

THIRD ANNUAL REPORT

OF THE

Local Council of Women  
of Toronto

WITH AN APPENDIX CONTAINING THE

REPORTS FOR THE YEAR, THE CONSTITUTION AND STANDING ORDERS  
OF THE TORONTO LOCAL COUNCIL, WITH A LIST  
OF THE SOCIETIES FEDERATED IN  
THE SAME

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JUNE, 1896

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TORONTO:  
THE BRYANT PRESS, 20 BAY STREET  
1896

# TORONTO LOCAL COUNCIL OF WOMEN

IN AFFILIATION WITH THE  
NATIONAL COUNCIL OF WOMEN OF CANADA

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## Life Patrons

MRS. ALEXANDER CAMERON.

## Annual Patrons

MRS. GEORGE KERR.  
MRS. IDA TAYLOR SCALES.  
MRS. COAD.  
MISS CARTY.

## OFFICERS FOR 1896-7:

### Honorary President

MRS. GRANT MACDONALD, 329 College Street.

### President

MRS. GEORGE DIXON, 50 Rose Avenue.

### Elected Vice-Presidents

MRS. JOHN MORROWS, 72 Carlton Street  
MRS. WILLOUGHBY CUMMINGS, 44 Dewson Street.  
MRS. GEORGE KERR, 42 Charles Street.  
MISS CARTY, 263 Jarvis Street.  
DR. STOWE GULLEN, 461 Spadina Avenue.

### Recording Secretary

MRS. HOWARD, Markham Street.

### Corresponding Secretary

MRS. KAVANAGH, 95 Gloucester Street.

### Treasurer

MRS. IDA TAYLOR SCALES, 54 Wellington Place.

### Auditor

MISS GRANT MACDONALD.

TORONTO

NATIONAL

EX

MRS. DIGNAM  
MISS J. O. W  
MRS. COAD.

MRS. S. G. W  
MISS CAYLEY  
MRS. A. D. B  
MRS. A. O. R  
DR. STOWE G  
MRS. BARNET  
MISS RUSSELL  
MRS. KAVANAGH  
MRS. ADA M.  
MRS. M. MENZ  
MISS LOWE...  
MRS. CURZON.

# TORONTO LOCAL COUNCIL OF WOMEN

IN AFFILIATION WITH THE  
NATIONAL COUNCIL OF WOMEN OF CANADA

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## EXECUTIVE COMMITTEE—1896-97

Honorary President—MRS. GRANT MACDONALD.

President—MRS. GEORGE DICKSON.

Ex-officio Vice-Presidents (Presidents of Federated Societies).

MRS. DIGNAM.....	President	Woman's Art Association of Canada.
MISS J. O. WHITE.....	"	Woman's Literary Society, Toronto University
MRS. COAD.....	"	Toronto City Union of The King's Daughter and Sons.
MRS. S. G. WOOD.....	"	Toronto Humane Society.
MISS CAYLEY.....	"	Central Council, Ministering Children's League
MRS. A. D. BENJAMIN...	"	Moses Montefiore Benevolent Society.
MRS. A. O. RUTHERFORD.	"	Women's Christian Temperance Union.
DR. STOWE GULLEN....	"	Woman's Enfranchisement Association.
MRS. BARNETT.....	"	Toronto Industrial Rooms.
MISS RUSSELL.....	"	Froebel Society.
MRS. KAVANAGH.....	"	Catholic Young Ladies' Literary Society.
MRS. ADA M. HUGHES..	"	Toronto Woman's Board of Birkbeck Loan Co.
MRS. M. MENZIES.....	"	St. Cyprian's Mission Workers.
MISS LOWE.....	"	St. Agatha's Guild (St. George's Church).
MRS. CURZON.....	"	Woman's Canadian Historical Association.

Recording Secretary—MRS. T. W. HOWARD.

Corresponding Secretary—MRS. KAVANAGH.

Treasurer—MRS. SCALES.

# LIST OF FEDERATED SOCIETIES

FOR 1896-1897

(CLASSIFIED)

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## *Philanthropic—*

- Humane Society.
- Moses Montefiore Society.

## *Literature and Art—*

- Woman's Art Association.
- Woman's Literary Society of Toronto University.
- Catholic Young Ladies' Literary Society.
- Froebel Society.
- Woman's Canadian Historical Association.

