

VIRGINIA ACTS OF ASSEMBLY -- 2003 SESSION

CHAPTER 88

An Act to amend and reenact § 12 of Article IV of Chapter 634 of the Acts of Assembly of 1976, which provided a charter for the City of Poquoson, relating to the city clerk.

[S 1256]

Approved March 16, 2003

Be it enacted by the General Assembly of Virginia:

1. That § 12 of Article IV of Chapter 634 of the Acts of Assembly of 1976 is amended and reenacted as follows:

§ 12. Provisions particularly applicable to city clerk.

The council shall appoint a city clerk, who may also be the city manager for an indefinite term. ~~He~~ *The city clerk, with the consent of the council, may appoint one deputy and such number of assistants as may be provided for by ordinance. The city clerk shall be the clerk of the council, shall keep a record of its proceedings, and either the city clerk or deputy city clerk shall attend all meetings thereof. The city clerk shall have the following duties:*

- A. To be the custodian of the corporate seal.
- B. To give notice of council meetings.
- C. To keep a journal of council proceedings.
- D. To authenticate by his signature and record in full in a book kept for the purpose all ordinances and resolutions.
- E. To prepare all statements for monies owed the city for supplies or services rendered.
- F. *To administer the oath of office to the mayor, councilmen, other officers appointed or elected to positions in the city and to those employees who are required by law to take the oath upon assumption of duties.*
- G. To perform such other duties as may be prescribed or requested by the council.