

Chapter 2.28 BOROUGH CLERK

- Sections: 2.28.010 Borough Clerk -- Appointment.
- 2.28.020 Borough Clerk.
- 2.28.030 Additional Duties of the Clerk.
- 2.28.040 Acting Clerk.

2.28.010 Borough Clerk -- Appointment. There shall be a Borough Clerk who shall be appointed by the Borough Manager, subject to the approval of the Borough Assembly.

2.28.020 Borough Clerk.

A. The Borough Clerk shall:

1. Attend meetings of the Assembly and its boards and committees as required and keep the journal;
2. Assure that notice and other requirements for public meetings are complied with and assure that public records are available for public inspection as required by law;
3. Act as the parliamentary advisor to the Assembly;
4. Take oaths, affirmations, and acknowledgements as necessary;
5. Maintain an indexed file of all permanent Borough records, provide for codification of ordinances and authenticate or certify records as necessary;
6. Administer all Borough elections;
7. Have custody of the official Borough seal;
8. Manage Borough records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary, subject to the provisions of Section 2.76.030 of this Code;
9. Prepare agendas and agenda packets as required by the Assembly;
10. Assure that the Borough complies with 42 U.S.C. 1971-1974 (Voting Rights Act of 1965, as amended); and
11. Perform other duties required by law, the Borough Manager or the Assembly. Yakutat Borough Code December 2022

B. The Assembly may combine the office of Clerk with that of Finance Director. If the offices are combined, the Clerk-Finance Director shall, as required of the Finance Director, give bond to the Borough for the faithful performance of his duties as Clerk-Finance Director.

2.28.030 Additional Duties of the Borough Clerk.

A. The Clerk shall furnish each member of the Assembly, including the Mayor, with a copy of the meeting agenda in a packet form and will post the agenda list in at least three public places forty-eight hours in advance of the Assembly meeting, excluding Saturdays, Sundays and holidays.

B. The Clerk shall record and certify all actions of the Assembly.

C. The Clerk shall give to the proper officials ample notice of the expiration or termination of any term of office and, when necessary, the conditions or requirements of all bonds, franchises, contracts or agreements.

D. The Clerk shall be the registrar of the Borough and shall be responsible for the calling and supervision of all Borough elections, unless otherwise provided by law.

2.28.040 Acting Clerk. In the case of the temporary absence or disability of the Borough Clerk, the Borough Manager may appoint an assistant Borough Clerk, with all the powers and obligations of the Borough Clerk. The assistant Borough Clerk shall be duly qualified. The assistant Borough Clerk shall, in all cases, sign all documents in the name of the Borough Clerk, subscribing his personal signature as assistant Borough Clerk.