

**A MANUAL OF PARLIAMENTARY LAW:
DESIGNED AS A GUIDE FOR OFFICERS
AND MEMBERS OF
DELIBERATIVE ASSEMBLIES AND
ARRANGED AS A TEXT-BOOK FOR USE
IN SCHOOLS AND COLLEGES**

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A Manual of Parliamentary Law: Designed as a Guide for Officers and Members of
Deliberative Assemblies and Arranged as a Text-Book for Use in Schools and Colleges by
James A. Lyons

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PREFACE.

Who has not consulted a manual on Parliamentary Law for a decision, and not found difficulty in making a ready reference? In this volume all matter on any subject will be found in one chapter and not scattered throughout the book. It is hoped the numerous outlines that are used will appeal to the eye and enable the reader to gather the information wanted at a glance. Part II is to illustrate how the subject may be taught in classes. The method here shown has been long employed by the author, and if followed will bring excellent results. This class can be made one of the most interesting and profitable in an institution.

The author will be pleased to receive suggestions from teachers of the subject, and the result will undoubtedly be an improved edition.

J. A. LYONS.

CHICAGO, December 20, 1897.

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CHAPTER I.

ORGANIZATION.

1. **Assemblies.** Assemblies are either voluntary, mass meetings called together by those interested or they may be constituted by law. Of the former kind are meetings to form an association, political meetings, etc. Of the latter are legislatures, city councils, boards of education, etc. In the beginning all assemblies are governed by the general parliamentary law, but it is one of the rules of such law that an assembly may by its own act, make reasonable rules of its own for the conduct of its business, which rules may be different from the common parliamentary law.

2. **Membership.** In voluntary or occasional assemblies, it is well that only those that are congenial be invited to attend, for there can be no condition or qualification to membership in an unorganized body. Constituted assemblies are usually brought together by the call of some one in authority, and usually each member is provided by his constituents with proper