

**RULES OF ORDER: A MANUAL FOR  
CONDUCTING BUSINESS IN TOWN AND  
WARD MEETINGS; SOCIETIES; BOARDS  
OF DIRECTORS AND MANAGERS, AND  
OTHER DELIBERATIVE BODIES**

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Rules of Order: A Manual for Conducting Business in Town and Ward Meetings; Societies; Boards of Directors and Managers, and Other Deliberative Bodies by Benjamin Matthias

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**BENJAMIN MATTHIAS**

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RULES OF ORDER.

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A MANUAL

FOR

CONDUCTING BUSINESS

IN

TOWN AND WARD MEETINGS; SOCIETIES; BOARDS  
OF DIRECTORS AND MANAGERS, AND  
OTHER DELIBERATIVE BODIES.

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BASED ON THE RULES OF THE PENNSYLVANIA LEGISLATURE.

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It is much more material that there should be a rule to go by, than what that rule is; that there may be a uniformity of proceeding in business, not subject to the caprice of the speaker, or captiousness of the members.—HAYBELL.

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BY A MEMBER OF THE LEGISLATURE.

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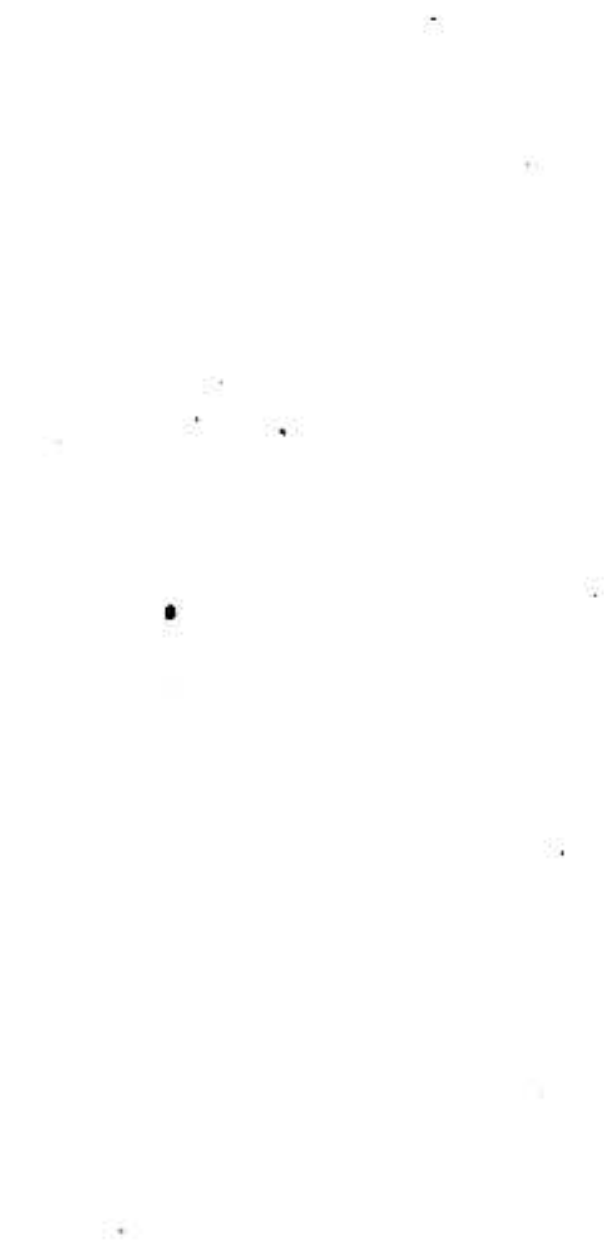
## P R E F A C E .

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THE compiler's motive in presenting this little work to the public, is a firm conviction that it will be found extensively useful, especially to those who have not leisure to peruse and study more elaborate publications on the subject. He begs to say that he has strenuously aimed at simplicity of style, and clearness of arrangement, so that every point laid down in theory, may be easily comprehended, and as readily applied in practice.

The compiler is indebted, for authorities, to Jefferson's Manual, Cushing's Manual, the Congressional and Legislative Manuals, by Dr. Sutherland, and the British authors quoted in those works. The publications by Dr. Sutherland possess a high degree of merit, and should be in the hands of every individual who desires to become entirely familiar with intricate rules of order in Congressional and Parliamentary practice.

As all these works, however, are only applicable, in general, to Legislative bodies, being too diffuse and complicated for the use of Societies, Boards of Managers, &c., it is believed that the present work will be found eminently serviceable to the public, without at all underrating the merits, or trespassing upon the claims, of other and more extended publications.





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# RULES OF ORDER.

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## INTRODUCTORY.

Like the common law of this country, which is based on that of England, the Rules of Order in our deliberative assemblies, are mainly derived from those of the mother country. Our national Congress, (with many modifications, however,) have adopted all the rules for conducting business in Parliament, applicable to our republican institutions and form of government, and in the absence of any special laws of order, those laid down in Jefferson's Manual, which are a digest of those of the British Legislature, are considered good authority. Our State Legislatures copy, in general, the principal rules of order adopted in Congress. The States, however, differ, very essentially, in many particulars, although in all, the rules of the two houses of Congress may be con-