J. G. EDWARDS, J. BRITTON,  
JAMES KEITH, J. D. FLAVELLE,  
F. C. TAYLOR, J. R. DUNDAS,  
W. FLAVELLE, S. A. McMURTRY,  
R. SMYTH, R. P. SPRATT,  
W. MCBURNEY, SAM. HUGHES,  
E. D. ORDE, ED. GREGORY,  
A. CAMPBELL, JAS. HAMILTON,  
J. W. WALLACE, C. D. BARR,  
J. H. SOOTHERAN, THOS. ROBSON.  
L. MAGUIRE,

# ACT OF INCORPORATION.

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## CHAPTER 51, 37. VICT.

An act to authorize the incorporation of Boards of Trade in the Dominion.

[Assented to 26th May, 1874, and 12th April, 1876.]

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows :

1. Any number of persons not less than thirty, being merchants, traders, brokers, mechanics, manufacturers, managers of banks or insurance agents, being residents of any village, town, city, county, or of any district (which word "district" is hereby defined to be a district established for judicial purposes by the Legislature of the Province wherein the same is situate) having a population of not less than two thousand five hundred, may associate themselves together as a Board of Trade, and appoint a secretary, with all the privileges and powers conferred by, and subject to all the restrictions of this Act.

2. The persons associating themselves together as a Board of Trade under this Act shall, under their hands and seals, make a certificate specifying the name assumed by the association, and by which it shall be known, the name as hereinbefore defined, of the village, town, city, county or district in which the same is situate and its business transacted, and the name of the person by them elected secretary to the said Board of Trade.

3. Such certificate shall be acknowledged before a notary public, commissioner appointed for receiving affidavits, or justice of the peace, by the secretary of

the said Board of Trade, and shall be forwarded to the Secretary of State, who shall cause the same to be recorded in a register to be kept for that purpose; and a copy thereof duly certified by the Secretary of State, shall be evidence of the existence of such association.

4. The persons named as corporators in the said certificate, and such other persons as may afterwards join them, are hereby authorized to carry into effect the objects for which such association was constituted, and to exercise the powers and privileges conferred by this Act; and they and their associates, successors and assigns, by the name and style specified in the said certificate, shall be deemed a body corporate, with power to sue and be sued, plead and be impleaded, defend and be defended, contract and be contracted with, to make and use a common seal, and change and alter the same at pleasure, to purchase, hold, sell and convey any real or personal estate necessary for the objects of such association: and the usual place of meeting of said corporation shall be held to be the legal domicile thereof, where service of any notice or process may be made.

5. The officers of such Boards of Trade shall be a President, Vice-President, and Secretary, who, together with not less than eight other members, shall constitute a Council, to be called "The Council of the Board of Trade of ("ADDING THE NAME AS HEREINBEFORE DEFINED, OF THE VILLAGE, TOWN, CITY, COUNTY OR DISTRICT,") who shall have the powers and perform the duties hereinafter mentioned; and when the foregoing provisions have been complied with, it shall be competent for a majority of the persons named as corporators in the said certificate, to hold a meeting for the election of a President, Vice-President, and members of the said Council, and to make and enact such by-laws, rules and regulations as are mentioned in the eleventh section of this Act, without the notice required in the proviso of the said section.

6. The members of the said corporation shall hold general quarterly meetings in each year, at some place within its jurisdiction—of which notice, naming the time and place, shall be given by the Secretary of the Council for the time being at least three days previous to such meeting, through one newspaper, or otherwise

as may be thought necessary by the said Council ; and at the first quarterly meeting to be held in each year, the members of the said corporation present, or a majority of them, shall then and there elect in such way as shall be fixed by the by-laws of the corporation, from among the members of the corporation, one President, one Vice-President, and the Secretary, and not less than eight other members of the Council, who, with the President, Vice-President, and Secretary, shall form the Council of the said corporation, and shall hold their offices until others shall be elected in their stead, at the next first quarterly meeting of the ensuing year, as aforesaid, or until they shall be removed from office, or shall vacate the same under the provisions of any by-laws of the corporation : Provided always, that if the said election shall not take place at such first quarterly meeting as aforesaid, the said corporation shall not be thereby dissolved, but such election may be had at any general meeting of the said corporation, to be called in the manner hereinafter provided, and the members of the Council in office shall remain members until the election shall be had.

