

PROPOSED STANDING ORDERS

FOR THE USE OF

EXECUTIVE COMMITTEES

OF THE

LOCAL COUNCILS

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 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.

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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.

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 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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