

**AN ACT ADOPTING A NEW EXECUTIVE LAW,  
REPEALING THE PRESENT EXECUTIVE LAW AND  
PUBLIC WELFARE LAW, AND AMENDING OR  
REPEALING OTHER ACTS IN RELATION THERETO**

*It is enacted by the Senate and House of Representatives of the  
Republic of Liberia, in Legislature Assembled:*

§ 1. The following acts which were enacted at the First Regular Session of the Forty-Sixth Legislature are hereby repealed:

An Act to amend the Executive Law with respect to the Permanent Claims Commission.

An Act to amend the Executive Law to create a National Museum within the Department of Information and Cultural Affairs.

§ 2. Title 33 of the Liberian Code of Laws of 1956, entitled, "Public Welfare Law," as amended through the Fourth Regular Session of the Forty-Fifth Legislature, is hereby repealed.

§ 3. Sections 1270 through 1275 of the present Executive Law are hereby reenacted as sections 101 through 106 respectively of the Patriotic Observances Law, constituting a new chapter 4 of such title, to be known as "National Festival of Arts and Crafts".

§ 4. Title 13 of the Liberian Code of Laws of 1956, known as the Executive Law, as amended through the Fourth Regular Session of the Forty-Fifth Legislature, is hereby repealed, and there is enacted in lieu thereof a new Executive Law, to be Title 13 of the Revised Code of Laws of the republic of Liberia, as hereinbelow recited word for word.

# TITLE 12

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## *The Executive Law*

*Approved: May 11, 1972*

*Published: June 9, 1972*

## TABLE OF CONTENTS

### PART I THE CHIEF EXECUTIVE

<i>Chapter</i>	<i>Page</i>
1. The President And Vice President	
2. Office of the President	
3. Powers of the President	
4. Presidential Succession, Disability and Absence	

### PART II EXECUTIVE BRANCH GENERALLY

10. General Provisions	
11. Seal And Seat of Government	
20. Ministry of Foreign Affairs	
21. Ministry of Finance	
22. Ministry of Justice	
23. Ministry of Postal Affairs	
24. Ministry of National Defense	
25. Ministry of Local Government, Rural Development and Urban Reconstruction	
26. Ministry of Education	
27. Ministry of Public Works	
28. Ministry of Agriculture	

## EXECUTIVE LAW

29. Ministry of Commerce, Industry And Transportation
30. Ministry of Health And Social Welfare
31. Ministry of Information, Cultural Affairs and Tourism
32. Ministry of Planning and Economic Affairs
33. Ministry of Lands and Mines
34. Ministry of Labor
37. Ministry of Transport

## P A R T IV *AUTONOMOUS AGENCIES*

50. National Planning Council
51. General Services Agency
52. Action For Development and Progress
53. General Auditing Office
54. Agricultural Credit Corporation
55. Liberian Development Corporation
56. Liberian Shipping Corporation
57. Produce Marketing Corporation
58. Liberian National Airlines Incorporated
59. Permanent Claims Commission
60. John F. Kennedy Medical Center
61. Ministry of Youth and Sports
62. National Scientific Institute
63. Institute of Public Administration
64. The Liberian Bank For Development And Investment
65. The National Housing and Savings Bank
66. Civil Service Agency
66. The Agricultural and Co-operative Development Bank\*

## PART V OPERATION OF EXECUTIVE BRANCH

80. Management and Disposal of Government Property

## EXECUTIVE LAW

81. Management of Government Records
82. Administrative Procedure Act
83. Collection of Information
84. Youth and Sports
86. National Council for Vocational/Technical Education & Training

### **Miscellaneous**

Economic and Financial Management Committee

Bureau of State Enterprises

Bureau of Concessions

Rubber Development Committee

National Budding Committee

Apprenticeship Training and the Regulation Thereof

National Commission for Relief

Liberian Refugee, Repatriation and Resettlement Commission

Liberian Human Rights Commission



EXECUTIVE LAW

P A R T I

*The Chief Executive*

**Chapter 1. THE PRESIDENT AND VICE  
PRESIDENT**

- § 1.1. Time for Inauguration.
- § 1.2. Salary of President.
- § 1.3. Salary of Vice President.
- § 1.4. Annuities for President and Vice President.
- § 1.5. The President's standards.
- § 1.6. Violation of President's proclamation.

**§ 1.1. Time for inauguration.**

The inauguration of the President and Vice President shall take place on the first Monday in January after each Presidential election.<sup>1</sup>

**§ 1.2. Salary of President:**

That from and immediately after the passage of this Act, the President of the Republic of Liberia shall receive as salary the sum of Thirty-Six Thousand (\$36,000.00) Dollars per annum.<sup>2</sup>

**§ 1.3. Salary of Vice President.**

That from and immediately after the passage of this Act, the Vice

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<sup>1</sup> *Prior legislation:* 1956 Code 13:1; L. 1914, 54(1st); L.1913-1914, § 2.

<sup>2</sup> Amendment to the Executive Law, approved July 8, 1975, published July 10, 1975, with a stated effective date of January 1, 1976. *Prior legislation:* 1956 Code 13:2; L. 1950-51, ch. XXX; L. 1927-28, ch. II; L. 1911-12, 26(1st).

## EXECUTIVE LAW

President of the Republic of Liberia shall receive as salary the sum of Twelve Thousand (\$12,000.00) Dollars per annum.<sup>3</sup>

### **§ 1.4. Annuities for President and Vice president.**

*1. For President.* An ex-President who has honorably retired to private life and who is not in any way employed by the Government shall receive from the Government an annuity of \$12,500. Fifty percent of such annuity shall be paid after his death to his widow, and on the death of the widow, or if there is no widow, in portions to each of his minor children.

*2. For Vice President.* An ex Vice President who has honorably retired to private life or who is not in any way employed by the Government shall receive from the Government annuity of 50% of the salary he received while in office. Fifty percent of such annuity shall be paid after his death to his widow and on the death of the widow, or if there is no widow, in equal portions to each of his minor children.<sup>4</sup>

### **§ 1.5. The President's standards.**

*1. The President's Field Flag.* The President's Field Flag shall be six feet, eight inches hoist and twelve feet fly; it shall have the stars and coat of arms of the office of the President superimposed on a navy blue background and flown from the right hand staff or flag pole among other flags being displayed; and the occasions for its use shall

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<sup>3</sup> Amendment to the Executive Law, approved July 8, 1975, published July 10, 1975, with a stated effective date of January 1, 1976. *Prior legislation:* 1956 Code 13:3; L. 1950-51; ch. XXX; L. 1943-44, ch. II, Rev. 1259; L. 1928, ch. XI; L. 1917 (E.S.), 19, § 3; L. 1913-14, 9(2nd); L. 1908-09, 11(2nd).

<sup>4</sup> *Prior legislation:* 1957-58 Supp. 13:4; L. 1956-57, ch. XVIII; 1956 Code 13:4; L. 1949-50, XVIII; L. 1948-49, ch. XVIII; L. 1943-44, ch. XXIV; L. 1919-20, ch. XIX; L. 1910-11, 5(1st).

## EXECUTIVE LAW

be outdoor ceremonies or activities when the President is in attendance.

2. *The President's Color.* The President's Color shall be four feet, four inches hoist by five feet, six inches fly. It shall be made of silk material with embroidered coat of arms superimposed on a navy blue background, a silk cord of blue, white and red eight feet, six inches in length, and a tassel of silk strands, also red, white and blue, shall be on each end of the cord. There shall be one inch fringe of gold bullion around the President's color and it shall be placed on the left of the National Ensign of the Republic in the office of the President and it shall be carried three paces to his rear when he is performing official outdoor functions such as inspecting troops, laying wreaths, or presenting decorations.

3. *The President's Boat Flag.* The President's Boat Flag shall be made of bunting, and it shall be three feet hoist by four feet fly. This flag shall be flown whenever the President is on board his personal ship, or whenever he is travelling aboard any vessel. It shall be of the same design as described above.

4. *The President's Automobile Flag.* The President's Automobile Flag shall be made of bunting, and it shall be one foot, six inches hoist by two feet, two inches fly. This flag shall be flown whenever the President is in his automobile. It shall be of the same design as described above.<sup>5</sup>

### **§ 1.6. Violation of President's Proclamation.**

Any person violating a proclamation issued by the President shall be subject to a fine of not more than \$100. If however, the act constituting the violation of the proclamation is also a violation of a

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<sup>5</sup> *Prior legislation:* L. 1960-61, ch. XLIV (13:15).

## EXECUTIVE LAW

statute which provides a different penalty, the provision of the statute shall prevail.<sup>6</sup>

### ***Chapter 2. OFFICE OF THE PRESIDENT***

#### ***Subchapter A. General Organization***

- § 2.1. Minister of State for Presidential Affairs.
- § 2.2. Assistants to Minister of State for Presidential Affairs.
- § 2.3. Organization of office of Minister of State for Presidential Affairs.
- § 2.4. Bureau of the Budget.
- § 2.5. Administrative Assistants and Advisers.
- § 2.6. Division of the Aides-de-Camp.
- § 2.7. Appointment of other officers and employees.
- § 2.8. Liaison and Relations Officers.
- \*\*\*\* Director General of the Cabinet

#### ***Subchapter B. Office of National Security***

- § 2.30. Office established; appointment and duties of Director General; appointment and duties of Deputy Director General
- § 2.31. Organization.

#### ***Subchapter C. Special Security Service***

- § 2.40. Service established.
- § 2.41. Appointment and duties of Director.
- § 2.42. Appointment and duties of Assistant Director.
- § 2.43. Other officers and employees of the Service.
- § 2.44. Disclosure of secret information by employees.
- § 2.45. Power of officers and members to arrest.
- § 2.46. Independence of Service from General Government financial arrangements.

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<sup>6</sup> *Prior legislation:* 1956 Code 13:13; L. 1916, 6(2nd); L. 1915-16, ch.

## EXECUTIVE LAW

§ 2.47. Retirement and death benefits.

### ***Subchapter D. Executive Action Bureau***

§ 2.50. Bureau established; appointment of Director.

§ 2.51. Functions of Bureau.

§ 2.52. Duties of Director.

§ 2.53. Other personnel.

§ 2.54. Authority of members of Bureau.

§ 2.55. Employees of Bureau as trustees of state secrets.

§ 2.56. Independence of Bureau from general Government financial arrangements.

§ 2.57. Retirement and death benefits.