7. The President and Vice-President shall, before entering upon the duties of their office, take and subscribe the following oath before the Mayor of any such town or city as aforesaid, or before any Justice of the Peace :—

“ I swear that I will faithfully and truly perform my  
“ duty as of the Board of Trade, and that  
“ I will in all matters connected with the discharge of  
“ such duty, do all things, and such things only, as I  
“ shall truly and conscientiously believe to be adapted  
“ to promote the objects for which the said Board was  
“ constituted, according to the true intent and meaning  
“ of the same. So help me God.”

8. If any member of the said Council shall die or resign his office, or be absent for six months continuously from the meetings of the said Council, it shall be lawful for the said Council at any meeting thereof to elect a meeting of the said corporation to be a member of the said Council, in the place of the member so dying or resigning, or being absent ; and such new member shall be so elected by a majority of the members of the said Council present at any meeting of the same, in case there is a quorum present at

such meeting; and the member so elected shall hold office until the next annual election and no longer, unless re-elected.

9. At any annual or general meeting of the said corporation, whether for the purpose of electing members of the Council or for any other purpose, a majority of members present at such meeting shall be competent to do and perform all acts which, either by this Act or by any by-law of the said corporation, are or shall be directed to be done at any such general meeting.

10. Any member of the said corporation, intending to retire therefrom or resign his membership may, at any time, do so upon giving to the Secretary in writing, ten days' notice of such intention, and discharging any lawful liability which may be standing upon the books of the said corporation against him at the time of such notice.

11. It shall be lawful for the said corporation, or the majority of them present at any general meeting, to make and enact such by-laws and regulations, and from time to time to repeal, alter and amend the same, for the government of the said corporation, providing for the admission, subscriptions, imposing of penalties and expulsion or the retirement of members, and for the management of its Council, officers and affairs, and for the guidance of the Board of Arbitrators hereinafter mentioned, and fixing the date and place of the regular meetings of the said Council, and all other by-laws in accordance with the requirements of this Act or the laws of Canada as such majority shall deem advisable; and such by-laws shall be binding on all members of the said corporation, its officers and servants, and all other persons whomsoever lawfully under its control: Provided that no by-law shall be made or enacted by the said corporation without notice in writing thereof having been given by one member and seconded by another member at a previous meeting, and duly entered in the books of the said corporation as a minute of the said corporation.

12. Each and every person then resident within the jurisdiction, and being or having been a merchant, broker, trader, mechanic, manufacturer, manager of a bank or insurance agent, shall be eligible to become a

member of the said corporation ; and at any general meeting of the said corporation it shall be lawful for any member of the said Council or of the said corporation to propose any such person as aforesaid as a candidate for becoming a member of the said corporation, and if such proposition shall be carried by a majority of two-thirds of the members of the said corporation then present, he shall thenceforth be a member of the said corporation, and shall have all the rights and be subject to all the obligations which the other members possess or are subject to : Provided always, that any person not being a merchant or trader, broker, mechanic, manufacturer, manager of a bank or insurance agent, shall be eligible to become a member of the said corporation in manner aforesaid, in case such person shall be recommended by the Council of the Board of Trade at any such meeting.

13. It shall be lawful for the said Council, or a majority of them, by a notice inserted in one or more newspapers published within the jurisdiction, one day previous to the said meeting, or by a circular letter signed by the Secretary of the said corporation, of each member, and mailed one day previous to the said meeting, to call a general meeting of the said corporation for any of the purposes of this Act.

14. It shall be competent to the said Council to hold meetings from time to time, and to adjourn the same when necessary, and at the said meetings to transact such business as may, by this Act or by the by-laws of the corporation, be assigned to them ; and such meetings of the Council shall be convened by the Secretary, at the instance of the President, or upon the request of any two members of the Council : and the said Council shall, in addition to the powers hereby expressly conferred on them, have such powers as shall be assigned to them by any by-law of the corporation, except only the power of enacting or altering any by-law, or admitting any member, which shall be done in the manner provided for by this Act, and no other : and any five or more members of the Council, lawfully met, shall be a quorum, and any majority of such quorum may do all things within the powers of the Council : and at all meetings of the said Council, and at all general meetings of the corporation, the President, or in his absence, the Vice-President or if both

he absent, any member of the Council then present who may be chosen for the occasion shall preside, and in all cases of equality of votes upon any division, have a casting vote.