## *Religious—*

- Ministering Children's League.
- Women's Christian Temperance Union.
- Toronto Union of The King's Daughters and Sons
- St. Cyprian's Mission Workers.
- St. Agatha's Guild.

## *Industrial and Social Reform—*

- Industrial Room's Association.
- Woman's Enfranchisement Association.
- Toronto Woman's Board of Birkbeck Loan Co.

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ANNUAL MEETING  
OF THE  
TORONTO LOCAL COUNCIL

Theatre Normal School, May 26th, 3 p.m.

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The meeting opened in the usual way, with the President in the chair.

Minutes of last annual meeting, and of two special meetings held on March 16th and on May 4th, were read and approved.

The President referred in her opening remarks to the generous hospitality shown the delegates attending the annual meeting of the National Council of Women in Montreal, and dwelt upon the decision of the Executive of the National Council to refuse affiliation to all organizations of a commercial or financial character.

Miss Grant Macdonald and Mrs. Whitney were appointed returning officers.

Recording Secretary's report and Treasurer's statement were received and adopted.

Mrs. Dignam, in the absence of the secretary, Mrs. Hemsted, read the report of the Woman's Art Association of Canada.

Miss M. E. O'Donoghue reported for the Catholic Young Women's Literary Society.

Miss Cayley for the Ministering Children's League.

Mrs. Bascom for the W.C.T.U.

Dr. Stowe-Gullen for the Enfranchisement Association.

Dr. Amelia Johnston for the Birkbeck Loan.

Miss Cayley for the Guild of St. Agatha of St. George's Church.

Mrs. Curzon for the Woman's Historical Society.

The Literary Society of Toronto University, the Froebel Society, the Industrial Room Association, and the W.W.P.A. gave no reports.

Mrs. Cummings asked if the Standing Committees were to be continued for the year, as requested by the National Council. It was decided that the next meeting would deal with this.

Mrs. Hodgins reported on matters entrusted to her, and read letters relating to the sending of servants to the Northwest. The scheme was not thought practicable.

In regard to the five-cent collections towards the Armenian fund asked for by the President of the National Council, Mrs. Hodgins stated that she had written to the federated societies and received response from only two of them. It was decided to leave further action in this until the fall.

Moved by Mrs. Hodgins, seconded by Mrs. Rutherford: "That this Council express hearty appreciation of the services of Miss Grant Macdonald, auditor during the past year, and requests her continuance of the duties for the coming year." Carried.

As there was so little time to give reports of the annual meeting of the National Council, it was decided that Miss Cayley read the address of Mrs. Drummond, President of the Montreal Local Council, which was read before the National Council.

Moved by Mrs. Hodgins, seconded by Mrs. Kavanagh: "That we, the members of the Toronto Local Council, take this opportunity of expressing our great regret at the retirement of our President, Mrs. Grant Macdonald, and unite in thanking her for her untiring zeal in the development of the work of the Toronto Local Council, and that we most earnestly thank her for accepting the office of Honorary President." Carried by standing vote.

Moved by Mrs. Willoughby Cummings, seconded by Mrs. Herbert MacBeth: "That a hearty vote of thanks be tendered to Mrs. Hodgins on her retirement from the office of Vice-President of the Toronto Local Council, coupled with an expression of appreciation of her efforts on its behalf during her term of office." Carried by standing vote.

Moved by Mrs. Coad, seconded by Mrs. Menzies: "That the Council express their appreciation of the services rendered by the retiring secretaries, Mrs. Kerr and Mrs. Dignam." Carried.

Moved by Dr. Stowe-Gullen, seconded by Miss Cayley: "That the Toronto Local Council of Women tender their thanks to the Hon. the Minister of Education, and express their appreciation of his kindness in granting the use of rooms for their meetings during the year." Carried.

Moved by Mrs. Curzon, seconded by Mrs. Scales: "That the Toronto Local Council of Women do acknowledge with pleasure the

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courtesy and kindness of the press of Toronto in its attitude and expression towards the Council during the year, and do tender their thanks for space given to notices of its work and sessions." Carried.

While the ballots were being counted Mrs. Willoughby Cummings spoke upon the different matters brought up at the annual meeting of the National Council, in which local Councils are asked to co-operate.

The following returns were made for officers for 1896 and 1897 :

Mrs. Grant Macdonald, Honorary President.

