

qualify as above; they shall appoint one of their own number as clerk; they shall keep the polls open from 2 o'clock P. M. to 6 o'clock P. M., and they shall, within two days after the election, return, under their hands, the number of votes cast for eligible candidates for election, and for whom cast, with a copy of their oath, to the Clerk of the Circuit Court for Worcester County, who shall file the same at once and issue certificates of elections to the eligible persons receiving the largest number of votes; said certificates shall be recorded among the proceedings of the Council; should the Mayor fail to perform the duties imposed upon him, he shall be subject to indictment in the Circuit Court for Worcester County, and upon conviction, to a fine not exceeding twenty-five dollars, to be paid into the treasury of the town.

1894, ch. 455. 1920 Code, sec. 399.

303. The Council shall meet the second Monday ensuing their election, and shall hold stated meetings the first Monday of every month thereafter, and adjourned meeting or meetings, called by the Mayor, as often as necessary for the transaction of business; a majority of the Councilmen shall constitute a quorum.

1894, ch. 455. 1920 Code, sec. 400. 1920, ch. 297, sec. 400.

304. At their first regular meeting after the annual election and the qualification of the newly elected members or as soon thereafter as practicable, the Mayor by and with the advice of the Council shall appoint one person who shall be a member of said Council who shall be Secretary and Treasurer to said board, one person who shall be policeman, one person as tax collector, and if it shall be deemed advisable by said Mayor and Council, the Mayor shall also appoint one person as night watchman and one person as counsel to the board; provided, however, that the policeman or any of the Councilmen other than the Secretary and Treasurer may also be collector of taxes; any of the above named officers shall be subject to removal by a vote of two-thirds of the whole Council, or by a vote of one Councilman with the approval of the Mayor. The Council shall prescribe their duties and fix their compensation by ordinance, except the Secretary and Treasurer, who shall receive in addition to his salary as Councilman the sum of fifty dollars per annum.

1894, ch. 455. 1920 Code, sec. 401.

305. The secretary shall keep a careful and accurate record of the proceedings of the Council and record all the ordinances passed in well-bound books to be kept exclusively for that purpose; keep all books, papers, records and documents in his safe custody, make out the assessment books, issue licenses and permits, and receive the money therefor, to be paid into the treasury, and make monthly reports of the same; he shall file all claims and accounts presented against the town, and when the same are approved and passed by the Council, make a record of the same, and perform such other duties as are imposed upon him by law or ordinance or