

main at their several posts during the entire sitting of the House, ready to render any service in accordance with their several duties.

2nd. 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.

3rd. Upon proper information and just complaint, the Speaker is authorised 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.

Shall (under a Rule of the House, passed January 14th, page 183, viz: That all members having Bills to be copied shall place them on the Desk of the Chief Clerk) have them transcribed and returned to the desks of the members who presented the same.

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.

SERGEANT-AT-ARMS

Shall attend the House during its sittings, *to aid in the en-*