### ***Subchapter A. GENERAL ORGANIZATION***

#### **§ 2.1. Minister of State for Presidential Affairs.**

The President by and with the advice and consent of the Senate shall appoint an official within the Office of the President, with the title of Minister of State for Presidential Affairs. He shall be a member of the Cabinet and shall serve as the Principal Assistant to the President. He shall serve at the pleasure of the President, and shall perform the following duties:

- (a) Follow through and coordinate all decisions of the Chief Executive;
- (b) Organize, as the President shall direct, Cabinet Meetings and be responsible for the proper maintenance of all records of such meetings;
- (c) Exercise such operational authority, intrinsic to his office, as the President may from time to time direct; and

EXECUTIVE LAW

(d) Perform such other duties as may be assigned by the President.

**§ 2.2. Assistants to Minister of State for Presidential Affairs.**

With the advice and consent of the Senate, the President shall appoint such assistants to the Minister of State for Presidential Affairs as the President shall deem necessary for the effective performance of the duties assigned to the Minister of State for Presidential Affairs.

**§ 2.3. Organization of Office of Minister of State for Presidential Affairs.**

The Office of the Minister of State for Presidential Affairs shall be organized in such manner as shall be determined by the President.<sup>7</sup>

**§ 2.4. Bureau of the Budget.**

There is hereby created in the Office of the President a Bureau of the Budget, which shall be headed by a Director of the Budget to be appointed by the President, by and with the advice and consent of the Senate. It is the duty of the Director of the Budget to prepare the annual budget for the Government and any proposals for supplemental or deficiency appropriations, as required by the Revenue and Finance Law. The President shall also appoint, by and with the advice and consent of the Senate, a Deputy Director of the Budget, who shall perform such duties as the director may designate and, during the absence or incapacity of the Director or during a vacancy in the office of the Director, act as Director.<sup>8</sup>

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<sup>7</sup> *Prior legislation:* L. 1971-72.

<sup>8</sup> *Prior legislation:* L. 1962-63, ch. XX; L. 1961-62, ch. XXXIV, § 3; 1956 Code, 13:20-21; L. 1952-53, ch. VIII.

## EXECUTIVE LAW

### **§ 2.5. Administrative Assistants and Advisers.**

The President is hereby authorized to appoint with the advice and consent of the Senate as many officials as Administrative Assistants and Advisers as the work of his office may require. They shall serve at the pleasure of the President and shall assist the President in such ways as he may direct and advise the President on matters relating to their respective fields.<sup>9</sup>

### **§ 2.6. Division of the Aides-de-Camp.**

Three aides-de-camp shall be attached permanently to the Office of the President and shall be in regular daily attendance on the President in the Capital. One of the permanent aides shall accompany the President when he travels, whether within Liberia or abroad. A local aide-de-camp shall be posted in each county, territory, or chartered district and shall assist the permanent aide accompanying the President when he travels within Liberia. The rank of aides-de-camp to the President shall be that of Brigadier General.<sup>10</sup>

### **§ 2.7. Appointment of other officers and employees.**

In addition to the officers appointed under the authority of the foregoing sections of this chapter, the President is hereby authorized to appoint such other officers and employees to the Office of the President as are necessary to conduct the affairs of that office efficiently and creditably. Included among such appointments may be an Executive Secretary, a Private Secretary, a Press Secretary, a Social Secretary, and a Business Manager.

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<sup>9</sup> *Prior legislation:* 1956 Code 13:9; L. 1950 (E.S.), ch. IV.

<sup>10</sup> *Prior legislation:* 1956 Code 13:8; L. 1954-55, ch XIX, § 2(5); 1949-50, ch. VIII; L. 1925-2-6, ch. XIV; L. 1894-95, 24, § 10.

## EXECUTIVE LAW

### **§ 2.8. Liaison and Relations Officers.**

The President is hereby authorized to appoint as many Liaison and Relations Officers in the respective counties, territories, and districts of the Republic as may be required for the prevention of subversive activity and dissemination of dangerous propaganda. The duties and functions of such Officers shall be prescribed and assigned to them by the President.<sup>11</sup>

### ***Subchapter B.* OFFICE OF NATIONAL SECURITY**

#### **§ 2.30. Office established; appointment and duties of Director General; appointment and duties of Deputy Directors General.**

There is hereby created in the Office of the President an office of National Security, which shall be headed by a Director General to be appointed by the President, by and with the advice and consent of the Senate. It shall be the duty of the Director General to prepare intelligence and security briefs for the President, monitor and give guidance on behalf of the President to the operational activities of the various security services, primarily the presidential security operations and the counter intelligence and counter espionage operations of the security services. He shall coordinate the activities of all security and law enforcement services in all joint operations, and shall prepare and implement rules and regulations pertaining to personnel finance, logistics, training, operations and organizations necessary for the efficient operation of the security services, subject to the approval of the President. The President shall also appoint, by and with the advice and consent of the senate, a Deputy Director General who shall be the principal assistant to the Director General and shall perform such duties as shall be delegated to him by the

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<sup>11</sup> *Prior legislation.* 1956 Code 13:12; L. 1950 (E.S.), ch. III .



## EXECUTIVE LAW

Director General.

### **§ 2.31. Organization.**

The Office of National Security shall be organized in such manner and with such personnel as shall be determined by the Director General, subject to the approval of the President.

### ***Subchapter C. SPECIAL SECURITY SERVICE***

#### **§ 2.40. Service established; functions.**

There is hereby created and established in the Office of National Security a Service to be known as the Special Security Service. The functions of the Service shall be:

- (a) To protect and secure the President, his immediate family, and other officials and visiting dignitaries who are designated by the President;
- (b) To protect the Executive Mansion and its grounds;
- (c) To protect all documents which are top secret, confidential or informatory material;
- (d) To security check all incoming mail, packages and things addressed to or for use by the President and his household;
- (e) To security check all means of transportation used by the President, his family, and visiting dignitaries;
- (f) To check the residences of the President, both temporary and permanent to ensure their security;

## EXECUTIVE LAW

(g) To serve as liaison with other security agencies in matters pertaining to the screening of persons to be employed at the Executive Mansion and for other services of the President; and

(h) To perform such other functions as may from time to time be assigned by the President.<sup>12</sup>

### **§ 2.41. Appointment and duties of Director.**

The President with the advice and consent of the Senate shall appoint an administrative head of the Service, who shall be designated as the Director. He shall be responsible to the President through the Director General of National Security for the administration of the Special Security Service but shall report directly to the President should the President so direct. The duties of the Director shall be as follows:

(a) To report directly to the President on all phases of the operation of the Service and all matters appertaining to the Service, as may be required or as directed by the President;

(b) To develop all operations required to carry out the functions of the Service;

(c) To select, investigate, hire and train personnel for the Service; and

(d) To call on other security agencies for additional personnel, whenever the need may arise for reinforcement of the Service. Such agents, detectives, policemen and soldiers assigned to the Service in accordance with the request of the Director shall be

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<sup>12</sup> *Prior legislation:* L. 1966-67, ch. (An act to amend the Executive Law to create a Special Security Service) 13:1256, 1257; L. 1960-61, ch. XIII, 2 (13:186).

## EXECUTIVE LAW

under the complete command and supervision of the Director.<sup>13</sup>

### **§ 2.42. Appointment and duties of Assistant Director.**

The President with the advice and consent of the Senate shall appoint an Assistant Director of the Special Security Service who shall be the principal assistant to the Director. He shall perform such duties as may be assigned to him from time to time by the Director.<sup>14</sup>

### **§ 2.43. Other officers and employees of the Service.**

The Director may appoint all such other officers and employees of the Service as he may deem necessary and assign their duties, subject to the approval of the President.<sup>15</sup>

### **§ 2.44. Disclosure of secret information by employees.**

Officers and employees of the Special Security Service shall be deemed trustees of unpublished information concerning the private life of the President and members of his family and classified information of the Government. They shall be sworn to maintain the secrecy of such information when entering upon the duties of the Service, and any person violating such oath, whether wilfully or not, may be dismissed from office and shall be subject to imprisonment for not more than one year or a fine of not more than \$1,000. or

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<sup>13</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create a Special Security Service) (13:1258).

<sup>14</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create a Special Security Service) (13:1259).

<sup>15</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create a Special Security Service) (13:1260).

EXECUTIVE LAW

both.<sup>16</sup>

**§ 2.45. Power of officers and members to arrest.**

Officers and members of the Special Security Service shall have the power to arrest vested in peace officers by the criminal Procedure Law.

**§ 2.46. Retirement and death benefits.**

*1. Retirement benefits.* Any officer or member of the Special Security Service who ---

(a) Has served with good conduct for at least 25 consecutive years;  
or

(b) Has attained the age of 55, provided such officer or member has served in the Special Security Service with good conduct for at least 15 consecutive years; or

(c) Because of an injury or disability incurred in line of duty is permanently disabled from performing his duties in the Special Security Service may be honorably retired and, if retired, shall receive for the remainder of his life a pension in an amount equal to fifty percent of the compensation he was receiving at the time of his retirement. An officer or member of the Special Security Service shall be given credit toward retirement for the time he was employed in the Service prior to the effective date of the retirement system.

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<sup>16</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create a Special Security Service, 13:1261.

## EXECUTIVE LAW

2. *Death benefits.* Any dependent or dependents of a deceased officer or member of the Special Security Service shall receive the appropriations from the Ministry of Finance and deposit them to the Service's own checking account in the Bank of Monrovia as the legal depository. The Service is also authorized to develop and maintain its own procurement, accounting and auditing system separate from those of the general Government, but having the same control effect as the systems of the general Government. Its accounts shall be audited yearly by an auditor appointed by the President of Liberia for that specific purpose. Such auditor shall be subject to a full security clearance in accordance with the regulations of the Service.

### **§ 2.47. Retirement and death benefits.**

1. *Retirement benefits.* Any officer or member of the Special Security Service who ---

- (a) Has served with good conduct for at least 25 consecutive - years; or
- (b) Has attained the age of 55, provided such officer or member has served in the Special Security Service with good conduct for at least 15 consecutive years; or
- (c) Because of an injury or disability incurred in line of duty is permanently disabled from performing his duties in the Special Security Service may be honorably retired and, if retired, shall receive for the remainder of his life a pension in an amount equal to fifty percent of the compensation he was receiving at the time of his retirement. An officer or member of the Special Security Service shall be given credit toward retirement for the time he was employed in the Service prior to the effective date of the retirement system.