Mrs. George Dickson, President. (By acclamation.)

Mrs. John Morrow, Mrs. Willoughby Cummings, Mrs. George Kerr, Miss Carty, Dr. Stowe-Gullen, Vice-Presidents.

Mrs. Kavanagh, Corresponding Secretary.

Mrs. Howard, Recording Secretary.

Mrs. Scales, Treasurer.

The adjournment was moved by Mrs. Hodgins.

### Receipts and Expenditures from June, 1895, to May, 1896.

#### RECEIPTS.

	Cash on hand, or balance .....	\$ 9 03
July	2—Montefiore Benevolent.....	2 00
"	2—Birbeck Loan.....	2 00
"	2—Art Association.....	2 00
"	16—Mrs. Morrow, Life Patron .....	50 00
"	16—Miss Carty, Annual " .....	5 00
"	29—The Girls' Home.....	2 00
Oct.	7—City Union King's Daughters.....	2 00
"	7—Lady Smith, Annual Patron.....	5 00
"	7—Young Ladies' Catholic Literary.....	2 00
"	17—Ministering Children League.....	2 00
Dec.	1—Ladies' Relief Society .....	2 00
1896.		
Jan.	26—Local Women's Enfranchisement.....	2 00
"	29—Women's Canada Historical Society.....	2 00
Mar.	9—St. Agatha Guild, St. George's Church.....	2 00
May	9—Mrs. Coad, Patron Fee .....	5 00
"	9—Mrs. Kerr, " .....	5 00
"	9—Mrs. Scales, " .....	5 00
"	9—St. Cyprian Branch Mission Workers .....	2 00
"	9—Humane Society .....	2 00
"	9—W.C.T.U., Toronto.....	2 00
		<u>\$112 03</u>

#### EXPENDITURE.

1895.		
Oct.	30—To Geo. Parker, for printing reports .....	\$20 00
Dec.	24— " Geo. Parker, cards, etc.....	4 25
1896.		
Jan.	31— " Local Council of Toronto to National Council, annual affiliation fee .....	5 00
Feb.	3— " the President, for rent of St. George's Hall, postage to Recording and Corresponding Secretaries .....	10 00
Mar.	16— " Mail Job Printing Co., for 300 circulars.....	2 50
April	13— " Gourlay, Winter & Leeming, for rent of Piano, St. George's Hall.....	3 00
May	26— " Normal School Caretaker.....	5 00
"	26— " Postage to Treasurer .....	0 75
Balance.....		<u>61 53</u>
		<u>\$112 03</u>

Audited and found correct.

May 26th, 1896.

HELEN S. MACDONALD.

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## SECRETARY'S THIRD ANNUAL REPORT

OF THE

# Toronto Local Council of Women

Toronto, May 26th, 1896

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### LADIES :

The Executive has much pleasure in submitting the Third Annual Report of the Toronto Local Council of Women.

The first meeting since the last report was given was a special one of the Executive, held in the Normal School, on June 21st. for the purpose of revising the by-laws, and for the appointment of committees to carry on the work of the Council during the summer, namely: To investigate into the necessity of shorter hours for women and children employed in factories, to inquire into insufficient protection of women and children by law, and to make recommendations after inquiring into testimonials for a woman inspector for places, other than factories, where women and children are employed.

The first public meeting was held on October 7th in the Normal School. Reports of committees appointed in June were received. It was announced that Mrs. Scobell had been appointed Shop Inspector.

Mrs. Curzon was asked to prepare a paper on the "Council Idea" for the next public meeting.

Effort was made to have the public meetings more interesting by the appointment of a Programme Committee, with Mrs. George Dickson as convener.

The Manual Training and Pure Literature Committees have made progress during the year in their special provinces. The Council, in response to communications from the Prisoners' Aid Association. after inquiry, endorsed heartily reforms proposed by them.

The second public meeting was held in St. George's Hall, when most interesting reports were read and papers given by Miss Carty, on "Manual Training"; by Mrs. Hodgins and Mrs. George Dickson, on "Shorter Hours"; by Mrs. Torrington, on "The Evils of Impure Reading"; by Miss Janes, on "Music"; and by Mrs. Curzon, on the "Council Idea."

The six Executive meetings held during the year were chiefly taken up with the work and reports of the various committees. Two special meetings were called to consider the special questions to come up at the annual meeting of the National Council held in Montreal from May 11th to 16th.

