

CHAPTER 2  
ARTICLE 9  
CLERK PRO-TEM

Section 2-9-1	Clerk Pro-Tem Definition
Section 2-9-2	Appointment
Section 2-9-3	Oath and Bond
Section 2-9-4	Duties

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2-9-1 Clerk Pro-Tem Definition

He shall be able to perform all the duties of the Clerk under the direction of the Clerk during his absence or inability to act.

2-9-2 Appointment

The Board of Trustees, at its first meeting after each regular election, shall appoint some qualified person as Town Clerk Pro-Tem. In case a vacancy should occur in the office of Clerk Pro-Tem, the Board shall appoint a Clerk Pro-Tem for the unexpired term. (Section 31-4-303, C.R.S. 1973)

2-9-3 Oath and Bond

Before entering upon the duties of the office, the Town Clerk Pro-Tem shall take an oath or affirmation of office, and furnish a surety bond in the amount of Ten Thousand Dollars (\$10,000), conditioned upon the faithful discharge of his or her duties as Town Clerk. In the event the Town Clerk Pro-Tem shall occupy more than one office, both of which must be bonded, one bond shall be sufficient for both.

2-9-4 Duties

The Town Clerk Pro-Tem will be followed through the provisions made under Article 8, Town Clerk 2-8-3 (a) through (l).