## EXECUTIVE LAW

2. *Death benefits.* Any dependent or decedents of a deceased officer or member of the Special Security Service shall receive the full amount of any pension being paid to the decedent at the time of his death under the provisions of this section or, if decedent died as a result of injuries or disability incurred in line of duty and before the commencement of pension payments, the dependent or dependents shall receive the full amount of the pension to which the decedent would have been entitled under paragraph 1 of this section had he lived. As used in this paragraph, the term “dependent” means the widow of the decedent so long as she remains unmarried; or if there is no widow or the widow remarries, the surviving child or children of the decedent during their minority.<sup>17</sup>

### ***Subchapter D.* EXECUTIVE ACTION BUREAU**

#### **§ 2.50. Bureau established; appointment of Director.**

There is hereby created and established in the Office of National Security a Security Service to be known as the Executive Action Bureau. The Executive Action Bureau shall be conducted under the direction and general supervision of a Director, who shall be appointed by the President by and with the advice and consent of the Senate. The Director shall be responsible to the President through the Director General of National Security for the administration of the Bureau, but shall report directly to the President should the President so direct.<sup>18</sup>

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<sup>17</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create a Special Security Service, (13:1262).

<sup>18</sup> *Prior legislation:* L. 1960-61, ch. LV (13:1100, 1101).

## EXECUTIVE LAW

### § 2.51. Functions of Bureau.

The functions of the Executive Action Bureau shall be to develop plans and provide all possible means for the adequate protection of the Government and the people of the Republic against subversion, espionage, sedition, adverse propaganda, and sabotage. The President of Liberia is empowered to issue executive orders and regulations with regard to the performance of such functions.<sup>19</sup>

### § 2.52. Duties of Director.

The duties of the Director shall be as follows:

- (a) To report to the President through the Director General of National Security on all matters affecting the work of the Bureau, as circumstances may require or as directed by the President.
- (b) To carry out all operations assigned him;
- (c) To select, investigate, hire and train according to rigid professional standards personnel required for the secure and efficient functioning of the Bureau; and
- (d) To protect intelligence sources and methods of operation from unauthorized disclosure.<sup>20</sup>

### § 2.53. Other personnel.

In addition to the Director, the President may also appoint as many deputies and other persons as he may deem necessary to carry out the

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<sup>19</sup> *Prior legislation:* L. 1960-61, ch. (13:1101).

<sup>20</sup> *Prior legislation:* L. 1960-61, ch. LV (13:1102).

## EXECUTIVE LAW

functions of the Bureau effectively. Such additional personnel shall also be trained according to rigid professional standards.<sup>21</sup>

### **§ 2.54. Authority of members of Bureau.**

In order to perform their duties effectively, the Director and members of the Executive Action Bureau shall, whenever they shall deem it necessary and subject to the approval of the President, have the authority and access to all officials and employees of the Government, and to all files, records, and documents of any agency of the Government. To avoid duplication of authority and undue publicity, the members of the Bureau shall have no police, subpoena or law enforcement powers except when and where specifically directed by the President or in case of extreme emergency involving the safety of the State where deferred police action would increase the security risk.

### **§ 2.55. Officers and employees of Bureau as trustees of state secrets.**

Every officer and employee of the Executive Action Bureau shall be deemed a trustee of the secrets of the Republic and when entering the duties of the service, shall be sworn by the Director not to divulge any information which has come to his knowledge by reason of his employment with the Bureau except as required in the course of duty. A violation of the oath required by this section shall subject the offender to a fine of up to \$5,000 or up to three years imprisonment or both.<sup>22</sup>

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<sup>21</sup> *Prior legislation:* L. 1960-61, ch. LV (13:1103).

<sup>22</sup> *Prior legislation:* L. 1960-61, ch. LV (13:1105).



EXECUTIVE LAW

**§ 2.56. Independence of Bureau from General Government financial arrangements.**

To preserve the Executive Action Bureau from public disclosure of its operations, the Bureau is authorized to withdraw its yearly appropriations from the Ministry of Finance and deposit them in the Bureau's own checking account in the Bank of Monrovia as the legal depository. The Bureau is also authorized to develop and maintain its own procurement, accounting and auditing system separate from those of the General Government, but having the same control effect as the systems of the general Government. Its accounts shall be audited yearly by an auditor appointed by the President of Liberia, for that specific purpose. Such auditor shall be subject to a full security clearance in accordance with the regulations of the Bureau.

**§ 2.57. Retirement and death benefits.**

*1. Retirement.* Any officer or member of the Executive Action Bureau who ---

- (a) Has served with good conduct for 25 consecutive years; or
- (b) Has attained the age of 55, provided such officer or member has served in the Executive Action Bureau with good conduct for at least 15 consecutive years; or
- (c) Because of an injury or disability incurred in line of duty is permanently disabled from performing his duties in the Executive Action Bureau, may be honorably retired and if retired, shall receive a pension in an amount equal to fifty percent of the compensation he was receiving at the time of his retirement for the remainder of his life. An officer or member of the Executive Action Bureau shall be given credit toward retirement for the time he was employed in the Bureau prior to

## EXECUTIVE LAW

the effective date of the retirement system.

2. *Death benefits.* Any dependent or dependents of a deceased officer or member of the Executive Action Bureau shall receive the full amount of any pension being paid to the decedent, at the time of his death under the provisions of this section; or, if the decedent died as a result of injuries or disability incurred in line of duty and before the commencement of pension, payments, the decedent or dependents shall receive the full amount of the pension to which the decedent would have been entitled under paragraph 1 of this section had he lived. As used in this paragraph, the term “dependent” means the widow of the decedent so long as she remains unmarried; or if there is no widow or the widow remarries, the surviving child or children of the decedent during their minority.

### ***Chapter 3. POWERS OF THE PRESIDENT***

- § 3.1. Correction of situations arising out of enforcement of racial discrimination statutes.
- § 3.2. War powers.
- § 3.3. Power during internal emergency.
- § 3.4. Delegation of functions.

#### **§ 3.1. Correction of situations arising out of enforcement of racial discrimination statutes.**

The President of Liberia is hereby authorized to take the following steps to counteract any harmful economic effects that may result from enforcement of the provisions of the Penal Law prohibiting racial segregation and discrimination:

- (a) To adopt such measures as may become necessary to offset any decline in revenues, such as reversal of the budget or

## EXECUTIVE LAW

reduction of salaries, allowances and other appropriations;

(b) To float bonds, effect loans and take such other action as may be necessary to ensure the normal operations of the Government and of the development programs;

(c) To make arrangements with any individual or business establishment for the purchase of products from Liberian producers, the sale of which may be adversely affected by the closing down of any business operating in Liberia that may have been engaged in purchasing such products from Liberian producers, and for this purpose to subsidize such individual or business establishments when necessary, to enable them to purchase products produced in Liberia.<sup>23</sup>

### § 3.2. War powers.

In the event of war or of an attack or imminent attack against the Republic, and a public proclamation by the President of such event, the President shall have the power:

(a) To call the armed forces of the Republic into active duty in defense of the nation;

(b) To mobilize by age groups all able bodied male citizens of the ages of 16 to 45 for military service except those who are exempt by law;

(c) To mobilize all able-bodied members of the civilian population, male and female, over 16 years of age, for social, industrial, and military work necessary for the prosecution of the war or defense of the Republic; employ as many persons as are

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<sup>23</sup> *Prior Legislation:* 1957-58 Supp. 13:6-A; L. 1957-58, ch. XV.

## EXECUTIVE LAW

deemed sufficient to perform such work; and to the extent that sufficient persons are unavailable for employment, to conscript the necessary number to perform such work in return for a fair and just compensation;

(d) To establish and maintain recruiting centers, military areas, barracks, camps, and compounds, and to declare any area deemed necessary to be a defense area and subject to the orders which the Minister of National Defense or the appropriate military commander may issue applicable to that area for the purpose of national defense;

(e) To make any monetary arrangement for the Republic which he shall deem necessary for defense purposes, including arrangement to secure such capital sums as may be needed and not available in the public treasury;

(f) To requisition such materials, supplies, equipment, vehicles, transportation or communication or other public utility installation or equipment or real property as necessary for temporary or permanent use in defense of the nation; provided, that fair and just compensation shall be paid for such property in accordance with the provisions of Chapter III, Article 24 of the Constitution;

(g) To apprehend, restrain, intern, and if necessary, remove from Liberia as enemy aliens any natives, citizens, denizens, or subjects of a hostile nation or government;

(h) To evacuate or remove all or some of the population from a dangerous area to a place of safety;

(i) To increase the police constabulary of the Republic to such strength as shall be deemed necessary to adequately police all areas;

## EXECUTIVE LAW

(j) To cause the seat of Government to be removed to an area deemed safe, and therefrom to direct the affairs of Government;

(k) Where necessary for the national defense, to proclaim the Republic or any area or areas thereof subject to martial law; and, to appoint commissions to hold in preventive detention persons who may in any way hinder, obstructs impair or endanger the safety of the nation or the successful prosecution of the war; and to suspend the privilege of the writ of habeas corpus as to such person until the cessation of hostilities or the expiration of one year whichever shall first occur;

(l) To take all other measures necessary or proper for the protection the Republic or prosecution of the war. The Powers of the President specified in this section shall not be construed as abrogating, limiting or modifying any powers conferred upon him by the Constitution.<sup>24</sup>

### **§ 3.3. Power during internal emergency.**

Whenever there occurs any insurrection, riot, rebellion, lawless violence, or natural disaster sufficient to create an internal emergency, the President is empowered, to the extent necessary to deal with such emergency:

(a) To establish or designate hospitals, clinics, sanitary, areas, camps, or other public centers to assist, treat, or shelter persons affected by the emergency;

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<sup>24</sup> *Prior legislation:* L. 1966-67, ch. (An act extending the emergency powers of the President); L. 1965-66, ch. (An act to restore, supplement and enlarge the emergency powers granted the President of Liberia); L. 1962-63, ch. I; L. 1959-60, ch. I; L. 1957-58, ch. I; 1956 Code 13:7; L. 1954 I. (E.S.), ch. VIII; L. 1951-52, ch. XXXVII; L. 1950-51, ch. V; L. 1948, ch. XXI; L. 1945-46, ch. XIX; L. 1941-42, ch. XXIII.

## EXECUTIVE LAW

(b) To requisition such materials, equipment, vehicles, transportation or communication or other public utility, installations or equipment, and real property as are necessary to deal with the emergency; provided, that fair and just compensation shall be paid for such property in accordance with the provisions of Chapter III, Article 24, of the Constitution.

(c) To summon any able-bodied male of 16 years of age to perform emergency services to suppress, mitigate, overcome, or arrest the spread of the conditions creating the emergency; provided that persons who perform services in obedience to such summons shall be paid in return therefor a fair and just compensation;

(d) To declare in effect curfews or requirements for compulsory vaccination, evacuation of dangerous areas, quarantines, or other police measures;

(e) To order any persons involved in activities creating or aggravating the emergency to disperse and retire peaceably to their abodes within a limited time, and, if such order is not obeyed, to direct such units of the armed forces as the President considers necessary to aid the civil authorities in dealing with the emergency. If necessary for the restoration of law and order, the President may proclaim an internal emergency and declare martial law in effect in the area affected by the conditions creating the emergency; and for the duration of such emergency but for a period not exceeding one year, suspend the privilege of the writ of habeas corpus as to persons arrested for violation of military orders.<sup>25</sup>

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<sup>25</sup> This provision has been superseded by Article 87(b), Chapter IX of the 1986 Constitution which prohibits the suspension of the writ of habeas corpus during a state of emergency declared by the President.

