Registry shall meet at the place designated by the Board of Supervisors of Elections and shall proceed to make a general registration of all the voters in its precinct; the proceedings of each Board of Registry shall be as follows: 1. They shall open the registry at 8 o'clock A. M. on each of said days and continue in session until 8 o'clock P. M.; one of the officers of registration shall administer to all persons who shall personally appear to register the following oath or affirmation: "You do solemnly swear (or affirm) that you will fully and truly answer all such questions as shall be put to you touching your place of residence, name, birth, your qualification as a voter and your right as such to register and vote in Frederick City under the laws of the State of Maryland." 2. The two officers of registration shall make the entries required by this sub-title in the two registry books. 3. The name and age of every applicant shall be entered in such registry books and all the facts of his application shall be therein stated as herein provided, whether he be entitled to vote or not. If it shall be determined by the Board that he is not a qualified voter in said precinct, then an entry shall be made in the appropriate column "No" and a line be drawn in red ink through his name and through all other entries on the line on which his name is written, but so that the name and entries shall remain legible; and if qualified an entry shall be made in said column "Yes." 4. Any person who has never been convicted of any infamous crime either in this State or elsewhere, and any person who may have committed any infamous crime but who has been subsequently pardoned for such offense, possessing the qualifications as prescribed by Section 325 of this Article, shall be entitled to be registered and to vote at all municipal elections hereafter held in said City of Frederick. headings to the registry books shall be so prepared that the registry shall be made alphabetically according to the surname of each person applying, and so that the residence and postoffice address of such person shall appear in the first column; the registers shall be ruled and one name shall be written on each line, but no name or names shall be written between lines; the entries shall be made as follows: (a) Under the column "Residence and postoffice address," the name and number of the street, avenue or other location of the dwelling, if there be a definite number, and if there shall not be a number, or if there shall be duplicate numbers, such clear and definite description of the place of such dwelling as shall enable it to be readily ascertained; if there shall be more than one house at the number given by the applicant as his place of residence, it shall be stated in which house he resides, and if there be more than one family residing in said house, either the floor on which he resides or the number or location of the room or rooms occupied by him shall be stated; every floor below the level of the street or ground being designated as the basement; the floor upon or above such level being designated as the first floor and each floor above that as the second or such other floors as it may be. (b) Under the column "Name," the name of the applicant, writing the surname first and full given or Christian name after. (c) Under the