



See Ord. #24-2011 Adopted Nov. 28, 2011

CHAPTER 2: ADMINISTRATION

ARTICLE 8: TOWN CLERK

2-8-1	Appointment	44
2-8-2	Oath of Bond.....	44
2-8-3	Duties	44



CHAPTER 2: ADMINISTRATION

ARTICLE 8: TOWN CLERK

2-8-1 Appointment

The Board of Trustees, at its first meeting after each regular election, shall appoint some qualified person as Town Clerk. In case a vacancy should occur in the office of Clerk, the Board shall appoint a Clerk for the unexpired term.

2-8-2 Oath of Bond

Before entering upon the duties of the office, the Town Clerk shall take an oath or affirmation of office, and furnish a surety bond in the amount of Ten Thousand Dollars (\$10,000), conditioned upon the faithful discharge of his or her duties as Town Clerk. In the event the Town Clerk shall occupy more than one office, both of which must be bonded, one bond shall be sufficient for both.

2-8-3 Duties

The Town Clerk shall perform the following duties:

- (A) He shall be the Clerk of the Board and shall attend all meetings of the Board and shall keep a permanent journal of its proceedings.
- (B) He shall be the custodian and archivist of all the Town's records and such records shall be open at all reasonable times for inspection by electors of the Town.
- (C) He shall certify by his signature all Ordinances and Resolutions enacted or passed by the Board.
- (D) He shall be the Clerk of the Municipal Court and shall attend all Court proceedings and shall keep a record of same and shall carry out the process of the Municipal Judge.
- (E) He shall serve as the Municipal Clerk, keeping all records and carrying out the process prescribed by Colorado Statutes under the Municipal Election Code.
- (F) He shall be a Notary Public by the State of Colorado.
- (G) He shall serve as a Deputy County Clerk and carry out the process of the County Clerk.
- (H) He shall perform such other duties as may be prescribed for him by law or by order of the Mayor of the Town as authorized by the Board of Trustees.