

GENERAL RULES.

Rules defining the several duties of the Secretaries, Clerks, Officers and Employees of the Convention.

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1st. All Clerks, Officers and Employees shall be prompt in their attendance at each opening of the Convention, and shall remain at their several posts during the entire sitting of the Convention, ready to render any service in accordance with their several duties.

2d. No Clerk, Officer or Employee shall be absent at *any time* during the sittings of the Convention, unless by permission of the President, nor absent himself from the service of the Convention unless by permission asked (in writing) and obtained from the Convention during its sitting.

3d. Upon proper information and just complaint, the President is authorized to suspend any Clerk, Officer or Employee, and shall report the fact to the Convention at its then or next sitting.

THE SECRETARY

Shall keep a correct record of the proceedings and the business of the Convention, and shall have the same printed in Journal form.

Shall (under Rule 4th) submit a proof copy of the same to the President for examination and correction.

Shall (under Rule 2d) read to the Convention the Journal of Proceedings.

Shall (under Rule 18th) arrange every morning all Resolutions which have been read *once* and are entitled to a *second* reading, all Reports and other matter which have been read *once* or *twice*, and are entitled to a *second* or *third* reading, and place the same agreeably to seniority, on the President's table.

Shall certify and endorse with the date all Orders, Resolutions, Reports, or matter which has passed the Convention.

THE ASSISTANT SECRETARY

Shall call the roll each day at the opening of the Convention, read all Orders, Resolutions, Reports, and other matter when handed him by the President.

THE SERGEANT-AT-ARMS

Shall attend the Convention during its sittings, to aid in the enforcement of order, under the direction of the President,