

## CHAPTER VI.

**Of the Secretary.**

1 The Secretary shall attend at all meetings of the Directors, and annual meetings of the subscribers, take minutes of the proceedings of each of those meetings, and transcribe the same into a book.

2 He shall at each meeting, as aforesaid, read the proceedings of the former meeting.

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

4 He shall publish in such of the city papers as will insert the same gratuitously, the names of the Visiting Directors, clergymen and medical officers for the week.

5 He shall furnish the Directors at the annual meeting of the Subscribers a report of their proceedings during the past year.

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

7 He shall summon the Directors to attend all meetings as before provided, and also notify weekly Visiting Directors and clergymen in their due rotation.

8 If an extraordinary meeting be appointed to consider any charge or complaint against any Director or officer, the Steward or 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 the annual meeting of the Subscribers for the election of Directors, hang up a notice in their Hall, stating therein the names of the persons qualified to be elected, as well as of those who are qualified to be the electors.

10 The Secretary shall lay on the table in the Directors' Room at the monthly meetings the journals or minutes of their