

TORONTO LOCAL COUNCIL OF

II.—DUTIES OF OFFICERS.

1. The President, or, in her absence, one of the elected Vice-Presidents, shall preside at all meetings of the Local Council and its Executive. She shall take a general supervision of all its work.

2. One of the elected Vice-Presidents of the Local Council shall act in the absence of the President, or the Executive may appoint an Acting President.

3. The Recording Secretary shall keep a correct record of all meetings, and of all motions and resolutions, shall prepare an order of business for each meeting, and attend to all printing. She shall also present a full report of the year's proceedings at the Annual Meeting.

4. The Corresponding Secretary shall have charge of all correspondence, read the roll call, and keep a correct list of all affiliated societies and their authorized representatives.

5. The Treasurer shall receive, collect, and hold all moneys of the Council, disbursing the same by order of the President. She shall pay out all accounts by means of cheques, and shall have her book audited by an auditor appointed by the Council before presenting her Annual Report. All subscriptions and fees shall be acknowledged by official receipt, signed by the Treasurer.

III.—ELECTION OF OFFICERS.

1. Nomination papers for the officers of the Local Council shall be sent out by the Executive to each affiliated society and institution two months before the Annual Meeting, and shall be returned by them within three weeks after receipt to the Corresponding Secretary, filled in in accordance with the instructions of each affiliated society or institution.

2. Nominations for officers of the Local Councils may be made by each affiliated society or institution, and by the Executive Committees of Local Councils, but not by individual officers of the same.

3. The election of officers shall be by ballot.

4. The Corresponding Secretary shall make a list of all nominations received, and shall send a copy of such list to each officer, affiliated society, and institution of the Local Council, one month before the Annual Meeting, in order that each affiliated society or institution may be able to instruct its delegates to vote for the candidates which it prefers.

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