

upon receipt thereof, shall file the same, together with the certificate of the oath taken before him by the judges, and shall immediately notify the persons chosen, of their election, in accordance with the return of the judges.

1886, ch. 409.

163. The council shall convene at least once in every month during the year, and as much oftener as may be required.

Ibid.

164. At their first regular meeting after each annual election, and after the qualification of the newly elected members, or as soon thereafter as may be convenient, the mayor, with the advice and consent of the council, shall appoint one person as clerk, one person as collector of taxes, one person as market inspector, and two of the justices of the peace of said town, to act as police justices, and such other officers as may be provided for the conduct and regulation of municipal affairs, except such officers as are hereinafter provided for; and in case of any vacancy or removal of any officer so appointed, the mayor shall fill such vacancy for the unexpired term, with the advice and consent of the council, as hereinabove provided; either of the above named officers shall be subject to removal by a vote of four-fifths of the whole council, or a vote of three councilmen, with the approval of the mayor.

Ibid.

165. The clerk shall keep careful and accurate minutes of the proceedings of the council, and record all ordinances passed in a book to be kept exclusively for that purpose, called the ordinance book; keep all records, papers and documents of the town in his safe custody; issue all licenses and collect or receive the money therefor, and collect all taxes which may be imposed by any ordinance passed in pursuance of the power conferred by section 171; keep an accurate account of all money received by him, and pay over the same as received to the tax collector; and shall make a detailed quarterly report thereof to the mayor and council under oath; he shall file all accounts and claims presented against the town, and whenever any account is approved and passed by the mayor and council, he shall make a record of the same in a book to be kept for that purpose; he shall perform