

**HOUSE BILL NO. 128**

IN THE LEGISLATURE OF THE STATE OF ALASKA

SEVENTEENTH LEGISLATURE - FIRST SESSION

BY REPRESENTATIVES C.DAVIS, Ellis, Taylor, Koponen, Navarre, Hudson, B.Davis

Introduced: 2/8/91

Referred: Community and Regional Affairs, Judiciary

**A BILL****FOR AN ACT ENTITLED**

1 "An Act relating to the offices of municipal clerk and clerk-treasurer."

2 **BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:**3 \* **Section 1.** AS 29.20.360 is amended to read:

4           Sec. 29.20.360. **APPOINTMENT OF OFFICIALS.** Unless otherwise provided by  
5 ordinance, the [MUNICIPAL CLERK,] attorney, treasurer, and police chief are appointed by the  
6 chief administrator. Unless otherwise provided by ordinance, an official described in this section  
7 serves at the pleasure of the appointing authority and, if appointed by the chief administrator,  
8 must be confirmed by the governing body.

9 \* **Sec. 2.** AS 29.20.360 is amended by adding a new subsection to read:

10           (b) The governing body may by ordinance combine the office of municipal clerk with  
11 that of treasurer. If the offices are combined, the clerk-treasurer shall, as required of the  
12 treasurer, give bond to the municipality for the faithful performance of the duties as clerk-  
13 treasurer. The governing body shall appoint the clerk or clerk-treasurer by majority vote of its  
14 membership. Unless specifically provided otherwise in a written employment contract, the clerk

1 or clerk-treasurer holds office at the pleasure of the governing body.

2 \* Sec. 3. AS 29.20.380 is repealed and reenacted to read:

3 Sec. 29.20.380. POWERS AND DUTIES OF THE MUNICIPAL CLERK. The  
4 municipal clerk shall

5 (1) attend meetings of the governing body and its boards and committees as  
6 required and keep the journal;

7 (2) have custody of the official municipal seal;

8 (3) assure that notice and other requirements for public meetings are complied  
9 with and assure that public records are available for public inspection as required by law;

10 (4) manage municipal records and develop retention schedules and procedures for  
11 inventory, storage, and destruction of records as necessary;

12 (5) maintain an indexed file of all permanent municipal records, provide for  
13 codification of ordinances, and authenticate or certify records as necessary;

14 (6) prepare agendas and agenda packets as required by the governing body;

15 (7) administer all municipal elections and assure that federal and state election  
16 laws are complied with;

17 (8) take oaths, affirmations, and acknowledgements as necessary;

18 (9) act as the parliamentary advisor to the governing body;

19 (10) perform other duties required by law or by the governing body.

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