The Council has, during the year, sustained a great loss in the death of its honored Vice-President, Lady Smith.

Two new societies have been enrolled in the Council this year, the Toronto Woman's Historical Society, and the Guild of St. Agatha of St. George's Church.

The Council is indebted to the Hon. the Minister of Education for his courtesy in granting rooms for the use of the Council to hold meetings in, and to the press for reports throughout the year.

The average attendance at the Executive meetings has been large. Interest has been maintained in the work undertaken, in which progress has been made.

All of which is respectfully submitted.

M. E. DIGNAM,  
Recording Secretary.

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## PRESIDENT'S REPORT

**Given at the Annual Meeting of the National Council,  
May 12th, 1896.**

YOUR EXCELLENCY AND LADIES :

In presenting the report of the Toronto Local Council for the past year, it is not necessary to occupy time and space with statistics. These have been given in former reports, and, although there have been some changes in the constituent parts of the Toronto Local Council, yet the character of the work has not changed, and it is that alone which will be dealt with.

The first act after the annual meeting of the National Council was, naturally, the appointment of committees for the prosecution of work suggested at that meeting, and notably of those three important subjects for investigation : "Shorter hours for women factory workers," "Pure reading matter," and "Better protection for women and children." The results of the efforts of these committees need not be given here, inasmuch as they will be found embodied in the general reports to be submitted later in this session. But specific work, such as relates to matters strictly local, may be briefly alluded to.

Before proceeding to this, however, it may be interesting to members of this Council coming from provinces where women factory inspectors have not yet been appointed to hear what has been the effect of such an appointment in Ontario.

At the outset, there were in the minds of many persons grave doubts as to the need of such an official, doubts shared in by the Minister of the Department that controlled the appointment. The appointment was made, however, and the holder of the office has now had twelve months or more in which to prove her usefulness. It is gratifying to be able to state that the Minister himself speaks in the warmest terms of the work done. He acknowledges that the appointment has proved a most advantageous one. Much useful information has been obtained that could not otherwise have been reached, for the

simple reason that where women are concerned a woman's instinct and insight are quicker and keener than a man's. Not that men wilfully or willingly overlook the smallest detail that might affect woman's welfare, but just that women understand women. This assurance coming from one who has the best means of knowing whereof he speaks is most encouraging, and should of itself be a sufficient answer to the many who still ask, "What is the use of this Women's Council?" It is an additional gratification to be told that certain employers have expressed pleasure at the appointment, saying that such an officer can be of real help to *them* as well as to the employees.

In line with this, and one of the earliest acts of the Toronto Local Council after its own annual meeting, was the presentation to the Toronto City Council of a petition, signed by fifty ratepayers, asking for the appointment of a woman inspector for shops and places other than factories. By the law of Ontario such an appointment, after such a petition, *must* be made within a given time, and the Toronto City Council, acknowledging the obligation, entrusted the selection of the woman to the City Health Officer. From him the assurance is received that many details have been brought to his notice that could not have reached him through the ordinary channels, and for the same reason the girls will speak more frankly to a woman than to a man; and that as the result of the information obtained, and his consequent action thereon, the health and comfort of the girls in certain establishments are more carefully considered than formerly. It is only just, however, to state that in only a very small proportion of the places visited was there any neglect to complain of. The number of places all told coming under the Act is, even in a city the size of Toronto, so limited that only a few weeks are needed to make a thorough inspection of the whole. It would seem therefore desirable that until such time as, by the extension of the Act, a larger number of places are brought within the inspector's scope, or until the appointment is made a provincial instead of a civic one, the various towns in a province desiring such an inspector should agree upon some *one* person for the office. A thoroughly competent officer could thus be secured, and at less expense than by each municipality paying a yearly salary to its own special inspector. Each town would also benefit by the experience gained in others.

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As a step in the direction of manual training the members of this Local Council interested themselves in an effort to get the privileges of the Technical School extended to women, and to enlarge its sphere of usefulness by the establishment of classes for instruction in the domestic arts. The Technical School Board considered most favorably the suggestions made them, and have asked the Local Government to grant such a sum of money to the school as will, by supplementing the city grant, enable them to effect the desired extension. There seems little doubt that with the beginning of the next scholastic year (October, 1896) this branch of instruction will be established. Thus all young women who have had no previous opportunity of learning housewifely duties, or those who wish to add to already acquired knowledge, may be able, with a little effort on their own part and free of charge, to fit themselves for any domestic positions that may fall to their lot, even should these prove to be the onerous and honorable ones of wives and mothers.

