

EXHIBIT A

Chapter 1, Article III of the Charter of the Town of Dundee is hereby supplemented by creating Section 3.12 to read as follows:

Sec. 3.12. – Town Clerk.

(a) There shall be a Town Clerk appointed by the Commission. The Town Clerk shall serve at the pleasure of the Commission and shall serve under the direction and supervision of the Commission. The Town Clerk shall be selected solely on the basis of administrative qualifications, education, training, experience, and ability to perform the duties of the office.

(b) The Town Clerk shall:

(1) Be the administrative head of the Office of the Town Clerk and shall direct and supervise the administration of the Office of the Town Clerk. The Town Clerk shall exercise control over the Office of the Town Clerk and all divisions and personnel assigned thereto. The Town Clerk shall appoint and, when the Town Clerk deems it necessary for the good of the Town, suspend or remove all subordinate employees assigned to the Office of the Town Clerk, except as otherwise provided by law, this Charter, or the Town's duly adopted personnel policies.

(2) Serve as the custodian of the official records of the Town and shall have the authority to administer oaths and certify, under the Seal of the Town, true copies of ordinances, resolutions, minutes, journal entries, contracts, and other official records of the Town.

(3) Be the custodian of the Town Seal and of all records and papers of a general character pertaining to the affairs of the Town.

(4) Attend all meetings of the Commission, or designate an employee of the Office of the Town Clerk to attend such meetings; prepare and maintain the official journal and minutes of the proceedings of the Commission; and certify the correctness of such proceedings by the signature of the Town Clerk and the signature of the presiding officer.

(5) Execute such certificates, attestations, notices, and other official documents as may be required by this Charter, the general laws of the State of Florida, ordinance or resolution of the Commission, or as otherwise necessary in the performance of the duties of the office.

(6) Perform all duties prescribed by this Charter, the general laws of the State of Florida, ordinances and resolutions of the Commission not inconsistent with this Charter or general law, together with such additional duties as may be assigned by the Commission.