- 3rd. The 1st Directress, or, in her absence, the 2nd or 3rd, shall place all resolutions before the meeting, declare the decision to the Secretary, and if an equality of votes occur, give the casting one, in addition to her vote as member of Board.
- 3. As soon as the meeting is opened (when a quorum is formed) all conversation, not addressed to the presiding Lady, shall be pronounced by her to be out of order, and stopped.
- 4. Ladies not attending at the usual monthly meeting shall, previously to the same, notify their inability to attend to the Secretary; and, except in cases of illness, or absence from the city, any lady allowing three of these meetings to pass without being present, shall have her name struck off the list of the Managing Committee.
- 5. The 1st Directress, or, in her absence, the 2nd or 3rd, shall preside at the monthly meetings; audit and sign the accounts presented to her by the Treasurer for that purpose; propose and declare the resolutions, and sign the minutes of each preceding meeting.
- 6. The Treasurer shall receive and take charge of all moneys belonging to the Institution, as well as the children's fees, keeping accounts of the same. All accounts shall be brought by her before the meeting of the Managers every month, to be signed by the 1st Directress, or, in her absence, the 2nd or 3rd.
- 7. The Secretary shall conduct all the correspondence, keep account, as far as practicable, of all the children in the Institution—giving a general report thereof at the monthly meeting, at which she shall regularly attend, but never be called upon to preside, minute the proceedings, and take the names of the ladies present.
- 8. A Committee of seven shall meet every Tuesday morning at 11 o'clock, consisting of the 1st Directress, Treasurer, and Secretary, the two visitors of the previous week, and the two of the current week, when the said visiting ladies shall report their experience of the past. On these occasions three shall form a quorum.
- 9. The members of the Committee shall be appointed by the Secretary to visit the Home daily each week, ascertain from the Matron the behaviour of the children, as well as whatever may be requisite for them and for the house, and report the same at the regular weekly meetings. They shall also enter their names in the Visitors' Book, The 1st Directress, Treasurer, and Secretary, shall not be of the number of the daily visitors.
- 10. Any manager may admit applicants up to the age of fourteen, with the doctor's certificate insuring them to be free of disease.