

**ORDINANCE NO. 2011 - 16
TOWNSHIP OF EAST WINDSOR
COUNTY OF MERCER**

**AN ORDINANCE AMENDING CHAPTER II, ADMINISTRATIVE CODE,
SUBSECTION 3.13, DEPUTY CLERK, OF THE REVISED GENERAL
ORDINANCES OF THE TOWNSHIP OF EAST WINDSOR**

BE IT ORDAINED AND ENACTED by the Township Council of the Township of East Windsor, in the County of Mercer, State of New Jersey amending and supplementing Chapter II, Administrative Code, subsection 3.13, Deputy Clerk, as follows [deleted language is indicated by strikeout, new language by underlining]:

I.

2-3.13 Deputy Clerk.

a. Appointment. There may be a deputy clerk of the township who would be appointed by a majority of the full authorized membership of the council. The term may be for ~~two (2) years~~ one (1) year. ~~If a vacancy occurs within the last calendar year of a deputy clerk's term, an appointment may be made for the unexpired term. If the a vacancy occurs at any other time, the appointment may be made for a term of one year,~~ the subsequent appointment may be for the balance of the original unexpired term. The initial appointment will be for a probationary period of up to six (6) months in accordance with the East Windsor Personnel Policy. The initial one (1) year term shall commence upon the expiration of such probationary period.

~~It is the intent of this section that the deputy clerk's term shall not expire the same year in which the regular township council elections are held.~~

b. The deputy clerk shall be evaluated semi-annually by the municipal clerk in accordance with East Windsor Township Personnel Policy and shall also be evaluated no less than once during each calendar year by the Township Council.

c. During any probationary period, the deputy clerk may be dismissed by resolution of the Township Council, without the necessity of a hearing. Thereafter, the deputy clerk may be removed from office by a majority vote of the full authorized membership. Such removal shall not become effective, however, until the deputy clerk is given not less than ten days written notice of the council's intention to remove the deputy clerk from office. Such notice shall set forth the reasons for removal. In the event that the deputy clerk files with the clerk a written request for a hearing before the council within five days after receipt of notice of removal, such hearing shall be scheduled within 30 days of the deputy clerk's filing the request and no dismissal shall become final until such hearing is held.

d. The deputy clerk shall work under the supervision of the clerk and, in the absence of the clerk, perform all the duties of the clerk.

II

SEVERABILITY

If any section, subsection or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the remaining portions of this Ordinance.

III

REPEAL

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

IV

EFFECTIVE DATE

This Ordinance shall take effect twenty (20) days after final passage and publication as required by law.

Attest:

CINDY A. DYE
Municipal Clerk

JANICE S. MIRONOV
Mayor

Adopted: July 26, 2011