

ORDINANCE NO. 226

AN ORDINANCE pertaining to the duties of the Town Clerk-Treasurer.

WHEREAS, the Town Council of Yacolt, Washington, are in regular session this 7<sup>th</sup> day of July, 1981; and

WHEREAS, the members of the Town Council have had notice of the time, place and purpose of the meeting of said council; now, therefore,

BE IT ORDAINED THAT THE TOWN COUNCIL OF YACOLT, WASHINGTON, have requested that the provisions of RCW 35.27.220 and RCW 35.27.230 be set forth herein as statutory duties and obligations of the Town Clerk:

Section 1:

Town Clerk - Duties. RCW 35.27.220 provides as follows:

"The town clerk shall be custodian of the seal of the town. He/she may appoint a deputy for whose acts he/she and his/her bondsmen shall be responsible; he/she and his/her deputy may administer oaths or affirmations and certify to them, and may take affidavits and depositions to be used in any court or proceeding in the state.

He/she shall make a monthly statement in writing showing the receipts and expenditures of the town for the preceding month and the amount remaining in the treasury.

At the end of every fiscal year he/she shall make a full and detailed statement of receipts and expenditures of the preceding

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year and a full statement of the financial condition of the town which shall be published.

He/she shall perform such other services as may be required by statute or by ordinances of the town council.

He/she shall keep a full and true account of all the proceedings of the council."

Section 2:

Records to be kept by Clerk. RCW 35.27.230 provides as follows:

"The proceedings of the town council shall be kept in a book marked 'records of council.'

The Town Clerk shall keep a book marked 'town accounts,' in which shall be entered on the debit side all moneys received by the town including but not limited to proceeds from licenses and general taxes and in which shall be entered on the credit side all warrants drawn on the treasury.

He/she shall also keep a book marked 'marshal's account' in which he/she shall charge the marshal with all licenses delivered to him and credit him with all money collected and paid in.

He/she shall also keep a book marked 'treasurer's account' in which he/she shall keep a full account of the transactions of the town with the treasurer.

He/she shall also keep a book marked 'licenses' in which he/she shall enter all licenses issued by--the date thereof, to whom issued, for what, the time they expire, and the amount paid.

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Each of the foregoing books, except the records of the council, shall have a general index sufficiently comprehensive to enable a person readily to ascertain matters contained therein.

He/she shall also keep a book marked 'demands and warrants' in which he/she shall enter every demand against the town at the time of filing it. He/she shall state therein the final disposition of each demand and if it is allowed and a warrant drawn, he/she shall state the number of the warrant and its date. This book shall contain an index in which reference shall be made to each demand."

Section 3.

Minutes.

There is no statutory requirement that minutes be read and approved by the council as a whole. But it is required that the clerk keep a record of all proceedings in a book marked 'records of council,' and the approval of the minutes recorded in this journal of proceedings constitutes a legal recognizable review and confirmation of the official record of proceedings of the town council legislative body.

If, at any meeting, the minutes of more than one previous meeting have not yet been approved, those of the earlier meeting should receive initial attention.

The minutes should be written by the Clerk, on the basis of notes taken by him/her at the meeting. Such minutes should contain:

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- 1) The type of meeting (regular or special) and whether it is an adjourned or recessed meeting being continued;
- 2) The date, time and place of the meeting;
- 3) The names of legislative body members present and that of the presiding officer;
- 4) All motions (except those withdrawn), whether sustained or not, the names of their make and seconder; and,
- 5) A complete and objective account of all business discussed, actions taken, and the results of such actions.

As a general rule, actual discussion or debate should not be reported, but the minutes should include such other matters as orders of the council, approval of the minutes of previous meetings, the results of votes, and summaries of reports (or full copies if so ordered by the council). The clerk, upon request of any council members, must take and enter in the journal the ayes and naves on any question.

Notes of minutes should be kept in a special notebook and should not be discarded after having been organized into a more concise statement or record in the permanent minute book or journal. Customarily, the presiding officer and clerk sign the meeting mintues after approval of the minutes by the council.

PASSED by the following votes:

Ayes: Councilmembers

*Kathryn J. Tester, Harold M. Maki, Jeannette C. Tester, Howard Carson*



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Nayes: Councilmembers none

Absent: Councilmembers none

Attest: Howard Cahoon & Jeanette C. Tester  
Harb Nable Kathryn S. Tester  
Inez Cahoon

Inez Cahoon, Town Clerk

Mayor Emily Jones