The Prisoners' Aid Association having asked the co-operation of the Toronto Local Council in the urging of certain reforms touching the classification of prisoners awaiting trial, it was decided that before taking action a personal visit of inspection should be paid to the jail by the President and First Vice-President. These officers willingly undertook, and were gratified by finding every facility afforded them by the jail officials for forming an independent judgment. The result of their visit was that, while bearing testimony with pleasure to the excellent management of the jail and the carrying out of the idea of classification so far as its fairly good existing arrangements permit, they yet felt justified in recommending still further improvement. A strong resolution to this effect was passed by the Local Council, and a deputation appointed to unite with one from the Prisoners' Aid Association to wait upon the City Council and petition that body to make such alterations within the jail as would permit of complete isolation of persons committed for the first time while awaiting trial, thus sparing them, if innocent, the degradation of being brought into direct contact with any of the criminal class; giving them, if guilty, a chance for quiet reflection, and avoiding at the same time the possibility of their contaminating one another.

The Mercer Reformatory and the Mimico Industrial School were also visited with a view of obtaining, from personal observation, clear

ideas on all points touching penal institutions likely to come before the Local Council.

These are the most important lines of work taken up during the year. Others there are, but the time allotted to a report forbids further enlargement. Enough has been said, however, to prove that the National Council of Women is a power for good in the land, and that so long as it continues to show discretion in the choice of its work so long will it meet with support and co-operation from the other, and stronger, half of humanity, and with the approval and sympathy of the whole.

Respectfully submitted.

S. M. GRANT MACDONALD,

*President.*

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# CONSTITUTION

**Recommended by the National Council for LOCAL COUNCILS  
in federation with the**

**National Council of Women of Canada**

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## PREAMBLE.

Believing that the more intimate knowledge of one another's work will result in larger mutual sympathy and greater unity of thought, and therefore in more effective action, certain Associations of Women interested in philanthropy, religion, education, literature, art, and social reform, have determined to organize Local Councils, and to that end join in the following

## CONSTITUTION.

### ARTICLE I.—NAME.

This Federation shall be called the Local Council of Toronto in affiliation with the National Council of Women in Canada.

### ARTICLE II.—POLICY.

The aim of a Local Council is to bring the various Associations of Women in Toronto into closer relations through an organized union ; but no Society entering a Local Council shall thereby lose its independence in aim or method, or be committed to any principle or method of any other Society in the Council, the object of which is to serve as a medium of communication and a means of prosecuting any work of common interest.

### ARTICLE III.—MEMBERS.

Section 1—Any Society of Women, the nature of whose work is satisfactory to the Executive Committee of a Local Council, may become members of said Local Council by its own vote.

Section 2—The women of any organization composed of both men and women may associate themselves by their own vote and join said Local Councils.

Section 3—Any woman representing organized societies of women, which by reason of internal regulations cannot affiliate, and which it is at the same time desirable to have represented, may be invited by the President and Executive to join the Committee.

#### ARTICLE IV.—OFFICERS.

The officers of a Local Council shall consist of a President, one or more elected Vice-Presidents, ex-officio Vice-Presidents (Presidents of all Societies federating in a Local Council), a Corresponding Secretary, a Recording Secretary, and a Treasurer.

These officers shall comprise the Executive Committee, whose business it shall be to control and provide for the general interests of the Council. Five members shall constitute a quorum of this committee.

#### ARTICLE V.—MEETINGS.

Section 1—A Local Council shall hold annual meetings for the election of officers and other business.

Section 2—The Committee of Arrangements shall consist of the Executive Committee.

Section 3—At the Annual Meeting each Society belonging to the Council shall have five votes (exclusive of that cast by the President).

Section 4—All other members of any Society belonging to the Council may have the privilege of participating in all discussions that may arise at the Annual Meeting, but may not vote.

Section 5—Other meetings of a Local Council may be held from time to time as may best promote the interests of said Council.

Section 6—All new business to be brought before the Annual Meeting of a Local Council must first be submitted to the Executive Committee as a notice of motion.