## EXECUTIVE LAW

### § 3.4. Delegation of functions.

1. *Functions which may be delegated.* The president of Liberia is authorized to designate and empower the head of any ministry or agency in the executive branch of Government, or any official thereof who is required to be appointed by and with the advice and consent of the Senate, to perform such function which is vested in the President by statute or regulation; provided, that nothing contained herein shall relieve the President of his responsibility in office for the acts of any such head or other official designated by him to perform such functions.

2. *Method of delegating; revocability.* Such designation and authorization shall be in writing, shall be published in the Liberian Official Gazette, shall be subject to such terms, conditions, and limitations as the President may deem advisable, and shall be revocable at any time by the President in whole or in part.

3. *Scope of delegation of functions.* The authority conferred by this section shall apply to any function vested in the President by statute or regulation if such statute or regulation does not affirmatively prohibit delegation of the performance of such functions as are herein provided for, or specifically designate the officer or officers to whom it may be delegated. This section shall not be deemed to limit or derogate from any existing or inherent right of the President to delegate the performance of functions vested in him by law, and nothing herein shall be deemed to require express authorization in any case in which such official would be presumed in law to have acted by authorization or direction of the President.

4. *Definition of "function".* As used in this section, the term "function" embraces every duty, power, responsibility, and authority vested in the President or other officer concerned.

**Chapter 4. PRESIDENTIAL SUCCESSION,  
DISABILITY, AND ABSENCE**

- § 4.1. Vacancy in Office of President.
- § 2.2. Vacancy in Office of Vice President.
- § 4.3. Vacancy in Office of both President and Vice President.
- § 4.4. Disability of the President.
- § 4.5. Disability of the President when office of the Vice President is vacant.
- § 4.6. Temporary disability of President-Elect.
- § 4.7. Succession to Presidency by Vice President-Elect.
- § 4.8. Conduct of Government when President is absent from Country.

**§ 4.1. Vacancy in Office of President.**

In case of the removal of the President from office or of his death or resignation, the Vice President shall become President.

**§ 4.2. Vacancy in Office of Vice President.**

When a vacancy occurs in the office of the Vice President, the President shall immediately call a special election to fill such vacancy.

**§ 4.3. Vacancy in offices of both President and Vice President.**

If a vacancy occurs in the offices of both the President and Vice President through removal from office, or death, or resignation, then the Speaker of the House of Representatives and the President pro Tempore of the Senate, in this order, and who is not under constitutional disability shall act as President and shall within ninety days call a special election to fill the vacancy in the office of the



## EXECUTIVE LAW

President.<sup>26</sup>

### **§ 4.4. Disability of the President.**

Whenever it shall become apparent to two-thirds of the Cabinet that the President is unable to discharge the powers and duties of his office, they shall so advise the Legislature by a Special Message to that effect as signed by each of them; thereupon should the Legislature by a two-thirds vote declare that the President is unfit to continue to hold office the Legislature shall instruct the Minister of Foreign Affairs to publish such declaration in a Special Edition of the Liberian Official Gazette whereupon the Vice President shall immediately assume the powers and duties of the President.

### **§ 4.5. Disability of the President when office of the Vice President is vacant.**

In case the disability of the President occurs when there is no Vice President, then the official who is higher on the list set forth in section 4.3 of this Chapter, and who is not under constitutional disability to discharge the powers and duties of the office of President, shall assume the powers and duties of the President.

### **§ 4.6. Temporary disability of President-Elect.**

In case the President-Elect suffers a disability which prevents him from being inaugurated as President, the Vice President shall serve as President until the disability is removed, and the President-Elect takes the oath of office.<sup>27</sup>

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<sup>26</sup> *Prior legislation:* 1956 Code 13:5(2); L. 1954 (E.S.), ch. V; L. 1920-21, ch. I, §§ 2, 3; L. 1900-1901, 7 (1st); OBB 156, Act fixing the seat of Government, § 3.

<sup>27</sup> *Prior legislation:* 1957-58 Supp. 5-A; L. 1955 (E.S. June), ch. XIII; L. 1971-72.

## EXECUTIVE LAW

### **§ 4.7. Succession to Presidency by Vice President-Elect.**

*1. Death, refusal to serve, or disability.* In case of the death, refusal to serve or other disability of the successful Presidential candidate in any general election which prevents him from being declared President-Elect or taking the constitutional oath of office and being inaugurated, the successful Vice President-Elect shall succeed to the Presidency as President for the term for which the President-Elect was elected.

*2. Special Election for Vice President.* After the inauguration of the Vice President-Elect as President, he shall by proclamation call a special election for the election of a Vice President to serve the term for which the President has succeeded to office.<sup>28</sup>

### **§ 4.8. Conduct of Government when President is absent from country.**

In any case when the President proceeds beyond the limits of the Republic, the Government of the Republic shall be conducted by the Cabinet under the direction of any Minister thereof, whom the President shall designate by letters patent, and the person so designated shall exercise such further and other authority as the President may direct.<sup>29</sup>

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<sup>28</sup> *Prior legislation:* 1957-58 Supp. 13:5-A; L. 1955 (E.S. June), ch. XIII; L. 1971-72.

<sup>29</sup> *Prior legislation:* 1956 Code 13:5 (1); L. 1954 (E.S.), ch. V; L. 1920-21, ch. I, §§ 2, 3; L. 1900-01, 7(1st); OBB. 156, Act fixing the seat of Government, § 3; L. 1971-72.

**P A R T II**

***Executive Branch Generally***

***Chapter 10. GENERAL PROVISIONS***

- § 10.1. Composition of Executive Branch; Ministries named.
- § 10.2. Appointment of Cabinet Members from all Counties.
- § 10.3. Appointment of Ministers of State Without Portfolio.
- § 10.4. Annuities for Cabinet Members.
- § 10.5. Regulations by heads of ministries or other agencies.
- § 10.6. Delegation of functions,
- § 10.7. Employment of persons in ministries and agencies.
- § 10.8. Reports by heads of ministries and other agencies.
- § 10.9. Seals of ministries and other agencies.
- § 10.10. Submission of Government legal documents to Minister of Justice.
- § 10.11. Compensation.

**§ 10.1. Composition of executive branch; departments named.**

The executive branch of the Government shall be composed of ministries, and other agencies of the Government independent of the ministries. The ministries shall be the following: Ministry of Foreign Affairs; Ministry of Finance; Ministry of Justice; Ministry of Postal Affairs; Ministry of National Defense; Ministry of Local Government, Rural Development and Urban Reconstruction; Ministry of Education; Ministry of Public Works; Ministry of Agriculture; Ministry of Health and Social Welfare; ministry of Commerce and Industry; Ministry of Information, Cultural Affairs and Tourism; ministry of planning and Economic Affairs; Ministry of Lands Mines

## EXECUTIVE LAW

and Energy; Ministry of Labour; Ministry of Youth and Sports.<sup>30</sup>

### **§ 10.2. Appointment of Cabinet Members from all Counties.**

As far as practicable, the President shall appoint at least one member of the Cabinet from every county of the Republic.<sup>31</sup>

### **§ 10.3. Appointment of Ministers of State Without Portfolio; duties.**

The President is hereby authorized and empowered to appoint, with the advice and consent of the Senate, Ministers of State Without Portfolio who shall be members of the Cabinet and shall serve at the pleasure of the President. The Ministers of State Without Portfolio shall perform such duties as may be assigned them from time to time by the President, and they shall receive annual salaries as shall be provided for in the national budget.<sup>32</sup>

### **§ 10.4. Annuities for Cabinet Members.**

Upon honorable retirement to private life, a former member of the Cabinet who is not in any way employed by the Government shall receive from the Government a pension of \$3,000 per annum. Fifty percent of such pension shall be paid after death of the Cabinet member to his widow during her life time or until she remarries; and

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30 *Prior legislation:* L. 1964-65, ch. III; L. 1961-62, ch. XXVII (3:30); 1956 Code 13:30; L. 1971-72.

31 *Prior legislation:* 1956 Code 13:31; L. 1953-54, ch. XXI, § 8; L. 1947-48, ch. III; L. 1945-46, ch. X, § 1 (approving Presidential Proclamation of Feb. 1, 1945); L. 1944-45, ch. XXI, § 2; L. 1937, ch. VII, § 3; L. 1933-34, ch. III, § 3; Rev. Stat., § 960, 1209 A, 1292; L. 1897-98, 34 (2nd), § 1; L. 1893-94, 4(2nd); L. 1872-73, 3, § 1; L. 1868-69; 12, § 1; OBB 161, Act creating a Post Office, § 1; L. 1971-72.

32 *Prior legislation:* L. 1971-72.

## EXECUTIVE LAW

on the death of the widow or her remarriage, or if there is no widow, in equal portions to each of his minor children.<sup>33</sup>

### **§ 10.5. Regulations by heads of ministries or other agencies; fees.**

*1. Regulations in general.* The head of each ministry or independent agency in the Executive Branch is authorized, subject to the approval of the President, to prescribe regulations not inconsistent with the law of the operation of the ministry or agency, the accomplishment of its lawful functions, the official conduct of its officers and employees, and the distribution and performance of its business.

*2. Fees.* The head of each ministry or independent agency in the Executive Branch is authorized, subject to the approval of the President, to fix just and reasonable fees, not otherwise provided by law, to be charged for issuing and recording documents and performing other administrative services for members of the public in connection with the operation of the ministry or agency. A fee shall be deemed “just and reasonable” which is not more than sufficient to compensate the Government for the cost of rendering the service for which the charge is imposed.<sup>34</sup>

### **§ 10.6. Delegation of functions.**

The head of a ministry or other autonomous agency of the executive branch or, if an agency is headed by more than one person, a majority of such persons, may, unless expressly prohibited by law, from time

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<sup>33</sup> *Prior legislation:* 1957-58 Supp. 13:31-A; L. 1956-57, ch. XVIII.

<sup>34</sup> *Prior legislation:* L. 1961-62, ch. XXVIII, § 2(13:40); 1956 Code, 13:36; 1. 1971-72. Section 10.5 of the Executive Law was amended to the present wording by AN ACT TO AMEND THE EXECUTIVE LAW TO EMPOWER THE HEAD OF A MINISTRY OR INDEPENDENT AGENCY IN THE EXECUTIVE BRANCH TO FIX FEES FOR PERFORMING ADMINISTRATIVE SERVICES, approved 1975.