15. It shall be the duty of the Council to frame such by-laws, rules, and regulations, as shall seem to the said Council best adapted to promote the welfare of the said corporation, and the purposes of this Act, and to submit the same for adoption at a general meeting of the said corporation called for that purpose, in the manner hereinbefore provided.

16. All subscriptions of members due to the said corporation, under any by-law, all penalties incurred under any by-law, by any person bound thereby, and all other sums of money due to the said corporation, shall be paid to the Secretary thereof, and in default of payment, may be recovered in any action brought in the name of the said corporation; and it shall only be necessary in such action to allege that such person is indebted to the said corporation in the sum of money, the amount of such arrearage on account of such subscription, penalty or otherwise, whereby an action hath accrued to the said corporation by virtue of this Act.

17. On the trial or hearing of any such action, it shall be sufficient for the said corporation to prove that the defendant at the time of making such demand was or had been a member of the said corporation, and that the amount claimed by such subscription, penalty or otherwise was standing unpaid upon the books of the said corporation.

18. The meetings of the members of the Council shall be open to all members of the said corporation who may attend at the same, but who shall take no part in any proceedings thereat; and minutes of the proceedings at all meetings, whether of the said Council or the said corporation, shall be entered in books to be kept for that purpose by the Secretary of the said corporation; and the entry thereof, shall be signed by the President of the said Council or such other person who at the time shall preside over any such meeting, and such books shall be open at all reasonable hours to any member of the said corporation, free from any charge.

19. At the same time and times as are hereby appointed for the election of the said Council, and in the same manner, it shall be lawful for the members of the said corporation to elect from their number twelve persons, who shall form a board, which shall be called "The Board of Arbitration," and any three of whom shall have power to arbitrate upon, and make their award in any commercial case or difference which shall be voluntarily referred to them by the parties concerned: and whenever such parties shall agree to bind themselves, by bond or otherwise, to submit the matter in dispute between them to the decision of the said Board of Arbitrators, such submission shall be understood to be made to any three members of the said board, who may, either by the special order of the said board, or by virtue of any general rules adopted by them, or under any by-law, of the said corporation touching the consideration of any cases so submitted, be appointed to hear, arbitrate and decide upon the case or cases so submitted to them; and such decision shall be binding upon the said board and the parties making the submission; and any such submission shall be according to the form set forth in the schedule to this act, or in words to the same effect.

20. The several members of the said Board of Arbitration shall before they act as such, take and subscribe before the President or Vice-President of the said corporation, an oath that they will faithfully, impartially and diligently, perform their duties as members of the said Board of Arbitration, and such oath, shall be kept among the documents of the said corporation.

21. Any member of the Council of the said corporation may, at the same time, be a member of the said Board of Arbitration.

22. The three members appointed to hear any case submitted for arbitration, as aforesaid, or any two of them, shall have full power to examine upon oath (which oath any one of such three members is hereby empowered to administer) any party or witness who, appearing before them shall be so examined and shall give their award thereupon in writing; and their decision, or that of any two of them, given in such award shall bind the parties according to the terms of submission and the provisions of this Act.



23. It shall be lawful for the Council of the said corporation to appoint five persons to constitute a Board of Examiners to examine applicants for the office of Inspector of flour and meal, or of any other article subject to inspection, and for the said Council to do all such other acts, matters and things connected with the inspection of flour and meal or any other article, and have as full power and be subject to the same conditions as those conferred upon and required of the Councils of the Boards of Trade by virtue of the Act thirty-sixth Victoria, Chapter forty-nine, intituled "AN ACT TO AMEND AND CONSOLIDATE, AND TO EXTEND TO THE WHOLE DOMINION OF CANADA, THE LAWS RESPECTING THE INSPECTION OF CERTAIN STAPLE ARTICLES OF CANADIAN PRODUCTS;" and the said Examiners and Inspector shall also be subject to all the conditions, requirements, oaths, matters and things (touching their office) set forth in the said Act.

