

shall under the rule of the House... shall place them on the desk of the Chief Clerk... shall be returned to the desks of the members who presented the same.

THE HEADING CLERK

shall call the roll each day at the opening of the House... shall read the Bills... shall read the same.

RULES,

Defining the Several Duties of the Clerks, Officers and Employees of the House.

GENERAL RULES.

1st. All Clerks, Officers and 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.

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

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

THE CHIEF CLERK

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

Shall (under Rule III) submit a proof copy of the same to the Speaker for examination and correction.

Shall (under Rule I) read to the House the Journal of Proceedings.

Shall (under Rule XLIV) arrange every morning all *Joint Resolutions* which have been read *once* and are entitled to a *second* reading, and all *Bills* which have been read *once* or *twice*, and are entitled to a *second* or *third* reading, and place the same, agreeable to seniority, on the Speaker's table.

Shall certify and endorse with the date all Bills and Resolutions which have passed the House.

Shall convey all messages from the House to the Senate—preceded by the Sergeant-at-Arms.

Shall receive all messages from the Senate, when presented by that Body.