## EXECUTIVE LAW

to time delegate authority to perform any function vested in him or them or in the ministry or agency by law, to any other officer, or to any employee or sub-agency within such ministry or agency and may also grant the authority successively to redelegate any such functions to officers and employees under the same supervision and direction as the officer, employee or sub-agency to whom the first delegation was made. A delegation may at any time be revoked by the head or heads of the ministry or agency who made it. The duty and power of making quasi-judicial decisions may not, however, be delegated unless such delegation is expressly authorized by law.<sup>35</sup>

### **§ 10.7. Employment of persons in ministries and agencies.**

The head of a ministry or other autonomous agency in the executive branch of the Government not otherwise exempted, may, subject to the approval of the President and subject to the provisions of the Civil Service Act, employ for service in such ministry or agency such number of employees, in addition to those appointed by the President by law, as are required effectively to carry out the functions of the ministry or agency and as may be appropriated for by the Legislature from year to year.<sup>36</sup>

### **§ 10.8 Reports by heads of ministries and other agencies.**

The head of each ministry and each independent agency of the Executive Branch shall annually make a report in writing to the regular session of the Legislature, giving an account of all moneys received and disbursed by him and his ministry or agency, describing the work done by the ministry or agency during the preceding year, and making any recommendations deemed necessary for the more

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<sup>35</sup> *Prior legislation:* L. 1971-72.

<sup>36</sup> *Prior legislation:* L. 1961-62, ch. XXVIII, § (13:33-A); L. 1971-72.

## EXECUTIVE LAW

effectual accomplishment of the purposes of the ministry or agency. All such reports except that of the Minister of Foreign Affairs shall be presented to the Legislature within five days after the President has delivered his annual message to that body. The Minister of Foreign Affairs shall report within ten days following the President's message.<sup>37</sup>

### **§ 10.9. Seals of ministries and other agencies.**

Each ministry or other autonomous agency of the executive branch shall procure a proper seal with suitable inscriptions and devices, to be known as the official seal of the ministry or agency and to be kept and used to verify official documents, under such rules and regulations as the head of the ministry or agency may prescribe. Judicial notice shall be taken of such seals.<sup>38</sup>

### **§ 10.10. Submission of Government legal documents to Minister of Justice.**

No officer or employee of the executive branch of the Government shall enter into any agreement to which the Government is a party or execute any other legal document affecting the interest of the Government without first obtaining from the Minister of Justice advice concerning its validity and legal effect.<sup>39</sup>

### **§ 10.11. Compensation.**

The amounts fixed by annual budgetary appropriation shall determine

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<sup>37</sup> *Prior legislation:* 1956 Code 13:32, 55; L. 1944-45, ch. XXI, § 11; Rev. Stat., § 1195; L. 1927-28, ch. X; L. 1911-12, 27, § 9; L. 1902-03, 38, § 3; L. 1971-72.

<sup>38</sup> *Prior legislation:* 1956 Code 13:37; L. 1971-72.

<sup>39</sup> *Prior legislation:* L. 1960-61, ch. XI (13:39); L. 1971-72.

## EXECUTIVE LAW

the amount of compensation to be paid officials and employees of the executive branch of the Government whose compensation is not fixed by statute.

### **Chapter 11. SEAL AND SEAT OF GOVERNMENT**

§ 11.1. Seal of Republic of Liberia.

§ 11.2. Seat of Government.

#### **§ 11.1. Seal of Republic of Liberia.**

The Minister of Foreign Affairs shall have the custody of the seal of the Republic of Liberia and shall affix the same to all civil commissions for officers of the Republic to be appointed by the President by and with the advice and consent of the Senate, or by the President alone. The seal shall not be affixed to any commission before the same has been signed by the President of Liberia, nor to any other instrument without the special warrant of the President therefor.<sup>40</sup>

#### **§ 11.2. Seat of Government.**

The Commonwealth District of Monrovia in Montserrado County is hereby declared the Capital City and seat of Government of the Republic of Liberia.<sup>41</sup>

### **Chapter 20. MINISTRY OF FOREIGN AFFAIRS**

#### **Subchapter A. Organization of the Ministry**

§ 20.1. Ministry authorized; appointment of Minister.

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<sup>40</sup> *Prior legislation:* 1956 Code 13:53; L. 1944-45, ch. XXI, § 1911-12, 27, § 5; L. 1908-09, 56, §§ 1, 3; L. 1971-72.

<sup>41</sup> *Prior legislation:* 1956 Code 20:4; OBB 156, Act fixing the seat of government, § 1.



## EXECUTIVE LAW

- § 20.2. Organization of the Ministry.
- § 20.3. Duties of Minister of Foreign Affairs.
- § 20.4. Deputy Minister of Foreign Affairs.
- § 20.5. Deputy Minister of Foreign Affairs for Administration.
- § 20.6. Counsellor.
- § 20.7. Assistant Minister of Foreign Affairs.
- § 20.8. Special Assistant to the Minister of Foreign Affairs.
- § 20.9. Foreign Service Inspector General.
- § 20.10. Chief of Protocol.
- § 20.11. Internal organization of Ministry.
- § 20.12. Missions abroad.

### **Subchapter B. National Archives and Records Service**

- § 20.50. Definitions.
- § 20.51. Creation of National Archives and Records Service; Director and Deputy Director.
- § 20.52. Duties of Director.
- § 20.53. Creation of Central National Archives and Local Archives.
- § 20.54. National Archives and Records Council.
- § 20.55. Annual report of Director.
- § 20.56. In service archives and records management training class.
- § 20.57. Preservation of motion picture films, still pictures and sound recordings.
- § 20.58. Registrars of Deeds.
- § 20.59. Registrars of Marriages.

### ***Subchapter A. ORGANIZATION OF THE MINISTRY***

#### **§ 20.1. Ministry authorized; appointment of Minister.**

There shall be in the executive branch of the Government a Ministry of Foreign Affairs to be headed by the Minister of Foreign Affairs,

## EXECUTIVE LAW

who shall be appointed by the President by and with the advice and consent of the Senate.<sup>42</sup>

### § 20.2. Organization of the Ministry.

The Ministry of Foreign Affairs shall be organized to include the following:

- (a) Office of the Minister of Foreign Affairs
- (b) Office of the Deputy Minister of Foreign Affairs
- (c) Office of the Deputy Minister of Foreign Affairs for Administration
- (d) Office of the Counsellor
- (e) Office of the Assistant Minister of Foreign Affairs
- (f) Office of the Special Assistant to the Minister of Foreign Affairs
- (g) Office of the Foreign Service Inspector General
- (h) Office of the Chief of Protocol
- (i) Bureau of Asian and African Affairs
- (j) Bureau of European Affairs
- (k) Bureau of American Affairs
- (l) Bureau of International Organizations Affairs
- (m) Bureau of Economic Affairs
- (n) National Archives and Records Management Service
- (o) Division of Administrative Services
- (p) Division of Finance
- (q) Division of Passports and Visas
- (r) Division of Publication

The Minister of Foreign Affairs is authorized to determine the internal organization of each of the agencies listed above, subject to

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<sup>42</sup> *Prior legislation:* 1956 Code 13:50; L. 1944-45, ch. XXI, § 2; L. 1911-12, 27, § 1; L. 1971-72.

EXECUTIVE LAW

the provisions of this chapter.

**§ 20.3. Duties of Minister of Foreign Affairs.**

It shall be the duty of the Minister of Foreign Affairs, under the direction of the President to ---

- (a) Formulate and implement the foreign policy of the Government of Liberia;
- (b) Promote beneficial intercourse between Liberia and other countries;
- (c) Protect Liberian rights and interests throughout the world;
- (d) Direct the conduct of the Foreign Service;
- (e) Issue regulations governing the activities of foreign diplomatic and consular missions accredited to the Republic of Liberia;
- (f) Issue passports and visas;
- (g) Act as custodian of archives of the Republic of Liberia;
- (h) Promote, in cooperation with other Government ministries and agencies, improved records management practices and supervise the preservation, storage, and disposal of Government records;
- (i) Oversee the publication of all papers and documents required by law to be published and required for the use of any of the agencies of Government;
- (j) Publish an official newspaper;

EXECUTIVE LAW

- (k) Act as custodian of the seal of the Republic;
- (l) Certify public documents in the custody of the Minister and authenticate the signatures of public officials;
- (m) Inform elected officials of Government of their election;
- (n) Issue certificates of incorporation to business corporations formed in Liberia and register foreign corporations doing business there;
- (o) Register patents, copyrights, and trademarks.<sup>43</sup>

**§ 20.4. Deputy Minister of Foreign Affairs.**

The President, by and with the advice and consent of the Senate, shall appoint to the Ministry of Foreign Affairs an official to be known as the Deputy Minister of Foreign Affairs. He shall assist the Minister of Foreign Affairs in the discharge of his duties; and in the event of the absence, death, resignation, or removal of the Minister of Foreign Affairs, he shall perform the duties of the Minister of Foreign Affairs as Acting Minister of Foreign Affairs until a successor is appointed or the Minister of Foreign Affairs resumes his duties.<sup>44</sup>

**§ 20.5. Deputy Minister of Foreign Affairs for Administration.**

The President, by and with the advice and consent of the Senate, shall appoint to the Ministry of Foreign Affairs, a Deputy Minister of

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<sup>43</sup> *Prior legislation:* 1956 Code 13:51-54; L. 1944-45, ch. X, §§ 2, 6, 7, 8, 10, 12; L. 1911-12, 27, §§ 4, 5, 6, 8; L. 1908-09, 56, §§ 1, 3, 5; L. 1971-72.

<sup>44</sup> *Prior legislation:* L. 1963-64, ch. VII (13:57); 1956 Code 13-57; L. 1950-51, ch. XXVIII, § 2; L. 1944-45, ch. XXI, § 3; L. 1911-12, 27, §§ 2, 11; L. 1971-72.

## EXECUTIVE LAW

Foreign Affairs for Administration who shall assist and advise the Minister of Foreign Affairs in providing the administrative services for the Ministry and perform such other duties as may be assigned to him by the Minister.<sup>45</sup>

### **§ 20.6. Counsellor**

The President, by and with the advice and consent of the Senate, shall appoint for the Ministry of Foreign Affairs, a Counsellor, who shall have the rank of Deputy Minister of Foreign Affairs, whose duty it shall be to

(a) Advise the Minister of Foreign Affairs on problems relating to international law and diplomacy and on all matters of a legal nature with which the Minister is concerned;

(b) Provide legal services with regard to treaties, conventions, protocols, and other international agreements with which the Minister of Foreign Affairs is concerned.<sup>46</sup>

### **§ 20.7. Assistant Minister of Foreign Affairs.**

The President, by and with the advice and consent of the Senate, shall appoint an Assistant Minister of Foreign Affairs who shall assist the Minister of Foreign Affairs and the Deputy Minister of Foreign Affairs for Administration in providing the administrative services for the Ministry of Foreign Affairs.<sup>47</sup>

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45 *Prior legislation:* L. 1963-64, ch. XIII (13:57-A); L.1971-72.

