



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

<b>DATE:</b> May 14, 2026	<b>ITEM NO.</b>	<b>SUBJECT:</b>
<b>Presented by:</b> Erica Romero Town Clerk		

**Deputy Clerk/Clerk Pro Tem Authority and Board Governance Responsibilities**

As requested, the following memorandum summarizes the distinction between the Deputy Clerk and Clerk Pro Tem roles and clarifies the appropriate governance role of the Board of Trustees.

***Deputy Clerk vs. Clerk Pro Tem***

The Town of Palmer Lake has an established Deputy Clerk position. The Deputy Clerk is a regular administrative employee whose duties include assisting the Town Clerk. The Deputy Clerk's job description specifies that the Deputy will function as the Clerk Pro Tem on an as needed basis by direction of the Town Clerk. If both the Town Clerk and Deputy Clerk are unavailable, the Board may appoint a Clerk Pro Tem pursuant to state statute. Under Colorado Revised Statutes § 31-4-303, the Board may appoint a Clerk Pro Tem when the Town Clerk is absent or unable to serve. Please note the Clerk Pro Tem is not mandatory. If it is the will of the Trustees to appoint a Clerk Pro Tem, or as an exceptional circumstance, that appointment should be made in consultation with the Clerk and in accordance with her recommendation.

**Supervisory Responsibility of the Town Clerk**

The Deputy Clerk is an administrative position that reports directly to the Town Clerk. Oversight of the Deputy Clerk, including assignment of duties, performance management, and day-to-day supervision, is the responsibility of the **Town Clerk in accordance with the Town's organizational structure and personnel policies.** The Board of Trustees should not be directly involved in the administration or supervision of this position unless formal Board action is required under statute.

As a helpful reminder, the following information is provided to clarify the respective roles and responsibilities of the Town Clerk and the Board of Trustees and to help ensure the Town continues to operate efficiently and in compliance with applicable laws and policies -

**Role of the Board of Trustees**

The Board's role is legislative and policy-making in nature. Responsibilities include:

- Adopting ordinances, resolutions, and policies.
- Establishing strategic direction and priorities.
- Approving the budget.
- Hiring and evaluating appointed officials as authorized by law.
- Providing oversight through action of the Board as a whole.

Individual Trustees do not have authority to direct staff, supervise employees, or become involved in day-to-day administrative operations unless specifically authorized by formal Board action.

**Governance Best Practices**

To maintain appropriate governance boundaries:

- Administrative matters should be handled through the Town Administrator and Town Clerk.
- Trustees should avoid direct involvement in personnel matters involving subordinate staff.
- Requests for agenda items should be raised during a public meeting and processed through the established agenda-setting procedures.
- Trustees should use Town-issued devices and accounts for Town business and comply with open meetings and public records laws.

**Conclusion**

The Deputy Clerk is an administrative position under the supervision of the Town Clerk and may serve as the acting Clerk during the Clerk's absence. The Board's role is to provide policy direction and legislative oversight, not to



manage subordinate staff or engage in daily administrative functions. Maintaining these distinctions helps ensure efficient operations, legal compliance, and clear accountability within the Town's governance structure.

*Colorado Municipal League, Clerks Handbook and Board Governance Best Practices.*  
*Colorado Intergovernmental Risk Sharing Agency, Board Governance and Public Officials Liability Training Materials. Colo. Rev. Stat. § 31-4-303 (2026).*