

TRUK DISTRICT CONGRESS

AN ACT OF THE SIXTH CONGRESS, 1962

PUBLIC LAW NO. 6 - 72

AN ACT TO ESTABLISH THE TERM OF OFFICE, REGULATIONS AND PROCEDURES GOVERNING THE POSITION OF THE SECRETARY OF TRUK DISTRICT CONGRESS.

Section 1. Appointment: As provided under Article IV, Sections 2 and 3, of the Truk Congress Charter, the Secretary of Congress shall be appointed or elected by the Congress to serve for a term of four (4) years. Such appointment shall be with the advice and approval of the District Administrator. The term of office shall commence upon the date of approval from the District Administrator.

Section 2. Duties: The Secretary shall be responsible for keeping an accurate record of minutes of all proceedings of Congress and its committees, maintaining files of all correspondence, reports, acts of Congress, et cetera. He shall prepare resolutions, representations, and reports; publish and distribute minutes to all Congress members, magistrates and municipalities; post announcements at public places; issue notices and agenda items to the appropriate congressmen and committee members; make appointments and be responsible to the District Administrator and Congress President for all Congress matters as required, keep the District Administrator informed of all Congress functions, and serve as interpreter when is necessary.

Section 3. Leave, Compensatory Time: The Secretary of Congress shall be entitled to twelve (12) days annual leave, not counting Saturdays, Sundays and Holidays, per year. No overtime pay shall be authorized but compensatory time shall be granted when required to work on Saturdays, Sundays or Holidays. Annual leave shall be administered in accordance with provisions of the Micronesia Title and Pay Plan. In the event the Secretary of Congress is terminated from his position for any reason, he shall be entitled to receive payment for the total amount of leave accumulated.

Section 4. Salary: The salary of the Secretary of Congress shall be \$80.00 per month and upon completion of each year satisfactory services, the incumbent shall be entitled to receive an increment of \$10.00 per month or \$120.00 per year; provided, however, the incumbent's salary shall not exceed \$200.00 per month.

Section 5. In the event the Secretary of Congress is re-appointed or

re-elected for another four (4) years term, his rate of pay at the beginning of the new term shall be at that level which he was receiving at the time his previous term of office's expired.

Certified: /s/ Chiro Albert
For Endy Dois, Secretary
Truk District Congress

Signed: /s/ Raymond Setik
Raymond Setik, President
Truk District Congress

Approved: 21 December, 1962

Approved: 7 February, 1963

/s/ Robert Halvorsen
Robert Halvorsen
District Administrator, Truk

/s/ Jose A. Benitez
For M. W. Goding, High Commissioner
Trust Territory of the Pacific
Islands