

*Secretary.*

16. The Secretary, or some other officer of the Board acting in his stead, shall attend all meetings of the Board or committees of the same, and shall enter the minutes of resolutions and proceedings in a minute-book to be kept for that purpose.

He shall keep a book showing all receipts of money on account of the Board, and all disbursements made, and shall at the statutory meetings in each quarter present to the Board the report of the Finance Committee, and a statement showing the balance at the bank verified by banker's certificate that the balance represented in the pass-book is correct.

He shall, subject to the control of the Board, have charge of all books and papers and other property of the Board, and shall give receipts for all moneys payable to and disburse amounts payable by the Board.

He shall lay all correspondence before the Board.

*Bankers.*

17. The bankers of the Board shall be the Bank of New Zealand or such other bank as the Board shall from time to time decide, and all moneys shall be banked on the day of receipt of same, or in the event of the bank being closed, on the opening of the bank on the next banking-day.

*Payment of Accounts.*

18. All payments of one pound (£1) or upwards shall be made by cheque upon the bankers of the Board, signed by the Chairman and the Secretary. In the absence of the Chairman, then by any member of the Finance Committee and the Secretary.

*Common Seal.*

19. The common seal of the Board shall be in the joint custody of the Chairman and the Secretary, or other officer authorized by the Board, but shall not be affixed to any document except by order of the Board as recorded in the minute-book, and shall only be affixed in the presence of two members of the Board, and every document for which such seal is required shall be signed by two members and by the Secretary of the Board.

*Confirmation of Minutes of Preceding Meeting of Board.*

20. The minutes of any preceding meeting of the Board not previously confirmed shall be read as the first business at all meetings of the Board in order to their confirmation, and no discussion shall be permitted thereupon, except as to their accuracy as a record of the proceedings. The minutes, if confirmed, shall then be signed by the Chairman.

*Order of Business at Meetings of the Board.*

21. The order of business of an ordinary meeting of the Board after the minutes of the preceding meeting have been read and signed shall be as follows, or as near thereto as practicable:—

- (1.) Presentation of reports of committees and officers.
- (2.) Reading letters received, and considering and ordering thereon.
- (3.) Reading of copies of letters sent by authority of the Board, if called for.
- (4.) Payments.
- (5.) Ordinary business.
- (6.) Extraordinary business and new rules and regulations.
- (7.) Other motions of which previous notice has been given.
- (8.) Notices of motion.

And the order of business at a special meeting shall be the order in which such business stands in the notice thereof only, and no other business shall be discussed at such special meeting.

*Vote: How taken.*

22. The Chairman shall in taking the vote of any motion or amendment put the question first in the affirmative and then in the negative, and shall declare his opinion from the show of hands as to which party has the majority. The Chairman at any meeting shall have a casting as well as a deliberate vote.

*Manner of Voting.*

23. The Board or any committee shall vote by the show of hands. Any member may, however, call for a subdivision upon any question.

*Notices of Motion.*

24. Any member of the Board may bring forward such business as he may consider advisable in the form of a notice of motion, such notice to be dated and numbered and given in writing to the Secretary at least four days previous to the meeting at which the same is to be considered, or to be given by the intending mover to the Secretary at the close of the meeting of the Board, and the Secretary shall enter the same in the notice-of-motion book in the order in which it may be received.

*Notice of Motion to be given.*

25. No member shall make any motion initiating a subject for discussion, except in pursuance of motion given as prescribed in the last preceding clause.

*Mover of Motion.*

26. No motion entered in the notice-of-motion book shall be proceeded with unless the member who has given such notice or some one authorized by him in writing shall be present when the business shall be called in order, and motions must be moved in the order in which they have been received, and if so moved or postponed shall be struck out.

*Motions and Amendments must be seconded, &c.*

27. No motion or amendment shall be entertained or discussed unless it is seconded, and no motion or amendment shall be withdrawn except by leave of the Board.

*Order of Debate.*

28. Any member desirous of proposing a motion or an amendment, or of discussing any matter under consideration must rise and address the Chairman if desired, and no member when speaking shall be interrupted unless called to order, when he shall sit down, in which case the member calling to order shall be heard thereon in preference to any other speaker, and the question of order shall be disposed of before the subject is resumed by the speaker who was interrupted, or any other subject entered thereon.

*As to Speaking in moving or seconding Motions.*

29. Any member moving or seconding any motion or amendment shall be held to have spoken on that question.

*Pre-audience.*

30. If two or more members rise to speak at the same time, the Chairman shall decide which is entitled to the pre-audience.

*Speaking twice.*

31. No member shall speak twice on the same question, except by way of explanation, or in reply upon any original motion of which he may be the mover or as the mover of the amendment last carried, and after the reply the amendment or the original motion (as the case may be) shall be immediately put to the vote.

*Decision of Points of Order.*

32. The Chairman when called upon to decide a point of order or practice shall state the rule or precedent applicable to the case, without argument or comment, and his decision as to what is order or explanation shall be final.

*Amendments.*

33. One amendment only shall be discussed at one time, but, if lost, another may be moved before the original question is put to the vote, but upon any amendment being carried it shall be competent for any member to move one other amendment thereon but not more.

*Amendment, if carried, to quash Original Motion.*

34. Upon the adoption of any amendment by the Board, such amendment shall be held to have quashed the original motion, and for all purposes of subsequent discussion the amendment so carried shall be acted upon as an original motion.

*Adjournment.*

35. No discussion shall be allowed on motion for adjournment of the Board, but if on the question being put, the motion be negatived, the subject then under consideration or the next on the notice-paper shall be discussed, or any other that may be allowed precedence before any subsequent motion for adjournment be entertained, but if the motion for adjournment be carried the business then undisposed of shall have precedence at the next meeting of the Board.

*Motions to be in Writing.*

36. At every meeting of the Board all motions, whether original motions or amendments, shall be reduced into writing signed by the mover and delivered to the Chairman immediately on their being moved and seconded.

*General Conduct of Business.*

37. In all cases not herein provided for, resort shall be made to the rules, forms, and usages for Parliament, which shall be followed so far as the same are applicable to the proceedings of the Board.