

ANNUAL MEETING

NORMAL TOWNSHIP

58-04-01

The electors of each township annually shall assemble and hold a township meeting in the month of March at the place in the township or in an adjacent township designated by the board of township supervisors.

Notice of the time and place of holding the meeting must be given by the township clerk at least ten days before the meeting by publication in a legal newspaper published in the township or, if there is no such newspaper, then in the county's official newspaper.

58-04-05

The qualified electors present on the day of the annual or special meeting must be called to order by the township clerk, or, if the township clerk is not present, the qualified electors may elect by acclamation one of their number to act as chairman for the purpose of calling the meeting to order and to act as clerk after the selection of a moderator.....

58-04-05, Con'd

.....The qualified electors shall elect by acclamation three of their number as judges, and such judges must be sworn and shall act as the judges of the qualifications of the qualified electors of the township.....

58-04-05, Con'd

.....The qualified electors shall proceed to choose one of their number to preside as moderator of the meeting.....

58-04-06

At the opening of each meeting, the moderator shall state the business to be transacted and the order in which it must be entertained.....

(SEE PAGE 214—HANDBOOK)

NORTH DAKOTA ANNUAL STATEMENT OF TOWNSHIP TREASURER Treasurer's Annual
Statement of the Township of _____ for the year ending
_____ 20_____ STATE OF NORTH DAKOTA County of

_____ Township of _____ I hereby certify
that the within statement is a true account of all moneys received by me into the Township
Treasury of said Township from the County Treasurer, and from all other officers and persons;
and also of all moneys paid out by me as Treasurer of said Township for the year ending
_____ 20_____, and that the sum of _____ is remaining in
my hands as Treasurer. Given under my hand this _____ day of _____ 20
_____ Treasurer of said Township of

_____ The within account examined, audited and approved this _____ day of
_____ 20 _____
_____ Board of Audit

_____ Filed _____ 20 _____ page

58-03-07

POWERS OF ELECTORS— (at an annual/special meeting)

22 items!!

(different than powers of Supervisors)

58-06-02

Supervisor compensation

A township supervisor may receive as compensation for services up to one hundred dollars a day for each day necessarily devoted to the work of a supervisor's office not exceeding four thousand dollars in a calendar year. The electors of the township shall establish the daily compensation rate for township supervisors at each annual township meeting.....

58-06-01

POWERS OF SUPERVISORS

19 ITEMS

ANNUAL BUDGET

see “annual township budget” form,
handbook page 222-223; and
“CERTIFICATE OF SUMS VOTED AT
ANNUAL TOWNSHIP MEETING, and
CERTIFICATE OF TAX LEVY--handbook
page 224)

ANNUAL TOWNSHIP BUDGET
For the Year Ending December 31, 20____
_____ Township
_____ County, North Dakota

Schedule A
CERTIFICATE OF LEVY

TO: _____
County Auditor _____ County

You are hereby notified that on the _____ day of _____ 20____, the governing
body of _____ Township, levied a tax of _____ upon all the
taxable
property in said township for township purposes for the calendar year, ending
December 31, 20____, which levy is itemized as follows:

Amount	Maximum
FUND Levied Authorized	
General	_____
Road.....	_____
.....	_____

Total Amount Levied =====

You will duly enter tax upon the County tax list for collection upon the taxable
property of _____ Township, _____ County, NORTH
DAKOTA,
for the ensuing year. Dated this _____ day of _____
20_____.

Township Clerk
Schedule B
Annual Budget For The Year Ending December 31, 20_____

CERTIFICATE OF SUMS VOTED AT ANNUAL TOWNSHIP MEETING AND
CERTIFICATE OF TAX LEVY OF

_____ TOWNSHIP FOR THE YEAR

20_____. To the County Auditor of

_____ County, North Dakota:

You are hereby notified that the annual township meeting of above
township meeting of above township held on the third Tuesday in
March 20____, the electors of said township duly voted to raise for the
current year, the amounts stated below for the purposes indicated: For
the General Fund - - - - -

\$ _____

_____ \$ _____

_____ \$ _____ TOTAL - - - - -

- - - - \$ _____ (Show sums voted in dollars not mills)

You will, therefore, extend such amounts upon the tax list for the current
year against all taxable property in said township. You will also enter
and extend taxes previously levied, if any, by resolution of the township
board of this township to pay interest on bonds outstanding and to pay
the principal thereof at maturity. Given under my hand

this _____ day

of _____ 20_____

_____ Township Clerk

58-04-11

Names of all candidates to be on one ballot. When the electors vote by ballot, all the candidates voted for must be named on one ballot, which must contain, written or printed or partly written and partly printed, the names of the persons voted for and the offices to which such persons are intended to be chosen

58-05-07

OATH OF OFFICE

Each person elected or appointed to the office of supervisor, township clerk, assessor, treasurer, or township overseer of highways, within ten days after the person is notified of the person's election or appointment, shall take and subscribe the oath prescribed in section 4 of article XI of the Constitution of North Dakota.

Oath of Office

STATE OF NORTH DAKOTA,

ss.

County of

I,

.....of.....

.....,

North Dakota, do solemnly swear (or affirm) that I will support
the Constitution of the United States
and the Constitution of the State of North Dakota, and
faithfully discharge the duties of the office

of

.....of.....of

.....and

(office) (Township) (County)

State of North Dakota, to the best of my ability. So help me

God.

Signature of Office Holder