46 *Prior legislation:* 1956 Code 13:59; L. 1951-52, ch. XVIII; L. 1971-72.

47 *Prior legislation:* 1956 Code 13:56; L. 1950-51, ch. VIII, § 3; L. 1971-72.

## EXECUTIVE LAW

### **§ 20.8. Special Assistant to the Minister of Foreign Affairs.**

The president, by and with the advice and consent of the Senate, shall appoint a Special Assistant to the Minister of Foreign Affairs, who shall have the rank of an Assistant Minister of Foreign Affairs. The Special Assistant shall assist the Minister of Foreign Affairs in coordinating the work of the office of the Minister of Foreign Affairs and of the Deputy Minister of Foreign Affairs, and the carrying out the other activities of the Ministry of Foreign Affairs. The Special Assistant shall also assist the Minister of Foreign Affairs in maintaining liaison with other ministries and agencies of the Government.<sup>48</sup>

### **§ 20.9. Foreign Service Inspector General.**

The President, by and with the advice and consent of the Senate, shall appoint in the Ministry of Foreign Affairs, a Foreign service Inspector General. It shall be the duty of the Inspector general to conduct inspections and audits of missions abroad established by the Foreign Service. He shall have the rank of an Assistant Minister of Foreign Affairs.<sup>49</sup>

### **§ 20.10. Chief of Protocol.**

The President, by and with the advice and consent of the Senate, shall appoint an official in the Ministry of Foreign Affairs as Chief of Protocol, who shall have the rank of Ambassador Extraordinary and Plenipotentiary. It shall be the duty of the Chief of Protocol to

- (a) Be responsible for observance of protocol in connection with official and ceremonial functions;

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<sup>48</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to provide for a Special Assistant to the Secretary of State); L. 1971-72.

<sup>49</sup> *Prior legislation:* 1956 Code 14:20; L. 1950-51, ch. VIII, § 9.

## EXECUTIVE LAW

(b) Provide liaison with foreign diplomatic missions and personnel accredited to the Republic of Liberia;

(c) Prepare executive commissions, diplomas, letters of credence, and other documents required by diplomatic custom.<sup>50</sup>

### **§ 20.11. Internal organization of Ministry.**

*1. Bureaus.* There shall be established in the Ministry of Foreign Affairs a Bureau of Asian-African Affairs, a Bureau of European Affairs, a Bureau of American Affairs, a Bureau of International Organizations Affairs, and a Bureau of Economic Affairs. Each Bureau shall be headed by an official bearing the title of Assistant Minister or Director, who shall be recommended by the Minister of Foreign Affairs, subject to the approval of the President. The Assistant Ministers or Directors of the Bureau of Asian-African Affairs, the Bureau of European Affairs, and the Bureau of American Affairs shall be immediately in charge of supervising and conducting foreign affairs in their respective geographical areas. The Assistant Minister or Director in charge of the Bureau of International Organizations Affairs shall be immediately responsible for the general conduct of the affairs pertaining to international organizations. The Assistant Minister or Director of the Bureau of Economic Affairs shall be immediately responsible for

(a) formulating foreign economic policy in consultation with other responsible officials of the Ministry;

(b) advising other agencies in the Ministry with regard to activities and programs relating to financing, resources, commo-

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<sup>50</sup> *Prior legislation:* L. 1958-59, ch. XI, §§ 2, 3, (13:63-A); 1956 Code 13:63; L. 1950-51, ch. XXVIII, §§ 3, 4; L. 1944-45, ch. XXI, § 4(b); L. 1971-72.

EXECUTIVE LAW

dities, transportation, and communications; and

(c) representing the Ministry in inter-departmental relationships in connection with foreign economic matters.

2. *Divisions.* There shall be established in the Ministry of Foreign Affairs a Division of Administrative Services, a Division of Finance, a Division of Passports and Visas, and a Division of Publications. The head of each division, who shall be known as the Chief or Director of such division, and who shall be responsible directly to Deputy Minister of Foreign Affairs for Administration shall be recommended by the Minister of Foreign Affairs, subject to the approval of the President. The duties of the chiefs or directors of the above-named divisions shall be as follows:

(a) The Chief or Director of Division of Administration Services shall provide communications, records, personnel, building, and maintenance services for the Ministry;

(b) The Chief or Director of the Division of Finance shall maintain all ministerial accounting and fiscal records, provide purchasing and supply services and be responsible for preparation and administration of the Ministry budget;

(c) The Chief or Director of the Division of Passports and Visas shall be charged with the determination of eligibility of all applicants to receive passports or to be registered as citizens of Liberia in Liberian consulates abroad; the preparation of passports; the detection and prevention of fraud in the securing of passports and visas; the taking of appropriate action in connection with requests for visas, either in Liberia or abroad; the issuance of instruction to Liberian diplomatic and consular officers concerning matters relating to nationality, passports, visas, registration and protection of Liberians in foreign



## EXECUTIVE LAW

countries; and the preparation of reports on births, deaths and marriages of Liberian citizens abroad.

(d) The Chief or Director of the Division of Publications shall be in charge of printing all Government documents or other matters for which the Minister of Foreign Affairs is responsible under the law or which he is directed to publish by the Minister of Foreign Affairs.<sup>51</sup>

### § 20.12. Missions Abroad.

There shall be established abroad such embassies, legations, and consular offices as the President shall approve. All missions abroad shall be subject to the authority and direction of the Minister of Foreign Affairs. The selection and assignment of members of the diplomatic and consular corps shall be governed by the provisions of the Foreign Relations Law.

## ***Subchapter B.* NATIONAL ARCHIVES AND RECORDS SERVICE**

### § 20.50. Definitions.

1. *Archives.* The term "archives" as used in this subchapter means those official records that have been determined by the Director of National Archives and Records Service to have sufficient historical or other value to warrant their indefinite preservation by the Government for purposes of research, historical investigation, or patriotic inspiration, or because of other national significance.

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<sup>51</sup> *Prior legislation:* L. 1958-59, ch. XIX; 1957-58 Supp. 13:67; L. 1957-58, ch. XVII; L. 1955-56, ch. XXXI; 1956 Code 64, 65; L. 1944-45, ch. XXI, § 4(c), (f), (g); L. 1971-72.

## EXECUTIVE LAW

2. *Records.* The term "records" as used in this subchapter means books, papers, maps, photographs, or other documentary materials regardless of physical form or characteristics, made or received by any Government agency in pursuance of law or in connection with the transaction of public business and preserved by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data therein contained. Library and museum material, made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications and of processed documents are not included within the definition of "records" as used herein.

3. *Director.* The term "Director" as used in this subchapter refers to the Director of National Archives and Records Service.

### **§ 20.51. Creation of National Archives and records service; Director and Deputy Directors.**

There is hereby established in the Ministry of Foreign Affairs the National Archives and Records Service, which shall be headed by a Director who shall be appointed by the President. The Director shall be assisted by a Deputy Director who shall be appointed in the same manner as the Director.<sup>52</sup>

### **§ 20.52. Duties of Director.**

1. *As to archives.* All archives belonging to the Government or to the counties or territories or chartered districts of Liberia shall be under the charge and superintendence of the Director, who shall act subject to authority and direction of the Minister of Foreign Affairs. In

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<sup>52</sup> *Prior legislation:* L. 1958-59, ch. XIVIII, §§ 1, 2, 3 (13:81, 82).

## EXECUTIVE LAW

furtherance of that function, the Director shall have the duty and power to ---

- (a) Inspect the records of any agency of the Government, including the records of the legislative and judicial branches, and requisition the transfer to the Central National Archives of any such records which have been in existence for more than 20 Years and which the National Archives and Records Council determines to constitute archives of the Republic; provided, that such records may not be requisitioned if the head of the agency certifies in writing to the Director that they must be retained in his custody for use in the conduct of the regular current business of such agency;
- (b) Supervise the making of periodic inspections of both the Central National Archives and Local archives;
- (c) Take all necessary steps for preservation of the archives and make them available for use of government officials and the public to the extent required by the public interest;
- (d) Accept for deposit and direct and effect the transfer to the National Archives of
  - (i) the papers and other historical materials of any President or former President of Liberia or of any other official or former official of the Government, and
  - (ii) documents, including motion picture films, still pictures, and sound recordings from private sources that are appropriate for preservation by the Government as evidence of its organization, functions, policies, decisions, procedures, and transactions.

## EXECUTIVE LAW

2. *As to records.* The Director shall be responsible for performing the following duties with regard to Government records, subject to the authority and direction of the Minister of Foreign Affairs:

(a) Make provisions for the economical and efficient management of Government records by developing standards, procedures, and techniques designed to improve the management of records, and to insure the maintenance and security of records deemed appropriate for preservation;

(b) Establish standards for selective retention of records of continuing value, and assist Government agencies in applying such standards to records in their custody;

(c) Inspect or survey personally or by deputy the records of any Government agency, and keep informed with regard to records management and disposal practices in such agencies; provided that records, the use of which is restricted by or pursuant to law or for reasons and national security or the public interest, shall be inspected or surveyed in accordance with regulations promulgated by the Director, subject to the approval of the head of the custodial agency;

(d) Establish, maintain, and operate records centers for the storage, processing, and servicing of records for Government agencies pending their deposit with the National Archives or their disposition in any other manner authorized by law;

(e) Establish, maintain, and operate centralized micro-filming services for Government agencies;

(f) Oversee the disposition of records of Government agencies in accordance with regulations to be issued by the Minister of Foreign Affairs.

