

By-Law No. 23
Duties of the Town Clerk

Be it enacted by the Town Council of the Town of Woodstock this first day of February A.D. 1954, as follows:

The By-Law entitled "Duties of the Town Clerk and Solicitor of the Town of Woodstock."

1. The Town Clerk shall attend to and prepare all bonds required to be taken from any person or persons to the town, and shall attend to the execution of the same, and shall also attend to the execution of all contracts or agreements to be entered into by the town council.
2. He shall keep the minutes of the proceedings of all meetings of the Town Council.
3. He shall act as secretary to the town council in all detail which the council administers directly and which does not come under the town manager.

Mayor

Town Clerk