
A BILL FOR AN ACT

An act to establish a part time deputy clerical position under the Legislative Branch of the Lelu Town Government and to appropriate the sum of \$1,500.00 to fund the deputy clerk and other purposes.

BE IT ENACTED BY THE 11TH LELU TOWN COUNCIL:

1. SECTION 1. Statement of Intent: The purpose and Intent of this Act is clearly stated
2. in its title.
3. SECTION 2. Findings. The 11TH LTC encounters difficulties of maintaining timely
4. records and journal during sessions or meetings due to shortage of staff. Therefore, the
5. 11TH LTC finds it is a necessity to create and establish such position of a part time deputy
6. clerk.
7. SECTION 3. Position Established. There is hereby created one (1) position of a part time
8. deputy clerk for the office of the Lelu Town Council. The deputy clerk shall be a
9. contractual position and shall be incorporated under the office of council fiscal year
10. operation budget.
11. SECTION 4. Hiring Authorized. The Chairman is hereby authorized to recruit and hire
12. a part time deputy clerk subject to the approval by the Mayor and 2/3 of the Council.
13. The hiring shall adhere to the hiring procedure stipulated under section 2.2 and 2.3
14. of the LTC Manual of Administration.
15. SECTION 5. Contract of Employment. It shall be a duty of the Chairman of Council to
16. create the contract of employment and shall be reviewed for consensus by the Mayor
17. and 2/3 of the Council.

ELEVENTH LELU TOWN COUNCIL

FIRST SPECIAL SESSION, 2019

LTD: 11-09

C.B.NO.11-10

1. SECTION 6. Duties and Responsibilities. The responsibilities of the deputy clerk
2. includes records and produce journals during sessions, caucus, Mayor's Message
3. and Chief Justice Message, assist in preparing the council chamber prior to each
4. session, assist in distributing documents, provide legislative materials from the
5. Legislative files, deliver messages to council members and chief clerk during
6. sessions, answering phone calls during sessions, perform other duties as may
7. be assigned by the Council and the chief clerk.

8. SECTION 7. Duty Allowance. The deputy clerk shall receive a part time allowance
9. of \$75.00 dollars per meeting attended specified in section 6 of this act. The duty
10. allowance shall also be prescribed under the contract of employment.

11. SECTION 8. Management of Fund. Any funds obligated for the part time deputy
12. clerk shall be managed, administered, and accounted for in accordance with
13. applicable ordinances.

14. SECTION 9. Appropriation. Under this act , the sum of \$1,500.00 is hereby
15. appropriated from the Lelu Town Treasury to compensate the duties of the part time
16. deputy clerk. The sum shall apportioned as follows:

17.	a) Allowance	\$1,500.00
18.	b) Total	\$1,500.00

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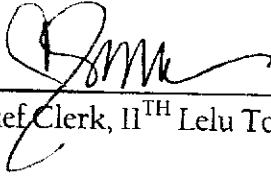
C.B.NO.11-10

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Attested by:



Chief Clerk, 11TH Lelu Town Council

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Osamu M. Nedlic

Chairman, 11TH Lelu Town Council

Date:

04-29-19

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Presley P. Abraham

Date:

5/8/19