

W9/16/10

Committee Meetings

To be held fortnightly -
The days on which they fall
each month to be entered on
a card - & a copy given to
each member.. that he may
be enabled to make his
arrang^{ts}. accordingly & hold
himself disengaged

notice a few days before as usual

2. No person to be retained
on Committee who does not
distinctly ~~engage~~ to acquiesce
in the appoint^{ment} - with an
expressed determination to give
his attendance.

3. Minutes read & confirmed
Then to be read scribbles &
such taken up as ^{to be reported on} need consent,
or to be continued.

of the evening

4. Minutes to be read over before separating.

5. Every member addressing the chair to stand, in order that desultory conversation may be avoided, & the attention of the Meeting secured. ~~Also to allow each member the opportunity of expressing his sentiments in his turn.~~ No one being expected to speak a second time on the same subject until each in the room has had the opportunity of expressing his views on the question under consideration.

6. A list of persons eligible to be on Committee to be prepared, from whence the Officers for the ~~same~~ ^{year} ~~being~~ sh^d be chosen.

annually — or else a certain
number to return annually
in rotation commencing with
the 4 or 6 first on the list.
6. Qualifications to be
consistency as to moral character
zeal in the cause — complete
knowledge of the principles
or grounds on which Total
Abstinence is advocated —
& if possible a Devout spirit.

7. A standing Sub-committee
to be appointed whose duty
shall be to see that the
Public place of Meeting is
properly arranged, cleaned &
lighted on the nights of Meeting.
Report the Members present
at the ^{Public} Meetings held in the
interim, & what persons on
the ^{Speakers'} plan were absent from
their post. ~~The names of them~~
~~to be entered on the minutes~~
An abstract of their report
to be entered on Minute-book

8. A Sub-committee whose
duty it all be to canvass for
monthly ^{annual} subscribers to the fund.

9. Appoint a Collector to receive
the Mo. Collections.