

sary for the proper performance of their official duties. No ordinance or resolution shall be introduced until reduced to writing and read aloud at the meetings and three affirmative votes with the signatures of those voting in favor thereof shall be affixed to the written ordinance or resolution before it shall become effective. After the passage of any ordinance or resolution it shall be recorded by the Town Clerk and Treasurer in an Ordinance Book to be provided by the town. The minutes of all meetings of the Mayor and Town Council shall be entered in a Minute Book to be provided by the town, and no money shall be expended by the Town Clerk and Treasurer, pursuant to any ordinance, resolution, or order of the Mayor and Town Council until full and complete entry has been made by him in the proper books of record.

SEC. 9. *And be it further enacted*, That there shall be appointed by a majority vote of the Mayor and Town Council, at their first regular meeting after each annual election, or as soon thereafter as possible, a Town Clerk and Treasurer, a Marshal and a Health Officer, who may, at the pleasure of the majority of the Mayor and Town Council, be removed from office and successors appointed, and who shall, in each case, be qualified voters in the elections of said town, and shall qualify by taking the same oath as the Mayor.

SEC. 10. *And be it further enacted*, That the Town Clerk and Treasurer shall attend all meetings of the Mayor and Town Council, shall keep the minutes thereof, shall keep the ordinance book hereinbefore provided for, and shall submit said minutes and said ordinance book to the inspection, in his presence, of any citizen of said town. He shall keep the assessment books, collect all taxes, and receive and pay out all moneys belonging to said town. He shall keep an accurate account of the receipts and disbursements of the Mayor and Town Council of Cheverly and shall render monthly statements to said Mayor and Town Council of such receipts and disbursements and shall submit his accounts to them upon their order for audit. Before said Town Clerk and Treasurer shall enter upon the duties of his office, he shall execute and deliver to the Mayor a bond, at the cost and expense of the town, payable to the Mayor and Town Council of Cheverly in such penalty as the Mayor and Town Council by ordinance shall fix, the sureties to be approved by the Mayor and Town Council and conditioned upon the faithful performance of the