

All clerks, officers or employees shall be prompt in their attendance at each opening of the House, and shall remain at their several posts during the entire sitting of the House, ready to render any service in accordance with their several duties.

No clerk, officer or employee shall be absent at *any time* during the sitting of the House, unless by permission of the Speaker, nor absent himself from the service of the House, unless in pursuance of leave of absence obtained from the House.

#### THE CHIEF CLERK

Shall keep the Minutes of Proceedings in the House, and with the aid and co-operation of the Journal Clerk make out, subject to the control of the Speaker, the Journal of said proceedings, in readiness for the same to be read at the next meeting of the House.

He shall keep the files of the House, preserve all petitions and other papers belonging to the archives.

He shall place appropriate endorsements upon all papers presented to the House, and after entering the same in books kept for that purpose, send to the Printer of the House such as are to be printed, and to the appropriate Committees such as are referred without printing.

He shall convey all messages from the House to the Senate, preceded by the Sergeant-at-Arms.

He shall receive all messages from the Senate, when presented by that body.

He shall, every morning, arrange, agreeably to seniority, all resolutions which have been once read and are entitled to a second reading, and all bills which have been once or twice read and are entitled to a second or third reading, and place them on the Speaker's desk.

#### THE READING CLERK

Shall call the roll each day at the opening of the House, read all bills, resolutions and other matter when handed him by the Speaker.

#### THE SERGEANT-AT-ARMS

Shall attend the House during its sitting, to aid in the enforcement of order, under the direction of the Speaker; to