## EXECUTIVE LAW

3. *As to Registrars of Deeds and Registrars of Marriages.* The Director, subject to the authority and direction of the Minister of Foreign Affairs, shall have the immediate responsibility for overseeing the Registrars of Deeds and Registrars of Marriages in the performance of their duties.<sup>53</sup>

### **§ 20.53. Creation of Central National Archives and Local Archives.**

There shall be created in the Commonwealth District of Monrovia a repository for archives of the central Government of the Republic of Liberia which shall be known as the Central National Archives. Repositories, to be known as Local Archives, shall be established in each of the several counties, territories, and chartered districts for deposits of archives originating in such local subdivisions of government.<sup>54</sup>

### **§ 20.54. National Archives and Records Council.**

There is hereby created a National Archives and Records Council which shall advise and consult with the Director with a view to carrying out the purpose of this subchapter and chapter 31 of this title. The Council shall be composed of 13 members, consisting of four from each of the three branches of the Government and the Director

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<sup>53</sup> *Prior legislation:* Par. L. 1958-59, ch. XLVIII, § 4 (1st 2nd sents.); Par. 3 (Registrars of Deeds) L. 1963-63, ch. XIV, §§ 1, 2; L. 1961-62, ch. V (13:150); L. 1960-61, ch. XLII, § 2; 1956 Code 13:161; L. 1933-34, ch. III, § 12; Rev. Stat., § 1304, 1305; L. 1857, 4 § 3; OBB 113, Judiciary art. II, § 2; 1841 Digest pt. I, Judiciary Act, § 9, 2 Hub. 1464 Par. 3 (Registrars of Marriages); 1956 Code 10:23; L. 1951-52, ch. XVI, §§ 1, 2, 3; L. 1935-36, ch. XVII, §§ 12, 19; OBB 157, Act legalizing marriages and legitimating illegitimate children, § 3; 1841 Digest, pt. 1, Act legalizing marriages and legitimating illegitimate children, § 3, 2 Hub. 1492; L. 1971-72.

<sup>54</sup> *Prior legislation:* L. 1958-59, ch. XLVIII, § 1.

## EXECUTIVE LAW

of National and Records Service, who shall act as chairman. Members of the Council representing the legislative branch shall be designated in equal numbers by the President of the Senate and the Speaker of the House of Representatives. Members of the Council representing the judicial branch shall be designated by the Chief Justice of the Supreme Court. The Minister of Foreign Affairs is authorized to designate from persons nominated by the heads of the executive agencies not more than four persons to represent the executive branch on the Council. Members of the Council shall serve without compensation, but shall be reimbursed for all necessary expenses actually incurred in the performance of their duties as members of the Council. The Council shall meet at least twice annually and at all times when convened by the chairman. Seven members shall constitute a quorum.<sup>55</sup>

### **§ 20.55. Annual report of Director.**

The Director shall make an annual report to the Minister of Foreign Affairs for transmission to the Legislature, which report shall include a detailed statement of all acquisitions and all receipts and expenditures on account of the National Archives and Records Service.<sup>56</sup>

### **§ 20.56. In service archives and records management training class.**

When directed by the President, there shall be instituted an archives and records management training class as an in-service training for any employees of the Government whose duties require a knowledge of records management.<sup>57</sup>

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<sup>55</sup> *Prior legislation:* L. 1958-59, ch. XLVIII, § 7; L. 1971-72.

<sup>56</sup> *Prior legislation* L. 1958-59, ch. XLVIII, § 12; L. 1971-72.

<sup>57</sup> *Prior legislation:* L. 1958-59, ch. XLIII, § 15.

EXECUTIVE LAW

**§ 20.57. Preservation of motion picture films, still pictures and sound recordings.**

The Director may accept, store, and preserve motion picture films, still pictures, and sound recordings pertaining to and illustrative of historical activities of the Republic of Liberia. In connection therewith, he shall maintain a projection room for the showing of such films and the reproduction of the sound recordings for use on commemorative occasions and for study.<sup>58</sup>

**§ 20.58. Registrars of Deeds.**

The President with the advice and consent of the Senate shall appoint for each county a Registrar of Deeds who shall serve under the immediate direction and supervision of the Director. A Registrar of Deeds shall perform the following duties:

- (a) Record in the manner prescribed by the Property Law chattel mortgages and all instruments, including government grants and patents, relating to the title of real property situated in the county for which he is appointed;
- (b) Record all other instruments under seal such as assignments for the benefit of creditors, bills of sale, partnership deeds, articles of incorporation, and other documents which the parties concerned may desire to have recorded or which are required by statute to be registered in the office of the Registrar;
- (c) Countersign and endorse in accordance with the Public Lands Law deeds for public lands in his county which are sold or which are allotted to immigrants;

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<sup>58</sup> *Prior legislation L. 1958-59, ch. XLIII, § 9.*

EXECUTIVE LAW

- (d) Receive from the clerks of the Circuit and Probate Courts papers of record relating to realty and register and file them in alphabetical order so that they may at all times be in safe keeping in his office and accessible to persons desiring to examine them;
- (e) On application of interested persons, furnish certified copies of instruments or public documents held in his custody;
- (f) Furnish the Director with regular quarterly reports accompanied by charts showing all transfer of real estate in the county.<sup>59</sup>

**§ 20.59. Registrars of Marriages.**

1. *Appointment.* The President, by and with the advice and consent of the Senate, shall appoint a Registrar of Marriages for each county, territory, and chartered district.

2. *Duties.* A Registrar of Marriages shall perform the following duties, subject to the immediate direction and supervision of the Director.

- (a) Furnish application forms for marriage licenses to persons requesting them;
- (b) Publish notice of each marriage license application;
- (c) Issue marriage licenses;
- (d) Record all applications to marry, all marriage licenses, all certificates of marriage, and all acknowledgments of foreign

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<sup>59</sup> *Prior legislation:* L. 1962-63, ch. XIV, § 2; L. 1961-62; ch. V, 13-160; 1960-61, ch. XLII, §. 2 (13:160); 1956 Code 13:161; L. 1933-34, ch. III, § 12; Rev. Stat, § 1304, 1305; L. 1857, 4, § 3; OBB 113, Judiciary, art. II, § 2; 1841 Digest, pt. I, Judiciary Act, § 9, 2 Hub. 1464.



## EXECUTIVE LAW

marriage in a book especially provided for that purpose;

(e) Deposit into the Bureau of Revenues, Ministry of Finance all fees received by him in the course of his duties;

(f) On application of interested persons, furnish certified copies of instruments or public documents held in his custody;

(g) Send to the Director at the end of every calendar year all record books which have been filled during the year.<sup>60</sup>

### ***Chapter 21. MINISTRY OF FINANCE***

§ 21.1. Creation of Ministry; appointment of Minister.

§ 21.2. Duties Minister of Finance.

§ 21.3. Appointment of Deputy Minister of Finance; Assistant Minister of Finance for Fiscal Affairs; and Assistant Minister of Finance for Revenues.

§ 21.4. Duties of Deputy Minister of Finance.

§ 21.5. Duties of Assistant Minister of Finance for Fiscal Affairs.

§ 21.6. Duties of Assistant Minister of Finance for Revenues.

§ 21.7. Comptroller; Director of General Accounting.

§ 21.8. Commissioner of Internal Revenues; Commissioner of Customs.

§ 21.9. Organization of Ministry.

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<sup>60</sup> *Prior legislation:* L. 1960-61, ch. XLII, § 2(13:161), § 5; 1956 Code 10:23; L. 1951-52, ch. XVI, §§ 1, 2, 3; L. 1935-36, ch. XVII, §§ 12, 19; OBB 1957, Act legalizing marriages and legitimizing illegitimate children, § 3; 1841 Digest, pt. I, Act legalizing marriages and legitimizing illegitimate children, § 3, 2 Hub. 1492; L. 1971-7.2.

## EXECUTIVE LAW

### **§ 21.1. Creation of Ministry; appointment of Minister.**

There shall be in the Executive Branch of the Government a Ministry of Finance, which shall be headed by the Minister of Finance to be appointed by the President, by and with the advice and consent of the Senate.<sup>61</sup>

### **§ 21.2. Duties of the Minister of Finance.**

The Minister of Finance shall be charged with the following duties:

- (a) To effectively and efficiently manage the financial resources of the Republic; be depository of Government funds and of all indicia of title of assets of Government;
- (b) To administer the revenue program of the Government, including supervision of the collection of the revenues;
- (c) To report the financial activities and financial position of the Government to the President and to the Legislature;
- (d) To maintain the central accounting records of the Government and prescribe for all Government agencies of accounts reporting and documentation necessary to safeguard the assets of the Government;
- (e) To formulate fiscal policies for financial planning;
- (f) To disburse Government funds in accordance with legislative appropriations;

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<sup>61</sup> *Prior legislation:* L. 1961-62, ch. XXXIV, § 2(13:100); L. 1960-61, ch. VII; L. 1957-58, Supp. 13:101; L. 1957-58, ch. VIII; 1956 Code 13:101; L. 1872-73, 3, § I; L. 1971-72.

EXECUTIVE LAW

(g) Generally to perform all such services relating to the Government finances as are imposed by law;

(h) To be responsible for the administration of the Government maritime program.<sup>62</sup>

**§ 21.3. Appointment of Deputy Ministers for Administration; Deputy Minister for Fiscal Affairs and Debt Management.**

The President, by and with the advice and consent of the Senate, shall appoint a Deputy Minister of Finance who shall be the principal assistant to the Minister of Finance and who shall act in the absence of the Minister. By and with the advice and consent of the Senate, the President shall also appoint a Deputy Minister of Finance for Fiscal Affairs and an Deputy Minister of Finance for Revenues.<sup>63</sup>

**§ 21.4. Duties of Deputy Minister of Finance for Administration.**

Subject to the authority and direction of the Minister of Finance, the Deputy Minister of Finance shall be responsible for the internal administrative affairs of the Ministry and shall perform such other duties as may from time to time be assigned him by the Minister.<sup>64</sup>

**§ 21.5. Duties of Deputy Minister of Finance for Fiscal Affairs.**

Subject to the authority and direction of the Minister of Finance, the Deputy Minister of Finance for Fiscal Affairs shall be in charge of all

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62 *Prior legislation:* L. 1961-62, ch. XXXIV, § 2(13:101,104); L. 1960-61, ch. VII (13:101); 1957-58 Supp., 13:101; L. 1957-58, ch. VIII; 1956 Code, 13:101; L. 1872-73, 3, § 1; L. 1971-72.

63 *Prior legislation:* L. 1971-72.

64 *Prior legislation:* L. 1971-72.

## EXECUTIVE LAW

matters having to do with fiscal policy and administration, a unified Government accounting system, debt management, banking activities, and in general of all financial matters, which may be delegated to him by the Minister of Finance.<sup>65</sup>

### **§ 21.6. Duties of Deputy Minister of Finance for Revenues.**

Subject to the authority and direction of the Minister of Finance, the Deputy Minister or Finance for Revenues shall administer the revenue program of the Government, including customs duties and all forms of internal revenues.<sup>66</sup>

### **§ 21.7. Comptroller; Director of General Accounting.**

Under the immediate direction of the Deputy Minister for Fiscal Affairs, there shall be a Comptroller and Director of General Accounting, both of whom shall be appointed by the President, by and with the advice and consent of the Senate.<sup>67</sup>

### **§ 21.8. Commissioner of Internal Revenues; Commissioner of Customs.**

The President, by and with the advice and consent of the Senate shall appoint a Commissioner of Internal, Revenues and a Commissioner of Custom to administer the collection of revenues under the imme-

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65 *Prior legislation:* L. 1961-62, ch. XXXIV, § 2(13:103); L. 1971-72.