24. Any person who may, by law in other cases, make a solemn affirmation, may make such solemn affirmation in any case where by this Act an oath is required; and any person hereby authorized to administer an oath, may, in such case as aforesaid, administer such solemn affirmation; and any person who shall wilfully swear or affirm falsely in any case where an oath or solemn affirmation is required or authorized by this Act, shall be guilty of wilful perjury.

25. It shall be competent for any Board of Trade duly registered as aforesaid under the provisions of this Act, to become affiliated with the Dominion Board of Trade, on duly complying with all the terms and requirements of that organization, and to be represented at all its ordinary or special general meetings, which may be held from time to time; Provided always, that the delegates or representatives to the said Dominion Board of Trade shall be elected at a general meeting, duly convened, of the said Board desiring such affiliation as aforesaid.

26. Nothing in this Act shall affect the rights of Her Majesty, Her Heirs or Successors, or of any party or person whomsoever, such rights only expected as are herein expressly mentioned and affected.

27. Each, all and every of the provisions of this Act shall apply to the incorporation and management

of the commercial institutions styled "Chambers of Commerce" now existing or which hereafter may be called into existence in the Dominion of Canada, as fully and effectually as if the words "Chamber of Commerce" or "Chambers of Commerce" appeared therein in lieu and place of the words "Board of Trade," or "Boards of Trade," wheresoever the same appear respectively.

FORM OF A SUBMISSION TO THE BOARD OF  
ARBITRATION.

Know all men, that the undersigned and the undersigned (if there be more parties, that is, more separate interests, mention them,) having a difference as to the respective rights of the said parties, in the case hereunto subjoined, have agreed and bound themselves under a penalty of \_\_\_\_\_ dollars, to perform the award to be made by the Board of Arbitration of the Board of Trade of the \_\_\_\_\_ in the case aforesaid, under the penalty aforesaid, to be paid by the party refusing to perform such award to the party ready and willing to perform the same.

In witness whereof the said parties have hereunto set their hands and affixed their seals at the  
on the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 18

A.B.,	[L.S.]
C.D.,	[L.S.]
E.F.,	[L.S.]

FORM OF OATH TO BE TAKEN BY MEMBERS OF THE  
BOARD OF ARBITRATION.

I swear that I will faithfully, impartially and diligently perform my duty as a member of the Board of Arbitration of the Board of Trade of the \_\_\_\_\_; and that I will in all cases in which I shall act as arbitrator, give a true and just award, according to the best of my judgment and ability, without fear, favor or affection, of or for any party or person whomsoever. So help me God.

BY-LAWS  
OF THE  
Lindsay Board of Trade

As amended and adopted March 30th, 1887.

---

1. Section 12 of the Act of Incorporation (37 Vic. 51) shall be held to define who may become members of the Board of Trade for the Town of Lindsay.

2. Candidates may be proposed at any meeting of the council, or general meeting, or special general meeting of the Board; but in all cases candidates must be proposed by a member of the Board and seconded by another member.

3. The election of candidates shall be by ballot at the next general or special general meeting of the Board that may be held after the nomination of the candidate, and the election shall be carried by a majority of two-thirds of the members then present.

4. Immediately after the election of a candidate, the Secretary shall notify him, by circular, of his election, and so soon as he has paid his fees for the current year, he shall have, at the next meeting, or thereafter, all the rights, and be subject to all the obligations which the other members may possess or be subject to; and thereafter the regular payment of his fees shall entitle him to membership. A candidate on being elected shall sign the roll of members. The annual fee shall be \$5 and the same shall be due and payable on the first day of January of each year, and if the fee is not paid by the first of February a member shall not be permitted to vote or to take part in any proceeding of the Board, and if the amount is still unpaid by the first of March next, the member's name

shall be reported to the Council for their action. All members of the Board shall be notified by the secretary of names of candidates for membership when giving notice of each annual, quarterly or special meeting of the Board.

