

**Motion for Article 16
Town Clerk from Elected to Appointed Position
(Town Clerk, Town Administrator, Personnel Board)**

Move that the Town vote to amend the Natick Home Rule Charter to change the Town Clerk position from an elected officer to an appointed officer, by:

(a) In Article 3, Section 3-1(a), first sentence delete the words “a town clerk,” from the list of elective officials; and

(b) In Article 3, section 3-5, delete the language as follows:

~~(a) Term of Office— There shall be a town clerk elected for a term of three years.~~

~~(b) Powers and Duties— The town clerk shall be the keeper of vital statistics for the town, the custodian of the town seal, shall administer the oath of office to any person, elected or appointed, who shall apply to him for such purpose, shall issue such licenses and permits as are required by general laws to be issued by town clerks, supervise and manage the conduct of all elections and matters relating to elections, be the clerk of the representative town meeting, keep its records and, in the absence of the moderator, serve as a temporary presiding officer of such body. The town clerk shall have all other powers and duties which are given to town clerks by general laws and he shall have such additional powers and duties as are provided by charter, by by law or by other town meeting vote.~~

(c) and by inserting language in the Natick Home Rule Charter, Article 3, section 3-5 immediately after the deleted language which reads as follows:

Section 3-5 is deleted.

(d) And further, amending the Natick Home Rule Charter by adding a new section 6-5 in Article 6 which reads as follows:

Section 6-5 Town Clerk

(a) Appointment and Qualifications - There shall be a town clerk appointed by the Town Administrator for a term of three years. The town clerk shall be a person especially fitted by experience, education, and training in the subject areas necessary to perform the duties of the office of town clerk.

(b) Powers and Duties - The town clerk shall be the keeper of vital statistics for the town, the custodian of the town seal, shall administer the oath of office to any person, elected or appointed, who shall apply to him for such purpose, shall issue such licenses and permits as are required by general laws to be issued by town clerks, supervise and manage the conduct of all elections and matters relating to elections, be the clerk of the representative town meeting, keep its records and, in the absence of the moderator, serve as a temporary presiding officer of such body. The town clerk shall have all other powers and duties which are given to town

clerks by general laws and he shall have such additional powers and duties as are provided by charter, by by-law or by other town meeting vote, or by the Town Administrator.

(c) Vacancy - If the town clerk is unable to perform his duties because of disability or absence, or if the office is vacant because of resignation, death, or otherwise, the Town Administrator may appoint a temporary town clerk to hold such office and exercise the powers and perform the duties of the town clerk until the town clerk who is disabled or absent resumes his duties, or until another town clerk is duly appointed. Said temporary appointment shall be in writing, signed by the Town Administrator and filed with the Select Board and the office of the Town Clerk.

And to take all action necessary or appropriate to accomplish the purposes of this article.