

**THE YOUNG DEBATER AND CHAIRMAN'S  
ASSISTANT, CONTAINING INSTRUCTIONS  
HOW TO FORM AND CONDUCT SOCIETIES,  
CLUBS, AND OTHER ORGANIZED  
ASSOCIATIONS. ALSO, FULL RULES OF ORDER  
FOR THE GOVERNMENT OF THEIR BUSINESS  
AND DEBATES**

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The Young Debater and Chairman's Assistant, Containing Instructions How to Form and Conduct Societies, Clubs, and Other Organized Associations. Also, Full Rules of Order for the Government of Their Business and Debates by Anonymous

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# ANONYMOUS

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AND OTHER ORGANIZED ASSOCIATIONS. ALSO, FULL  
RULES OF ORDER FOR THE GOVERNMENT  
OF THEIR BUSINESS AND DEBATES.

TOGETHER WITH COMPLETE DIRECTIONS

HOW TO COMPOSE RESOLUTIONS, REPORTS,  
AND PETITIONS;

AND THE

BEST WAY TO MANAGE PUBLIC MEETINGS, CELE-  
BRATIONS, DINNERS, AND PIC-NICS.

BY AN

EX-MEMBER OF THE PHILADELPHIA BAR.

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## PREFACE.

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THE want of a work which should indicate the correct mode of proceeding in business of a public nature, has been long felt. Several manuals of order, based upon the rules of Parliament or our own Congress, have been published, and these had merit in either a greater or lesser degree ; but they did not go far enough. Many intelligent persons, fully competent to transact ordinary business in an effective manner, feel highly embarrassed when called on to take part in a public meeting, prepare petitions, resolutions, and similar semi-official documents, draw up a constitution for a society, or express their views on some public occasion. Their embarrassment arises principally from the want of preliminary knowledge in regard to such things. It struck the compiler, therefore, that a manual which should give the rudiments of the required knowledge in a clear way, with directions how to apply the rules practically—would be secure of a general and steady sale.

On referring to the work, it will be seen that we essay to teach less by example, than by an explanation of the

mode in which a thing should be properly done ; although we give sufficient examples for imitation. Commencing with the simplest political gathering, we pass on to bodies of a legislative cast ; and directly or incidentally touch on every thing which an American, anxious to participate in the public duties of a citizen, can know from mere precept. Part, however, of the dexterity and case required of the man engaged in public business must come from practice. This work will not, of itself, make the reader a thorough debater, or an unsurpassed manager in a public convocation. But, having the knowledge the volume imparts, added to common sense and a fair capacity, the reader needs only to engage in public business of any kind, to soon become proficient.

This manual is collated and condensed from the "Finger-Post to Public Business." It contains all that is essential to instruct the uninitiated in the formulæ of public business generally ; including, also, valuable information on all points necessary to constitute a lucid speaker and terse debater.



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THE  
YOUNG DEBATER.

PART I.

MODE OF PUBLIC BUSINESS.

THE business of a public nature likely to be engaged in partially, by those unacquainted with its rules, consists of organized associations, public meetings, public celebrations, and conventions. We shall commence with the most common of these, first.

I. Of Public Meetings.

A public meeting is the assemblage of a portion of the people, more for the expression of opinion upon matters of local or general concern, than for deliberation. The proceedings, therefore, are but few and simple; yet, to preserve order during its session, and to give effect to its action, the meeting has to be guided by defined rules from the time of its projection to the moment of its close.

Political meetings are the most common, and therefore we will choose one of these for an example.

James Clinton resides in the town of Blandon, and desires, just previous to an election, that a Democratic