

**18** (1) The Clerk shall, on instructions of the Speaker, draw up the order of business for each sitting.

(2) Any item of business standing on the Order Paper on any particular day which has not been completed or reached on the interruption of business under the relevant provision of these Rules, shall be placed on Order Paper for the next sitting in such order as the Speaker may decide.

(3) The Clerk shall send to each Member a copy of the order of business for each sitting.

(a) In the case of the first sitting of a meeting at least two days before the sitting.

(b) In case of any other sitting, at least one hour before the sitting.

(4) The Clerk shall keep a book to be called Order Book in which he or she shall enter and number in succession all matters intended for discussion at each meeting.