STANDING ORDERS 112-118

OFFICERS OF THE HOUSE

The Clerk of the House

112. The Clerk of the House is responsible for the safekeeping of all the papers and records of the House, and has the direction and control over all the officers and clerks employed in the offices, subject to such orders as he or she may, from time to time, receive from the Speaker of the House.

(1951 SO 98)

List of reports, etc.

113. It shall be the duty of the Clerk to make and cause to be printed and delivered to each Member at the commencement of every session of Parliament, a list of the reports or other periodical statements which it is the duty of any officer or department of the Government, or any bank or other corporate body to make to the House.

(1951 SO 100)

Work completed

114. It shall be the duty of the officers of the House to complete and finish the work remaining at the end of the session.

(1951 SO 101)

Journals

115. A copy of the Journals of the House, certified by the Clerk, shall be delivered after each major adjournment of the House to His or Her Honour the Lieutenant-Governor and to the Legislative Librarian.

(1951 SO 24 R&S 1999)

Law Clerk

116. It shall be the duty of the Law Clerk of the House to assist Members of the House and deputy heads in drafting legislation; to supervise the printing and arrangement and extending of the statutes year by year as they are issued at the close of each Parliamentary Session; to revise, print, and put marginal notes upon all Bills; to revise before the Third Reading all amendments by select committees, or in committees of the whole; and to report to the several chairpersons of the various select committees, when requested to do so, any provisions in Private Bills which are at variance with general Acts on the subjects to which such Bills relate or with the usual provisions of private Acts on similar subjects and provisions deserving of special attention.

(1951 SO 102)

Sergeant-at-Arms

117. (1) The Sergeant-at-Arms is responsible for the safekeeping of the Mace, and of the furniture and fittings of the House.

(2) The Sergeant-at-Arms serves all orders of the House upon those whom they may concern. He or she preserves order in the galleries, corridors and other parts. He or she is responsible for the movable property belonging to the House.

(3) The Sergeant-at-Arms has the direction and control over all constables, messengers, pages and other such employees subject to such orders as he or she may receive from the Clerk, the Speaker or the House.

(1951 SO 103)

Hours of attendance

118. The hours of attendance of the respective officers of the House, and the extra clerks employed during the session, shall be fixed from time to time by the Speaker.

(1951 SO 104)