

ORDINANCE No. 3.

An Ordinance in Relation to the Election of City Clerk and His Duties.

Be it Ordained by the Board of Aldermen of the City of St. Mary, as follows:

SEC. 1. City Clerk to be Elected, etc.—At the first regular meeting of the Board of Aldermen, after a general election, there shall be elected by said Board a city clerk, who shall possess the qualifications required of other city officers, shall take the oath of office, and give bond as required by ordinance. The city clerk shall enter upon the discharge of his duties on the 4th Monday in May after his election.

SEC. 2. Duties of the City Clerk.—The city clerk shall keep the regular minutes of the proceedings of the Board, and shall seasonably record the same in a journal kept for that purpose, and the yeas and nays of the members on any question shall be entered thereon at the desire of any two members thereof. He shall take care that all the records and seal belonging to the city and entrusted to him are safely and properly kept; charge the Marshal with all fines reported by the Mayor, in a book kept for that purpose, and generally

perform all duties required of him by Ordinance, or the order of the Board of Aldermen.

SEC. 3. Clerk to make out Tax-Book -Collector to Pay over Money, etc.—When the Board of Aldermen shall fix the rate of taxation, the clerk of the Board shall cause to be extended in appropriate columns, opposite each item of taxable property, on a copy of said abstract, to be by the said clerk entered in a book to be known as the tax book of said city, the amount of taxes, whether general or special, due thereon, and charge the collector with the full amount of such taxes levied and to be collected, together with all licenses of every kind to be collected, and it shall be the duty of said collector to pay into the treasury weekly all moneys collected by him, taking duplicate receipts therefor, one copy of which he shall file with the clerk; and it shall be the duty of such clerk to report to the Mayor any failure of the collector to deposit the weekly collections as herein provided.

SEC. 4. This Ordinance to take effect and to be in force from and after its passage.

Passed and approved July 15th, 1892.

E. S. LAWBAUGH, Mayor.

Attest: H. G. ROSEMAN, City Clerk.