

Chapter 45
TOWN CLERK

§ 45-1. Town Meeting duties.

§ 45-2. Keeping of files and documents; index.

§ 45-3. Notification of officers.

[HISTORY: Adopted as Art. 7, Sections 1, 2 and 3, of the revised bylaws of Halifax. Amendments noted where applicable.]

§ 45-1. Town Meeting duties.

The Town Clerk shall provide, for use at each Town Meeting in accordance with the provisions of these bylaws, a voting list and ballots, which shall be divided into two (2) sections by a perforation and shall have the word "yes" printed in one section and the word "no" on the other, each in letters approximately one-half (1/2) inch high.

§ 45-2. Keeping of files and documents; index.

He shall keep a file of all contracts, plans, copies of rules and regulations and other documents relating to the affairs of the town which come into his custody. He shall suitably index all the records of the town in his custody in a manner convenient for reference and examination.

§ 45-3. Notification of officers.

It shall be the duty of the Town Clerk to immediately notify, in writing, all officers and members of committees that may be elected or appointed at any Town Meeting, stating the name of the office or committee and the business upon which they are to act or duties which they are to perform.