#### ARTICLE VI.—FEES.

Each Society federating in a Local Council shall pay an annual fee of \$2.00 towards the Expense Fund of the said Council.

#### ARTICLE VII.—PATRONS.

Section 1—Any person whose name is acceptable to the Executive Committee may become a Patron of a Local Council upon the payment of \$5.00 annually, or \$50.00 at one time.

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Section 2—The names of Patrons shall be placed with those of the Executive Committee on all printed documents.

Section 3—Any person whose name is acceptable to the Executive Committee, and who is not connected with any affiliated society, may become a member of the Local Council on payment of \$1.00 annually, and may take part in the proceedings and discussions of the public meetings of the Council, but is not entitled to vote. Such members shall receive free all literature published by the Council.

ARTICLE VIII.—AMENDMENTS.

This Constitution may be altered or amended by a two-thirds vote of a Local Council at any annual meeting, provided that such alteration be in harmony with the Constitution of the National Council, notice of the proposed change having been sent to the Executive of the National Council two months, and to each Society belonging to the Council at least one month, prior to such meeting.

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## STANDING ORDERS

Recommended for the use of **LOCAL COUNCILS** in federation  
with the

National Council of Women of Canada

### I.—MEETINGS.

1. The Annual Meeting of the Local Council shall be held during the month of June of each year, unless an alteration of the date is deemed advisable by the Executive.

2. The Local Council shall hold three regular public meetings (exclusive of the Annual Meeting) during the year, the date of such meetings to be left to the Executive to decide.

3. The order of business at the Annual Meeting of the Council shall be as follows :

1. Prayer.
2. Roll call.
3. Minutes of last Annual Meeting.
4. President's opening remarks.
5. Correspondence.
6. Appointment of members of the Council as returning officers and tellers for the ballot voting, if necessary.
7. Annual Report.
8. Reports from local societies and institutions.
9. Appointment of Auditors.
10. Voting for officers by ballot.
11. Amendments to Rules and Standing Orders (if any).
12. Motions of which due notice has been given to the Executive Committee, and by them to each affiliated association, and amendments relevant to the motions before the meeting.
13. Other business.  
(This order to be followed as nearly as possible at all public meetings.)

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4. Special meetings of the Local Council for urgent business may be convened by the President at her own discretion, or at the request in writing of three members of the Executive.

5. Standing Committees and sub-Committees may be appointed by the Executive as may be found necessary for the efficient carrying on of the business of the Council. Each of such Committees shall appoint a Secretary, who shall present a report, first to the Executive and then at one of the regular public meetings.

6. A preliminary agenda for the Annual Meeting shall be sent out to each affiliated society and institution two months before the Annual Meeting, and shall be laid before each such body for discussion along with the nomination papers for officers, in order that suggestions as to any notices of amendment, alteration, support, or withdrawal may be sent back to the Executive three weeks after its receipt. The final agenda, as amended, shall be returned a month before the Annual Meeting, in order that each Society may be able to consider it at their ordinary monthly meeting, and shall instruct their delegates how to vote.

7. Resolutions from affiliated societies and institutions must be received by the Corresponding Secretary two months before the Annual Meeting, in order that they may be placed on the preliminary agenda and be sent out for the consideration and amendment of the affiliated organizations. Amendments can be sent in when the preliminary agenda is returned to the Corresponding Secretary.

8. If a two-thirds majority of the National Executive deem any resolution sent up by the Local Councils or nationally organized societies unsuitable or unadvisable for presentation to the Council, it shall not be placed on the agenda. The votes composing the above two-thirds majority shall be given, either personally or in writing, by the actual members of the said Executive.

9. Motions shall be placed on the agenda either by the Executive Committee or by any of the affiliated bodies, but no resolution shall be sent in by an individual.

10. Delegates shall occupy seats, allotted by previous arrangement, to the representatives of affiliated societies and institutions.

11. The public is privileged to attend the meetings of the Council, not including the meetings of the Executive Committee.

## TORONTO LOCAL COUNCIL OF

## II.—DUTIES OF OFFICERS.

1. The President, or, in her absence, one of the elected Vice-Presidents, shall preside at all meetings of the Local Council and its Executive. She shall take a general supervision of all its work.

2. One of the elected Vice-Presidents of the Local Council shall act in the absence of the President, or the Executive may appoint an Acting President.