5. Section 10 of the Act of Incorporation (37 Vic. 51) shall be held to be the proper proceedings for any member to take who may wish to resign his membership. The By-laws of the Dominion Board of Trade for 1887 shall be the Rules of Order for governing the proceedings of this Board, and at meetings of this Board the business shall be proceeded with in the following order :

RULES OF ORDER  
OF THE  
Winnipeg Board of Trade

---

**RULE 1.** Governing order of proceedings at meetings.

- (a) Reading minutes of last meeting and approval or amendment of the same.
- (b) Presentation of petitions and communications.
- (c) Reports of Standing Committees.
- (d) Reports of Select Committees.
- (e) Unfinished business of previous meetings.
- (f) New business.

**RULE 2.** If a chairman is appointed he shall only preside until the arrival of the President or Vice-President.

**RULE 3.** Unless there be a quorum of five members present no business shall be transacted.

**RULE 4.** All questions relative to the priority of business shall be decided without debate.

**RULE 5.** The President, Vice-President, or Chairman shall preserve order, and shall decide all questions of order, subject to appeal to the Board.

**RULE 6.** The President, Vice-President, Chairman may vote with the other members on all questions and any question on which there is an equality of votes shall be deemed negatived.

**RULE 7.** After the question having been put from the chair, all members present shall vote thereon, unless excused by the Board, or except such as are direct-

ly interested, and shall keep their seats until the votes are taken.

**RULE 8.** When two or more members rise at the same time, the President, Vice-President or Chairman shall name the member who is first to speak.

**RULE 9.** When the President, Vice-President or Chairman, is called upon to decide a point of order, his decision shall be final except by appeal to the Board. All motions shall be put in the order in which they are moved. Amendments to motions shall be put to vote the last made amendment being taken first. And it shall be the duty of the President, Vice-President or Chairman, whenever he shall conceive that a motion which he has received and read may be contrary to those rules, to apprise the Board thereof immediately before the question on such motion is put. After the question is finally put from the chair no member shall speak thereto, nor shall any motion be made until after the result is declared; and the decision of the chair as to whether the question has been finally put shall be conclusive.

**RULE 10.** A member, being called to order, shall immediately sit down, unless permitted to explain; if there be no appeal, the decision of the chair shall be final; but if the member appeal from the decision of the chair, the Board shall decide the case without debate.

**RULE 11.** Any member may of right require the question under discussion to be read for his information at any time during the debate, but not so as to interrupt a member while speaking.

**RULE 12.** No member shall speak beside the question in debate nor shall he in any manner interrupt the proceedings of the Board or any member who is speaking.

**RULE 13.** No member other than the one proposing a question or motion shall speak more than once on the same question without leave of the Board except in explanation of a material part of his speech, which may have been misconceived; but then he is not to introduce any new matter.

**RULE 14.** Every member previous to his speak

ing, shall rise from his seat, respectfully address himself to the President, Vice-President or Chairman; he shall confine himself strictly to the matter under discussion, and shall sit down as soon as he is done speaking.

**RULE 15.** No motion shall be put or debated unless the same is seconded; when seconded it shall be stated by the President, Vice-President or Chairman before debate, and every such except a motion to adjourn, shall be reduced to writing.

**RULE 16.** After a resolution is stated by the President, Vice-President or Chairman, it shall be deemed in possession of the Board, but may, by permission of the Board, be withdrawn at any time before decision or amendment.

**RULE 17.** When a blank is to be filled up and different sums or times are proposed, the question shall be taken first on the largest sum or the longest time; and when a question is under debate, the only motions in order shall be—1st, to adjourn; 2d, the previous question; 3d, to lay on the table; 4th, to postpone indefinitely; 5th, to adjourn to a certain day; 6th, to refer; 7th, to amend.

**RULE 18.** A motion to adjourn the Board shall be always in order, except; 1st, when a member is in possession of the floor; 2d, when the Yeas and Nays are being called; 3d, when the members are voting; 4th, when it has been decided that the previous question shall be taken; and a motion to adjourn simply cannot be amended, but a motion to adjourn to a given day, may be, and is open to debate.

**RULE 19.** A motion to lay a question on the table simply is not debatable; but a motion to lay on the table and publish or any other condition, is subject to amendment and debate.

**RULE 20.** A motion to refer to a standing committee shall take precedence of a similar motion for a Special Committee; and a motion for commitment until it is decided, shall preclude all amendments of the main question.

