

DUTIES OF THE OFFICERS.

All Clerks, Officers and Employees shall be prompt in their attendance at each opening of the House, and shall remain at their several posts during the entire sitting of the House, ready to render any service, in accordance with their several duties.

No Clerk, Officer, or employee shall be absent at *any time* during the sittings of the House, unless by permission of the Speaker, nor absent himself from the service of the House unless by permission asked (in writing) and obtained from the House during its sitting.

Upon proper information and just complaint, the Speaker is authorized to suspend any Clerk, Officer or Employee, and shall report the fact to the House at its then or next sitting.

THE CHIEF CLERK

Shall keep the minutes of proceedings in the House, and make out, subject to the control of the Speaker, the Journal of said proceedings, in readiness for the same to be read at the next meeting of the House. He shall also prepare an index to the Journal and Laws at the end of each session, and deliver them to the printer of the House within thirty days after the close of the session.

He shall keep the files of the House, preserving all petitions and other papers belonging to the archives.

He shall keep a book in which are entered numerically, the titles of all bills and joint resolutions, opposite which are entered, as they occur, all proceedings of the House thereon; also, all proceedings of the Senate as they are reported to the House.

He shall place appropriate endorsements upon all papers presented to the House, and after entering the same in books kept for that purpose, send to the Printer of the House such as are to be printed, and to the appropriate committees such as are referred without printing.

He shall convey all messages from the House to the Senate, preceded by the Sergeant-at-Arms.

He shall receive all messages from the Senate, when presented by that body.

He shall receive from members the drafts of bills intended to be presented by them to the House; have them copied in bill form, and returned to the desks of the members, with the original, in the order in which they are presented to him.

He shall every morning arrange agreeably to seniority, all Joint resolutions which have been once read, and are entitled to a second reading, and all bills which have been once