3. The Recording Secretary shall keep a correct record of all meetings, and of all motions and resolutions, shall prepare an order of business for each meeting, and attend to all printing. She shall also present a full report of the year's proceedings at the Annual Meeting.

4. The Corresponding Secretary shall have charge of all correspondence, read the roll call, and keep a correct list of all affiliated societies and their authorized representatives.

5. The Treasurer shall receive, collect, and hold all moneys of the Council, disbursing the same by order of the President. She shall pay out all accounts by means of cheques, and shall have her book audited by an auditor appointed by the Council before presenting her Annual Report. All subscriptions and fees shall be acknowledged by official receipt, signed by the Treasurer.

## III.—ELECTION OF OFFICERS.

1. Nomination papers for the officers of the Local Council shall be sent out by the Executive to each affiliated society and institution two months before the Annual Meeting, and shall be returned by them within three weeks after receipt to the Corresponding Secretary, filled in in accordance with the instructions of each affiliated society or institution.

2. Nominations for officers of the Local Councils may be made by each affiliated society or institution, and by the Executive Committees of Local Councils, but not by individual officers of the same.

3. The election of officers shall be by ballot.

4. The Corresponding Secretary shall make a list of all nominations received, and shall send a copy of such list to each officer, affiliated society, and institution of the Local Council, one month before the Annual Meeting, in order that each affiliated society or institution may be able to instruct its delegates to vote for the candidates which it prefers.

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5. The ballot papers for the election of the general officers shall be supplied to each member of the Council by the returning officers. The voters shall be required to mark their papers and hand them to the returning officers. No member of the Council shall receive a second ballot paper, except from the returning officers in exchange for the one previously given.

6. In the case of the resignation or death of an officer during her term of office, a successor shall be elected by the Executive to serve during the remainder of such term.

#### IV.—RULES OF ORDER.

1. Every person when speaking shall stand, and shall address the chair.

2. The President may at any time take the opinion of the Council as to the length of time to be allowed for discussion of any motion, and shall then, at her own discretion, limit the time for the speaker.

3. The President of the Council, or any member, may, at the close of any speech, propose, without debate, "That the question be now put"; and if the motion be seconded and carried by a majority, the original resolution, or the resolution as amended, shall be at once put without debate.

4. Every motion shall be proposed, or, in other words, read, by the presiding officer before it is open to debate or amendment. Only two amendments shall be proposed at one time to a motion or question. In other words, there shall be only three questions at one time before the Council, the main motion, an amendment, and an amendment thereto. But when an amendment to an amendment is disposed of another amendment can be proposed, provided it is not one similar to that already voted on. But a motion for the adjournment of Council or debate is always in order under such circumstances.

5. Motions and amendments shall be voted on in the reverse order to that in which they are submitted, the last amendment being thus voted on first.

6. All special motions shall be in writing, and shall be seconded before being put from the chair; but motions for adjournment of Council or of debate, or for the previous question, or mere routine business, need not be written.

7. A motion that is not seconded may not be proposed from the chair, and no entry thereof shall be made in the minutes.
8. A motion may be withdrawn with the consent of the members of the Council present, or, in other words, without a negative voice.
9. Any member may require the question under discussion to be read at any time of the debate, but not so as to interrupt a speaker.
10. A motion to adjourn is always in order, and shall be voted on without debate when there is a question under consideration; when there is no such question under discussion, and the motion for adjournment is a substantive or main motion, a debate thereon is permissible, but it must be confined to the question of adjournment. A motion to adjourn cannot be amended, and must be simply, "That the Council be now adjourned," or, "That the debate be now adjourned." A motion that the Council do adjourn to a particular day or hour, or, "That the debate be adjourned to a particular day or hour," is always amendable with respect to day or hour.
11. No question or motion can be regularly offered if it is substantially the same as the one on which the judgment of the Council has already been expressed during that meeting of the Council.
12. Amendments must be relevant to the subject-matter of the original motion.
13. The Secretary or Recording Officer shall make no entry of a motion or proposed resolution except it is proposed by the chair.
14. The presiding officer shall decide all questions of order, subject to an appeal to the Council, and in explaining a point of order or procedure she shall state the rule or authority applicable to the case.
15. No member shall speak twice to a motion or question, except in explanation of a material part of her speech in which she may have been misconceived, but then she shall not introduce new matter. A member who has spoken to a motion may speak again when a new question or an amendment is proposed to the motion. A reply shall be allowed only to the mover of a main or substantive motion.
16. When two or more members rise to speak, the presiding officer shall call upon the member who, in her opinion, first rose in her place; and should more than one member rise at once, the presiding officer shall determine who is entitled to the floor.
17. No member shall speak to any question after the same has been fully put by the presiding officer.
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question read or "put" by the presiding officer, she shall not vote on that question.

