

ORDINANCE NO. 3

AN ORDINANCE CONCERNING THE DUTIES OF THE CITY CLERK

Be it ordained by the Mayor and Councilmen of the City of Haven:

Section 1. That before entering upon the duties of his office the clerk shall take and subscribe an oath of office in the usual form and shall make and execute a bond in the sum of \$200, with two or more sureties to be approved by the council, conditional for the faithful performance of his duties.

Section 2. The city clerk shall attend all meetings of the city council and record their proceedings in a book to be provided for that purpose, and to keep all accounts and books appertaining to his office, record all ordinances passed by the council in an ordinance record book, and in connection with the mayor shall attest all the ordinances upon their passage. At the first regular meeting of the council in each year a detailed statement of all the receipts and expenditures of money belonging to the city and of all the debts due to and from the city up to the 31st day of March.

Section 3. He shall file and safely keep all official bonds of the city officers, except that of the city clerk, and do and perform all and singular each and every act required of him by the ordinances or by the mayor or council.

Section 4. This ordinance to be in full force and effect from and after its publication.

Approved July 22, 1901

C. W. Astle, Mayor

(Attest:)

A. L. Hartzler, City Clerk