

Issue: City Clerk or Secretary

City	Who appoints the City Clerk or Secretary?
<u>Oklahoma City, OK</u>	Both. (By ordinance) "For the purpose of performing the function of keeping custody of the City's official papers, records and documents, and supervising the official publication of ordinances, notices, and other matters requiring publication, the office of the City Clerk as previously established and existing in the Division of Public Management is hereby confirmed, but the City Clerk, when acting as Clerk of the City Council, shall be within the Division of Public Affairs." By charter, the Division of Public Management is under the control of the City Manager; the Division of Public Affairs is under the control of the Mayor and Council, so the Clerk serves both.
<u>San Jose, CA</u>	Council. "The...City Clerk shall be appointed and may at any time be removed by the Council."
<u>Arlington, TX</u>	No authorizing document found. (Council Rules) "The City Secretary shall attend all meetings of the Council unless excused, and shall keep the official minutes and perform such other duties as may be requested of her by the City Manager."
<u>Austin, TX</u>	Council. "The council shall appoint the city clerk, and assistants, who shall serve at the pleasure of the council. The city clerk shall keep the records of the council, and shall have such other duties and responsibilities as may be assigned by this Charter and the council."
<u>Charlotte, NC</u>	Council. "The Council shall appoint the...City Clerk...(who) shall hold office during the pleasure of the Council."
<u>Cincinnati, OH</u>	No authorizing document found. There is a Clerk of the Council, appointed by the Council, and an Assistant City Manager for Administration.
<u>Colorado Springs, CO</u>	Council. "The Council shall appoint by the concurring vote of a majority of its members...a City Clerk..., whose duties, compensation, and tenure of office shall be as prescribed by ordinance. The office of City Clerk and City Treasurer may be held by one person."
<u>Dallas, TX</u>	Council. "The city council shall appoint a city secretary who shall serve for a period of two years from the date of appointment or until a successor is appointed and qualified, unless sooner discharged by the council."
<u>Des Moines, IA</u>	Council. "At the first meeting in January following the regular city election at which city councilmembers are elected, the city council shall appoint a city clerk, who must be a qualified elector residing within the city."
<u>El Paso, TX</u>	No authorizing document found. The Municipal Clerk manages the Municipal Clerk's Department, and serves as both the City Clerk and the Municipal Court Clerk.
<u>Ft. Worth, TX</u>	Council. "The City Council shall appoint a city secretary and prescribe the duties and compensation of said officer, and shall provide him with such assistance as it may deem necessary. He shall hold office during the pleasure of the City Council."
<u>Kansas City, MO</u>	Council. "The Mayor and Council shall appoint a City Clerk to serve at their pleasure."
<u>Las Vegas, NV</u>	City Manager (subject to Council ratification). "The City Manager shall appoint the following officers, subject to ratification by the City Council: City Clerk."
<u>Lawton, OK</u>	Council. "The city clerk shall be elected by the council for an indefinite term."
<u>Little Rock, AR</u>	No authorizing document found. According to the City Clerk web site, the City Clerk "is accountable to the Little Rock City Board of Directors, Mayor, City Manager, and the citizens."
<u>Norman, OK</u>	City Manager. "The City Clerk shall be appointed by the City Manager and shall have all the powers and duties now provided by law or ordinance except as in this Charter provided."
<u>Plano, TX</u>	No authorizing document found.
<u>Sacramento, CA</u>	Council. "The city council shall appoint a city clerk who shall have custody of and shall be responsible for the official seal and records of the city. The city clerk shall act as secretary of the city council and all other boards, commissions and agencies of the city."
<u>Tucson, AZ</u>	Council. "The...city clerk...shall be appointed by the mayor and council. (He or she) shall hold office for a term of two (2) years from the date of (his or her) appointment, unless sooner removed by two-thirds of the council voting affirmatively therefor."
<u>Wichita, KS</u>	City Manager. "The department of finance shall...be or designate a secretary of the council and keep minutes of the meetings; shall be responsible for the performance of all the statutory requirements of the office of city clerk...."
Summary	Most cities appear to combine the functions of the City Clerk and the Secretary of the Council. At least one also includes the functions of the Municipal Court Clerk. In at least 11 cities, the Council appoints the City Clerk. In at least 3 cities (and likely more) the City Manager appoints and supervises the Clerk.