

Chapter 6

CITY CLERK*

Sec. 6-1. Notification of officers and boards of certain orders of city council.

The city clerk shall notify the comptroller of accounts and the collector-treasurer of all orders passed by the city council authorizing appropriations, assessments, apportionments or abatements, and also all boards and officers of all orders appropriating money to be expended by them, or directing or authorizing the doing of anything, or in any way affecting their powers, immediately after such orders are approved by the mayor or are otherwise in force. (Rev. Ords. 1973, § 2-85)

Cross reference—City council, Ch. 4

Sec. 6-2. Disposition and account of money received.

The city clerk shall pay over to the collector-treasurer monthly all money and fees received by the city clerk, accompanied by a statement of the purposes for which they were received, taking the collector-treasurer's receipt therefor, and shall also render to the comptroller of accounts a statement thereof. (Rev. Ords. 1973, § 2-86)

Sec. 6-3. Record of street acceptances.

The city clerk shall keep a book, with proper index, showing the names of all streets, ways and sidewalks which have been or may be accepted or laid out, with the date of the laying out or acceptance, and the width and the alterations made from time to time. (Rev. Ords. 1973, § 2-87)

Cross reference—Streets and sidewalks, Ch. 26

Sec. 6-4. Bond.

The city clerk shall give bond, with sufficient sureties, to be approved in writing by the mayor, for the faithful performance of the clerk's duties. (Rev. Ords. 1973, § 2-88)

State law reference—Bond of clerk, G.L. c. 41, § 13A

Sec. 6-5. Petitions; cost of notice.

Before notice of a hearing of the city council pursuant to a petition is given, the petitioner shall deposit with the city clerk a sum of money sufficient to pay the expense of such notice. (Rev. Ords. 1973, § 2-89)

Sec. 6-6. Administration of Elections.

(a) In addition to exercising the duties and responsibilities of city clerk, the city clerk shall also serve as the administrative director of the board of election commissioners and in that capacity shall:

- (1) Provide administrative and operational support to the board of election commissioners established pursuant to G.L. c. 51, sec.16A and sec. 8-6 of the City charter;

* **Charter reference**—City clerk generally, § 2-7

Cross references—City collector-treasurer, Ch. 2, Art. III, Div. 2; comptroller of accounts, Ch. 2, Art. III, Div. 3; clerk of the city council, Ch. 4, Art. II.

*(Ord. No. A-68, 12-08-15 changed references to “Board of Aldermen” to “City Council”)

- (2) Perform such duties and responsibilities as may be required or requested by the board of election commissioners in the performance of their duties under G.L. c. 51, sec. 16A and 950 CMR 55.02(12), or as otherwise prescribed to said board by any federal, general or special law;
- (3) Coordinate the services of other city departments for the conduct of any election; and,
- (4) Administer and keep the records of the board of election commissioners.

(b) The city clerk may assign such personnel within the city clerk's office to work in the preparation and administration of elections as he or she deems necessary or advisable to properly perform the duties and responsibilities described in subsection (a) above. (Ord. No. A-22, 05-20-13)