19. When a debate on a question is concluded, the presiding officer shall proceed to put the question. If the question has not been heard she shall read it again to the meeting. Having read the question on which the decision of the meeting is to be first given, she shall take the sense of the members by saying, "Those who are in favor of the motion or amendment shall say aye," "those who are of the contrary opinion shall say no." When the supporters or the opponents of the motion have given their voices for and against the same, the presiding officer shall say, "I think the ayes have it," or, "I think the noes have it," or, "I cannot decide." Any member of the Council feeling a doubt as to the correctness of the decision may call for a division.

20. On the general business of the Council, the sense of the delegates shall be taken in the usual parliamentary method of asking for ayes and noes as described in the foregoing order; in cases where a division is called for, the vote shall be taken by calling over the roll of affiliated bodies, when the vote of each such body be given by the delegate or delegates present.

21. The President, or person occupying the chair, shall have a casting vote when there is a tie, but shall not otherwise vote as a member of the Council.

22. In the event of the full number of delegates from any affiliated society or institution not being able to attend, the full number of votes to which each such body is entitled shall be given by such delegate or delegates as are present.

23. The responsibility for the appointment and instruction of delegates to the Annual Meeting rests solely with the bodies appointing, and delegates are required to act in strict accordance with the instructions of the affiliated society or institution which they represent, and on points which may incidentally arise, as far as they can judge in accordance with the spirit of that organization, and not as individuals.

24. When any doubt arises on the proper procedure to be followed, reference shall be made to Dr. Bourinot's book on "Parliamentary Procedure and Procedure at Public Meetings."

#### V.—AMENDMENT OF STANDING ORDERS.

1. The by-laws may be altered or amended at any time by a two-thirds vote of the Executive Committee, notice of proposed change having been given at a previous meeting.

## 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. Reports from 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 opinion of the President. The names of the three members requesting the meeting shall be mentioned in the notice summoning the meeting.

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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.

## II.—RULES OF ORDER.

1. All correspondence of importance shall be submitted to the President, and copies of all letters of moment sent out by the Secretary shall be kept and produced, if desired, by the Executive.

2. When the President of any affiliated society or institution is unable to attend a meeting of the Executive, it shall be competent to the Executive Committee of such affiliated society or institution to appoint a substitute to attend in her place, or to empower their President or representative to appoint a substitute.

3. The affiliation of Local Societies and organizations shall be accepted on the following terms :

1. Receipt of formal letter enclosing copy of resolution passed at meeting affiliating Local Society or institution.
2. A statement of the aims and objects of the society or organization.
3. Payment of affiliation fee.
4. Approval of the Executive Committee expressed by resolution.

4. All correspondence received since last meeting shall be upon the table, filed according to subject and date. Such general correspondence as the Committee desire to hear shall be read by the Corresponding Secretary before each subject comes on for discussion, and any communication relating thereto, which may be considered important, shall be read to the meeting. Any member shall be entitled to call for the reading of other communications.

5. A memorandum of notes sent by absent members and a record of attendance shall be kept by the Recording Secretary.

6. Any part of the regular business of a meeting may be taken up out of its regular order, or any special business may be taken without notice, only when a motion of urgency has been passed by a majority of not less than two-thirds of the members present.

7. Every notice of motion for the agenda shall be sent in to the Recording Secretary in writing, and shall be signed by the member of the Committee sending it in.

8. All motions or amendments, other than mere formal ones, shall be reduced to writing.

9. Motions to rescind resolutions passed within six months, and motions to the same effect as motions negatived within the previous six months, must be passed by a majority of two-thirds of the members present.

10. The President, or person occupying the chair, shall have a casting vote in the case of a tie, but shall not otherwise vote as a member.

11. Every member of the Committee when speaking shall address the chair only.

12. The standing orders shall not be suspended unless by a unanimous vote.

13. The above standing orders shall be observed by the sub-Committee, so far as they are applicable.

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