

2. He shall at each meeting of the Governors read the proceedings of the last meeting.

3. Through him all communications, of whatsoever nature, shall be made to the Governors, and by him from the said Governors to the public, or any department of the Hospital.

4. He shall immediately after the election of the Governors or other Officers of the Hospital, give notice thereof in writing to the different persons so elected.

5. He shall furnish to the Governors at their Annual Meeting, a report of their proceedings during the past year.

7. One day previous to each and every meeting of the Governors, it shall be his duty to send notice of the time and place of such meeting to each Governor, stating the purpose of the meeting.

8. If an extraordinary meeting be appointed to consider of any charge or complaint preferred against any Governor or Officer, or the Steward or the Matron, he shall give notice thereof in writing with a copy of the said charge or complaint to the party or parties complained of, and to the party or parties complaining.

9. He shall, seven days before any election of Governors, hang up a notice in the Committee Room of the Hospital, and shall state therein the names of the persons qualified to be elected, as well as those who are qualified to be the electors.

10. He shall keep the necessary books for entering all the transactions of the Governors.

11. On the first Tuesday of April, in each and every year, the Secretary shall send the following monitory letter to each and every person, whose subscription shall then be in arrear:

MONTREAL GENERAL HOSPITAL,  
day of

185

SIR,—I am to acquaint you that it appears by the Collector's list that your subscription of \_\_\_\_\_, has not been paid for the present year; it is therefore the request of the Governors that you will please to pay the same to \_\_\_\_\_, our Collector for your district of \_\_\_\_\_ the City and excuse this application which is only meant to inform you that your subscription is now in arrear, as is usually done by other Hospitals in like cases.

By order of the Governors,

12. The Secretary shall lay on the table, in the Committee Room, at every meeting of Governors, the journal or minutes of their proceedings, the case book of the Medical Board, if there be one, the book containing the minutes of the visiting Governors, and any other document relating to the affairs of the Corporation which they may require.