

established to his satisfaction that a vacancy does exist, shall direct the Returning Officer to hold an election to elect a successor.

89. The Returning Officer shall within seven days after receiving such direction appoint a day for holding the election, and publish notice thereof in the *New Zealand Gazette*. Such day of election shall not be earlier than twenty-eight days, nor later than thirty-five days, after such notice has appeared.

90. The electoral list to be used at an extraordinary election shall be the same list as is used at an ordinary election, but the latter shall be revised and corrected so as to include only those officers who are in the Public Service one month before the day on which the extraordinary election is to be held.

91. Candidates must be nominated in the same manner as is required for an ordinary election, and nominations must be received by the Returning Officer not later than seventeen days before the day of election.

92. The election shall be carried out in the same manner as is provided for an ordinary election.

MEETINGS OF THE BOARD.

93. The Board of Appeal shall keep a minute-book, in which the official proceedings of the Board shall be recorded.

94. The minutes of each meeting shall be confirmed at the next subsequent meeting of the Board, and when confirmed shall be signed by the Chairman.

95. The minute-book shall be in the custody of the Chairman.

96. The minute-book shall be at all times open to the Commissioner's inspection.

97. The Board shall meet at such time or times and in such place or places as may be fixed by the Commissioner.

98. At every sitting of the Board two members, of whom the Chairman must be one, shall form a quorum.

99. The Chairman of the Board shall have a casting-vote as well as a deliberative vote.

100. The determination by lot referred to in section 32, subsection (2), of the said Act shall be made in the following manner:—

The Chairman of the Board shall prepare two similar cards, on one of which shall be written the name of one of the two members and on the other the name of the other member. Both cards shall be placed in some receptacle where they cannot be seen; the Chairman shall then draw one of the cards, and the name appearing on that card shall be the member to act in the particular appeal.

PROCEDURE ON APPEAL.

101. With respect to every appeal the following provisions shall apply:—

The officer shall within the time limited by the said Act notify the Commissioner of his intention to appeal to the Board of Appeal, and shall at the same time forward to the Commissioner, in duplicate, his case on appeal, setting out concisely the grounds of his dissatisfaction with the action appealed against.

The Commissioner, unless he is prepared without hearing evidence to decide in favour of the appellant, shall, as soon as may be convenient, forward the appeal to the Chairman, together with his answer to it, and fix a time and place for the consideration of the appeal.

102. It shall not be necessary for the appellant or Commissioner to attend on the consideration of the appeal; but the Chairman of the Board may at any time summon any person whose evidence appears to be material to the determining of any appeal, and any person so summoned shall attend at such place and time as is specified in such summons, and produce any official or public books, documents, and writings in his custody and control which may be considered material to the appeal, and the Board may examine such person touching the matter to be investigated.

A record of all evidence taken shall be kept by the Board.

103. Where the attendance of officers employed in remote localities is required, and where arrangements cannot conveniently be made for their attendance in person, or where they would be subjected to great expense in travelling to appear before the Board of Appeal, the Chairman may appoint a competent person or persons to take