

III.—LEGISLATIVE COUNCIL.

(a.) DUTIES of OFFICERS of the COUNCIL.

The Clerk of the Council.

To attend at the office from 10 o'clock a.m. until the Council rises, and subsequently until the work is done.

To keep minutes of all proceedings and orders of the Council.

To read the Journals, compare them with the minutes, and see that they are correct.

To sign all orders of the Council, and forward them to the proper quarter.

To read whatever is required to be read in the Council.

To take divisions in the Council and in Committees of the whole Council.

To see to the safe-keeping of the records and other documents of the Council.

To direct the circulation of all Bills and papers.

To conduct the correspondence under direction of the Speaker.

To prepare the Order Paper.

To certify to the correctness of accounts, attend the Speaker therewith, and forward them.

To call the Speaker's attention to any question likely to require his ruling.

To look up precedents for the Speaker.

To keep the schedule of Bills introduced into the Legislative Council.

To be responsible for the correctness of messages to the House of Representatives.

To be responsible for the proper execution of the business of the office.

To read all Bills introduced into the Legislative Council; and, before they are read the third time, to mark any provisions that may appear to infringe on the privileges of the House of Representatives.

To give constant explanations to members, to whom respectful and immediate attendance has to be paid.

To see the Journals of the Council, together with the Appendix and Schedules thereto, through the press, and to prepare an index thereto.

The Clerk-Assistant.

To attend at the office from 10 a.m. until the Council rises, and subsequently until the work is done.

To attend all Committees of the whole Council, and take minutes of proceedings.

To read Bills and documents in Committee.

To write the Journals of Committees of the whole Council.

To prepare copies of all Bills for the printer after they are reported from Committee.

To see that Bills as reported from Committee are correctly printed and circulated.

To prepare Bills for third reading.

To wait on the Chairman of Committees, and read over Journals with him.

To look up precedents for the Chairman of Committees.

To write messages, and carry them to the House of Representatives.

To keep accounts, and prepare vouchers for the Speaker's certificate.

To prepare honorarium vouchers, and vouchers for advances of honorarium to members.

To copy letters.

To assist in taking ballots in the Council.

To assist members in any way he is asked.

To assist in seeing the Journals, Papers, and Appendix through the press.

To assist generally in the Council and in the office.

To prepare index of papers presented to the Council.

To prepare himself to take the place of the Clerk by studying the forms of the Council, and taking note of rulings and precedents.

The Second Clerk-Assistant.

To act as Clerk of the Bill and Paper Office.

To keep charge of all Bills and papers.

To prepare for the press, read, and correct all returns and papers, evidence taken before Select Committees, reports, &c.

To act as Record Clerk.

To keep schedules of petitions, papers, and reports, and of Select Committees.

To write the Journals from the Clerk's notes.

To prepare orders and resolutions of the Council.

To arrange all Select Committee work, and exercise general supervision over the extra Clerks.

To attend to and keep in order the Bills, papers, petitions, and reports upon the table of the Council.

To attend Select Committees of which the Speaker is Chairman, and other Committees.

To assist generally as instructed by the Clerk.