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City Clerk's Office

CITY OF AMESBURY IN THE YEAR TWO THOUSAND TWENTY-THREE

SPONSORED BY: _____ **BILL No.** 2023-049
Councilor Nicholas Wheeler (REVISION #1 - 6/15/23)

An Ordinance Relative the Office of City Clerk and ~~Assistant City Clerk~~

Summary: This Ordinance will amend Section 132 of the Amesbury Municipal Code to update the job description of the City Clerk, ~~and to Clarify the duties of the Assistant City Clerk.~~

Be it Ordained by the City Council of the City of Amesbury assembled and by the authority of the same, as follows:

1. That the Amesbury Municipal Code is hereby amended as follows:

a. Section 132-2(C) is deleted and replaced with the following section:

(C) Serving as the Chief Election Officer for the City with full responsibility for all election activities, including:

- (1) Serving as ex-officio member and Clerk of the Board of Registrars supervising the registering of voters, the activities of election officials, and the conduct of elections in the City.
- (2) Assisting with preparation and implementation of all aspects of elections including, but not limited to: overseeing polling sites, preparing ballots, and voting list, managing voting equipment and supplies, and preparing and reporting official election results to the state as required by law.
- (3) Preparing voting lists and related functions using Massachusetts Central Voter Registration Information System (VRIS) as outlined by state law.

b. Section 132-2(D) is deleted and replaced with the following section:

(D) Serving as Registrar of Vital Statistics for the City with full responsibility for all associated activities, including:

- (1) Recording births, marriages, deaths, and affidavits/amendments;
- (2) Serving as custodian of City records and issuing certified copies of same;
- (3) Recording and issuing certified copies of births, deaths, and marriages;
- (4) Submitting reports to the state and other authorities as required;
- (5) Assisting the public in conducting genealogical research, using such records.

c. By adding the following new sentence immediately after Section 132-2(F)(2):

- (3) Providing guidance to the City Council when requested regarding its internal rules and procedures.

d. Section 132-2(I) is deleted and replaced with the following sections:

(I) Recording and filing applications, maps, and decisions of the Planning Board. Recording and maintaining files on preliminary and definitive subdivision plans; receiving and recording decisions of the Zoning Board of appeals and all appeals to such decisions.

(J) Administering the Annual City Census; being responsible for the updating, printing, and mailing of the census; preparing the annual street list.

(K) Receiving and filing meeting notices of all City boards and committees.

(L) Serving as keeper for the Official Seal of the City; administering oaths as necessary to all elected officials, appointed members of boards and committees, and police and fire department personnel. Coordinating the distribution of materials on ethical standards and ensuring that all City employees including boards and committees meet their requirements of testing on ethics.

(M) Preparing and overseeing the budget for the City Council, City Clerk's office and Elections Departments. Purchasing all office supplies and equipment, as needed; processing all bills for payment.

(N) Receiving and implementing new legislation concerning the functions of the City Clerk's office.

(O) Preparing the Annual Report for the City Council, the City Clerk and the Elections Departments for inclusion in the Annual City Report.

(P) Preserving City records.

(Q) Performing similar or related work as required.

~~e. A new Article IV is created within Chapter 132 following Section 132-18, and shall read as follows:~~

~~Article IV – Assistant City Clerk~~

~~§ 132-19 Office established; appointment; oath; removal.~~

- ~~1. The office of assistant city clerk is hereby established. The assistant city clerk shall be appointed by the city clerk, but such appointment shall be subject to the approval of the city council. The assistant city clerk shall be sworn to the faithful discharge of the duties of the office, and may be removed at any time by the city clerk with the approval of the city council.~~

~~§ 132-20 Duties.~~

- ~~2. It shall be the duty of the assistant city clerk to assist the city clerk in the performance of the duties of their office and, in the absence of the city clerk, to do and perform all duties pertaining to the office of city clerk.~~

2. This ordinance shall take effect upon passage.