

NORTHWEST ARCTIC BOROUGH ASSEMBLY
ORDINANCE 20-05

FAILED
4/28/2020
SA

AN ORDINANCE OF THE NORTHWEST ARCTIC BOROUGH ASSEMBLY AMENDING THE BOROUGH CODE FOR THE BOROUGH CLERK, AND FOR RELATED PURPOSES.

WHEREAS: Sections 2.16.010 - .030 of the Borough Code set forth the duties of Borough Clerk; and

WHEREAS: the Assembly wishes to change the structure of the Borough Clerk.

NOW THEREFORE BE IT ENACTED: by the Northwest Arctic Borough Assembly as follows:

Section 1: Chapter 2.16 of the Borough Code is amended as follows with additions indicated by underlining in bold and deletions by ~~strikethrough~~ in bold:

2.16.010 Borough clerk.

A. **The borough clerk shall be appointed by the mayor and confirmed by the Assembly. The borough clerk shall be supervised by the assembly president.**

B. The borough clerk shall:

- 1.** ~~**A.**~~ Give notice of the time and place of assembly meetings to the assembly and to the public;
- 2.** ~~**B.**~~ Attend assembly meetings and keep the journal;
- 3.** ~~**C.**~~ Arrange publication of notices, ordinances and resolutions;
- 4.** ~~**D.**~~ Maintain and make available for public inspection an indexed file including the municipal ordinances, resolutions, rules, regulations and codes;
- 5.** ~~**E.**~~ Attest deeds and other documents;
- 6.** ~~**F.**~~ Perform other duties specified in this title or prescribed by the mayor or by the assembly. (Code 1986 § 2.28.020)

2.16.020 Borough clerk – Additional duties.

A. The borough clerk shall record and certify all actions of the assembly.

- B. The borough clerk shall have the power to administer all oaths required by law.
- C. The borough clerk shall be custodian of the borough seal and the official records of the borough.
- D. The borough 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.
- E. The borough 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. (Code 1986 § 2.28.030)

2.16.030 Acting clerk.

- A. In case of the temporary absence of the borough clerk, the assembly may appoint an acting borough clerk, with all the powers and obligations of the borough clerk. The acting borough clerk shall be duly qualified.
- B. The acting borough clerk shall in all cases sign all documents in the name of the borough clerk, subscribing his personal signature as acting borough clerk. (Code 1986 § 2.28.040)

Section 2: This Code Ordinance shall be effective upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____ 2020.

Nathan Hadley, Jr., Assembly President

PASSED AND APPROVED THIS ____ DAY OF _____ 2020.

Lucy S. Nelson, Mayor