

§505. Municipal clerk

The clerk of the municipality is the supervisor of all elections and is entitled to a reasonable compensation as determined by the municipal officers and has the following duties: [PL 1995, c. 459, §34 (NEW).]

1. Absentee voting. Administer the absentee voting procedures; [PL 1995, c. 459, §34 (NEW).]

2. Instruction. Instruct election officials on election laws and procedures prior to election day; [PL 1995, c. 459, §34 (NEW).]

3. Election officials. Coordinate and schedule election officials to work at the polls on election day; [PL 1995, c. 459, §34 (NEW).]

4. Poll watchers and others. Make arrangements in advance of election day for poll watchers, petition circulators and others who request to be present at the polls; [PL 1995, c. 459, §34 (NEW).]

5. Election materials and equipment. Prepare and deliver to and from the polls all election equipment and materials, including the ballots; [PL 1995, c. 459, §34 (NEW).]

6. Advise warden. Advise the warden on election laws and procedures on election day; [PL 1995, c. 459, §34 (NEW).]

7. Report to the Secretary of State. Report the return of votes cast and other voter registration or election information to the Secretary of State upon request or as otherwise required by this Title. The clerk shall notify the Secretary of State of the name of the clerk and any deputy or assistant clerks within 10 days after the official is elected or appointed and sworn by revising the election official's information listing within the central voter registration system; [PL 2005, c. 568, §12 (AMD).]

7-A. Training. Attend a training session that is approved by the Secretary of State at least once every 2 years in regard to the conduct of elections. The training must include, but is not limited to, training on the de-escalation of conflicts and the process for reporting threats to or harassment of public officials related to the conduct of federal, state or municipal elections to the Secretary of State. The Secretary of State shall offer training sessions regionally at least once every 2 years at no fee. The Secretary of State shall encourage municipalities to provide training biennially to all election officials; and [PL 2021, c. 568, §4 (AMD).]

8. Other duties. Perform any other duties required for conducting an election. [PL 1995, c. 459, §34 (NEW).]

SECTION HISTORY

PL 1995, c. 459, §34 (NEW). PL 2001, c. 415, §§3,4 (AMD). PL 2001, c. 415, §5 (AFF). PL 2005, c. 568, §12 (AMD). PL 2021, c. 568, §4 (AMD).

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