

**RESOLUTION 2018-11**

**A RESOLUTION OF THE TOWN OF ST. LUCIE VILLAGE, FLORIDA,  
AUTHORIZING THE DEPUTY CLERK TO TAKE MINUTES AND PERFORM  
OTHER DUTIES OF CLERK.**

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WHEREAS, it is necessary, at least temporarily, for the Town of St. Lucie Village, Florida to have a Deputy Clerk available to take minutes of its meetings and perform at least some of the other duties of the Clerk in the absence of the Clerk; and

WHEREAS, the City Charter of the Town of St. Lucie Village, Florida provides that the Clerk "shall take Minutes of all meetings of the municipality, unless the duty is otherwise assigned by Resolution of the Board of Aldermen to the Deputy Clerk"; and

WHEREAS, the City Charter further provides that the "duties and responsibilities of . . . the Deputy Clerk maybe further defined, specified or divided [with the Clerk or Acting Clerk] by Ordinance or Resolution"; and

WHEREAS, the Board of Aldermen of the Town of St. Lucie Village, Florida finds it necessary that any appointed Deputy Clerk be able to take minutes and to handle such other duties as may be necessary in the absence of the Clerk; and

NOW, THEREFORE, the Board of Aldermen of the Town of St. Lucie Village, Florida hereby resolves as follows:

1. That any Deputy Clerk appointed by the Board of Aldermen of the Town of St. Lucie Village shall, in the absence of the Clerk, have all duties, powers and responsibilities of the Clerk, including without limitation that of taking minutes at all municipal meetings, and the City Treasurer, including in relation to preparation of

monthly reports, acting as one of multiple signatories on Village accounts, and filing any tax documents and reports, as may be required under the circumstances.

PASSED AND APPROVED by the Board of Aldermen of the Town of St. Lucie Village on this 22<sup>nd</sup> day of October, 2018.

APPROVED:  
BOARD OF ALDERMEN OF THE TOWN OF  
ST. LUCIE VILLAGE, FLORIDA

By: *William G. Thiess*  
William G. Thiess, Mayor

ATTESTED:

By: *Diane C. Orme*  
Diane C. Orme, Clerk by  
*Dana Dennis, Deputy Clerk*

I, DIANE C. ORME, Clerk of the TOWN OF ST. LUCIE VILLAGE, FLORIDA, do hereby certify that this is a true and accurate copy of Resolution **2018-11** which was duly introduced, read and adopted at the special meeting of the Board of Aldermen of the TOWN OF ST. LUCIE VILLAGE, FLORIDA, held this 22<sup>nd</sup> day of October, 2018.

*Diane C. Orme*  
DIANE C. ORME, CLERK by  
*Dana Dennis, Deputy Clerk*