**RULE 21.** A motion to amend an amendment shall be in order, but to amend an amendment to an amend-

ment shall not be entertained. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different subject shall not be in order. The paragraph to be amended shall first be read as it stands, then the words proposed to be struck out and those to be inserted, and finally the paragraph as it would stand if so amended.

**RULE 22.** A question may be reconsidered at any time during the same meeting, and when once made and decided in the negative, shall not be received before the next meeting of the Board; and no question shall be re-considered more than once, nor shall a vote to re-consider be re-considered.

#### DUTIES OF COUNCIL

**RULE 23.** The Council shall direct the Secretary in the discharge of his duties; shall fix the salary of that officer and of all other persons employed by the Board; shall supervise all purchases and contracts for the Board; shall audit all bills and accounts; and claims against the Board; and shall direct payment of the same, and shall have authority to execute all measures deemed proper by the Board to promote its objects.

**RULE 24.** The Council shall have full power to appoint committees who shall report to the Council; and the Council may at any time relegate any matter to a special committee for a report, which shall be made to the Council.

#### ALTERATION OR AMENDMENT

**RULE 25.** These by-laws may be amended or repealed by a vote of two-thirds of the members present at a meeting of the Board; provided that notice of the subject matter of such proposed amendment shall have been given in writing by one member, and seconded by another member at a previous general meeting, and duly entered in the minutes of the Board.

#### STANDING COMMITTEES

1. The Council may appoint any three members of the Board of Arbitration to hear, arbitrate and decide upon any case or cases which may be submitted to them;



or if the parties in dispute are unwilling to submit their case to the committee of three so appointed, they may choose other three members from the Board of Arbitration whom they may agree upon, such agreement to be communicated to the Secretary in writing, signed by all the parties in controversy.

2. Parties desiring the services of such a committee shall notify the Secretary to that effect in writing, and shall file an agreement with him, signed by the parties in controversy, binding themselves to abide, perform, and fulfil the final award which shall be made touching the matter submitted without recourse to any other court or tribunal. Neither party shall postpone the trial of a case longer than ten days after it has been submitted, unless good cause can be shown therefor satisfactory to the referees.

3. Arbitration fees and all additional costs that may be incurred shall be paid by either of the parties in the case as may be decided by the committee hearing the same, and shall be included in their award.

#### MEETINGS OF THE BOARD

Meetings of the Board shall be held on the second Tuesday in February, May, August and November at 7.30 o'clock p.m. sharp. The first named of these meetings shall be the Annual Meeting. Should any of these dates appointed for meeting prove to be a legal holiday the meeting shall be held on the day following.

The election of officers for the current year shall take place at the annual meeting.

The election of officers—President, Vice-President, Secretary and Council shall be by ballot.

Members of the Board of Arbitration shall be elected by ballot.

#### DUTIES OF SECRETARY

1. The Secretary, acting as Treasurer, shall collect fees, keep an account of all moneys received and expended for the use of the Board; shall duly deposit the funds in an incorporated Bank; and shall make

disbursements only upon vouchers approved by the Council. His accounts shall be produced for the inspection of members at every annual meeting, and annually an Auditing Committee, consisting of two members of the Board, one of whom shall be named by the President, the other to be appointed by the Council, shall audit his accounts and report at the annual meeting.

2. It shall be the duty of the Secretary to give notice of and attend all meetings of the Board and of the Council, and to keep a record of their doings; to conduct all correspondence; and to carry into execution all orders, votes and resolutions not otherwise committed; to keep a list of the members of the Board; to notify officers and members of the Board of their election; to notify members of their appointment on committees; to furnish the chairman of each committee with a copy of the vote or resolution under which the committee is appointed, and at his request give notice of the meetings of the committee; to give notice of and attend meetings, and keep a record of the doings of the Standing and Special Committees when required so to do; to superintend the rooms of the Board, and generally devote his time in such a manner as the Council shall deem most conducive to the objects for which the Board was created. It shall also be his duty, under direction of the Council, to provide such articles of furniture, stationery, books, maps, periodicals, newspapers and other supplies required to carry into effect the provisions of the Act of Incorporation, By-laws, orders and resolutions of the Board.

