

assembly in the usual manner for discussion and action (see Sec. 28).

To put to vote (see Sec. 117) all questions which are regularly moved or necessarily arise in the course of the proceedings, and to announce the result.

To order a division in order to determine with certainty the result of a vote, when this is demanded by any member and in all cases of real doubt.

To restrain the members within the proper limits of debate as prescribed by usage and the rules of decorum (see Chapter XIII), and at all times to maintain order and to enforce the rules, special or general.

To decide by his rulings, subject to appeal to the assembly, all questions of order which arise (see Sec. 78); and to inform the assembly, when necessary or in answer to any reasonable inquiry, on a point of order or practice.

To name (with the consent of the assembly) a member to act temporarily in his place when he is obliged to vacate the chair, and to appoint members to fill other vacancies when necessary, subject to the rules and will of the assembly; but such appointments terminate with the adjournment of the meeting and, unless authorized by a special rule, require general consent.

To name the members who are to serve on a committee, when directed to do so in a particular case or by rule (see Sec. 57).

To authenticate by his signature, when necessary, the acts, orders, and proceedings of the assembly.

And, in general, to represent and stand for the assembly, declaring its will and in all things obeying implicitly its commands.

15. Conduct of the Presiding Officer. — In large assemblies, and those very formally conducted, it is customary for the presiding officer to stand when stating a motion or putting it to vote; in small assemblies, and in committees, he more commonly