66 *Prior legislation:* L. 1961-62, ch. XXXIV, § 2(13:104)1 L. 1971 -72.

67 *Prior legislation:* L. 1961-62, ch. XXXIV, § 2(13:106); 1957-58 Supp. 13.132; L. 1956-57, ch. IX, § 4; 1956 Code 13:105, Rev. Stat. § 979 (3); L. 1872-73, 3, § 1, 6, 11; L. 1971-72.

## EXECUTIVE LAW

diate direction of the Deputy Minister of Finance for Revenues.<sup>68</sup>

### **§ 21.9. Organization of Ministry.**

The Ministry of Finance shall be organized in such manner and with such personnel as shall be determined by the Minister, subject to the approval of the President.<sup>69</sup>

## ***Chapter 22. MINISTRY OF JUSTICE***

### **Subchapter A. Organization of Ministry.**

- § 22.1. Creation of ministry; Minister of Justice.
- § 22.2. Duties of Minister of Justice
- § 22.3. Deputy Minister of Justice.
- § 22.4. Solicitor General.
- § 22.5. Assistant Minister of Justice for Litigation.
- § 22.6. Assistant Minister of Justice for Codification.
- § 22.7. Assistant Minister of Justice for Rehabilitation.
- § 22.8. Assistant Minister of Justice for Administration and Public Safety.
- § 22.9. Assistant Minister of Justice for Taxation.
- § 22.10. Assistant Minister of Justice for Commercial Transactions.
- § 22.11. Commissioner of Immigration and Naturalization.
- § 22.12. County, Territorial and District Attorneys.
- § 22.13. Assistant County Attorney for Montserrado County.
- § 22.14. Organization of Ministry.

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<sup>68</sup> *Prior legislation:* 1957-58 Supp. 13:121, 122; L. 1955-56, ch. III, § 2; 1956 Code 13:121, 122; L. 1952-53, ch. IV, § 3, 4; L. 1948-49, ch. XIX; L. 1925-26, ch. IX, § 1(d); L. 1914, 39, §§ 3, 4; L. 1906-07, 21, §§3, 4.

<sup>69</sup> *Prior legislation:* L. 1971-72.

EXECUTIVE LAW

**Subchapter B. National Bureau of Investigation.**

- § 22.50. Bureau established.
- § 22.51. Duties of Director.
- § 22.52. Personnel.
- § 22.53. Retirement and death benefits.

**Subchapter C. National Central Bureau.**

- § 22.60. Bureau created; Director; function.

**Subchapter D. National Police Force.**

- § 22.70. Director
- § 22.71. Headquarters and field posts.
- § 22.72. Personnel,
- § 22.73. Retirement and death benefits.

**Subchapter E. National Police Academy.**

- § 22.90. Establishment; direction.
- § 22.91. Functions.
- § 22.92. Expense of training.

***Subchapter A. Organization of the Ministry.***

**§ 22.1. Creation of Ministry; Minister of Justice.**

There shall be in the Executive Branch of the Government a Ministry of Justice, which shall be headed by the Minister of Justice to be appointed by the President by and with the advice and consent of the Senate.<sup>70</sup>

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<sup>70</sup> *Prior legislation:* L. 1960-61, ch. XIII, sec. 2; 1956 Code, 13:151; L. 194,6-47, ch. IV; L. 1933-34, ch. III, § 4; Rev. Stat., § 956; L. 1922-23, ch. V, § 1; L 1882-83, 16, § 1; L. 1971-72.

EXECUTIVE LAW

**§ 22.2. Duties of Minister of Justice.**

It shall be the duty of the Minister of Justice to ---

- (a) Procure the proper evidence for, and conduct, prosecute, or defend all suits and proceedings in the courts in which the Republic of Liberia or any officer thereof, as to such officer, is a party or may be interested.
- (b) Institute all legal proceedings necessary for law enforcement;
- (c) Furnish opinions as to legal Matters and render services requiring legal skill to the President and other agencies of the executive branch of the Government;
- (d) Oversee the codification of Liberian statutory law and the editing and printing of the Supreme Court opinions, and of such of the opinions of the Minister of Justice as he may deem valuable for preservation in book form;
- (e) Supervise the correctional system and the commitment and treatment of prisoners;
- (f) To the extent stated in the Aliens and Nationality Law, administer the laws relating to the admission, deportation., and naturalization of aliens, and the regulation of aliens within Liberia;
- (g) Supervise the activities of the National Bureau of Investigation, the National Central Bureau, and the National police Force;
- (h) Oversee all Government activities relating to the prevention and control of fires;

## EXECUTIVE LAW

- (i) Direct the administration of the Vehicle and Traffic Law.<sup>71</sup>

### **§ 22.3. Deputy Minister of Justice for Administration and Public Safety.**

The Deputy Minister of Justice for Administration and Public Safety shall be appointed by the President by and with the advice and consent of the Senate. He shall be the principal assistant to the Minister of Justice and shall perform such specific duties as may be delegated to him by the Minister of Justice. In the event of disability, death, resignation or removal of the Minister of Justice, the Deputy Minister of Justice for Administration and Public Safety shall succeed to the duties of Minister of Justice as Acting Minister of Justice until the Minister of Justice shall return or until a successor is appointed.<sup>72</sup>

### **§ 22.4. Solicitor General.**

The President, by and with the advice and consent of the Senate, shall appoint an officer learned in the law to be the Solicitor General. Subject to the direction and control of the Minister of Justice, the Solicitor General shall ---

- (a) Prepare and argue before the Supreme Court all cases to which the Government of Liberia or any officer thereof, as such officer, is a party; provided that the Minister of Justice may himself conduct any case if in his opinion the interest of the Government requires him to do so;
- (b) Have immediate supervision of the conduct of all litigation

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<sup>71</sup> *Prior legislation:* L. 1960-61, ch. XLII, § 2; 1956 Code 13:150, 151; L. 1946-47, ch. IV; L. 1933-34, ch. III, § 1, 2, 4; Rev. Stat., § 956; L. 1922-23, ch. V, § 1; L. 1882-83, 16, § 1; L. 1971-72.

<sup>72</sup> *Prior legislation:* L. 1971-72.



## EXECUTIVE LAW

involving the Government of Liberia, including the activities of the County, Territorial and District Attorneys.<sup>73</sup>

### **§ 22.5. Assistant Minister of Justice for Litigation.**

The President, by and with the advice and consent of the Senate, shall appoint an Assistant Minister of Justice for Litigation, who shall have the immediate supervision, under authority and control of the Minister of Justice, assisted by the Deputy Minister of Justice, of the prosecution of criminal proceedings, the conduct of all civil suits to which the Republic is a party, and the supervision of tire County, Territorial, and District Attorneys. The Assistant Minister of Justice for Litigation shall also investigate and settle all matters involving misconduct by Justices of the Peace, and shall perform such other duties as may be assigned him by the Minister of Justice.<sup>74</sup>

### **§ 22.6. Deputy Minister of Justice for Codification.**<sup>75</sup>

The President, by and with the advice and consent of the Senate, shall appoint a Deputy Minister of Justice for Codification, have the immediate supervision, subject to the control and direction of the Minister of Justice, of the following:

- (a) Review all draft contracts and legal documents referred to

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<sup>73</sup> *Prior legislation:* L. 1960-61, ch. XLII, § (13:154); 1956 Code 13:152; L. 1933-34, ch. III, § 5; (1922-23, ch. VIII; L. 1971-72.

<sup>74</sup> *Prior legislation:* L. 1960-61, ch. XLII, § 13:156), L. 1971-72.

<sup>75</sup> The position of Deputy Minister for Codification was created by People's Redemption Council (PRC) decree No. 34, issued on March 17, 1981 and published on June 2, 1981. PRC decree No. 34 amended the original section 22.6 of the Executive Law which provided for the position of Assistant Minister of Justice for Codification. Under the amendment the Assistant Minister position was replaced with by that of Deputy Minister of Justice for Codification.

## EXECUTIVE LAW

the Minister of Justice under section 10.9 of this title;

(b) Prepare memoranda on legal questions referred by other agencies of the executive branch;

(c) Render such other legal services as are requested by other agencies of the Executive Branch;

(d) Be in charge of codification of Liberian statutes and preparation for publication of Supreme Court opinions;

(e) Recommend from time to time such changes and needed reforms in the statutory law as are deemed necessary to modify or eliminate antiquated and inequitable rules of law and defects in practice and procedure.

(f) Supervise and maintain direct control over the affairs of the library of the Ministry of Justice.<sup>76</sup>

### **§ 22.7. Assistant Minister of Justice for Rehabilitation.**

The President, by and with the advice and consent of the Senate, shall appoint an Assistant Minister of Justice for Rehabilitation, who, under the direction and control of the Minister of Justice, shall administer the correctional institutions of Liberia and be in charge of the treatment and rehabilitation programs for convicted offenders.<sup>77</sup>

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<sup>76</sup> *Prior legislation:* L. 1960-61, ch. XLII, § 2 (13:172,174); 1957-58 Supp. 13:156-A; L.1955-56, ch. XVI; L. 1971-72. The position of Deputy Minister of Justice for Codification was created by People's Redemption Decree No. 34, issued March 17, 1981.

<sup>77</sup> *Prior legislation:* L. 1960-61, ch. XLII, § 2(13:176, 177); L. 1971-72.

EXECUTIVE LAW

**§ 22.8. Assistant Minister of Justice for Administration and Public Safety.**

*1. Appointment; duties.* The administration of the internal affairs of the Ministry of Justice shall be in charge of an Assistant Minister of Justice for Administration and Public Safety, who shall be appointed by the President by and the advice and consent of the Senate. Administration of the Vehicle and Traffic Law and of Fire Services Bureau shall also be under the general supervision of this official.

*2. Motor Vehicle Bureau.* The Motor Vehicle Bureau shall henceforth function as a sub-agency in the Ministry of Justice. The Bureau shall be under the authority and direction of a Director and direction of a Director of Motor Vehicles, who shall be appointed by the President, by and with the advice and consent of the Senate, and whose duty it shall be, subject to the immediate supervision of the Assistant Minister of Justice for Administration and Public Safety, to oversee the administration of the provisions of the Vehicle and Traffic Law to the extent therein required. The President is also authorized to appoint, by and with the advice and consent of the Senate, a Deputy Director who shall perform such duties as may be assigned to him by the Director.

*3. Fire Services Bureau.* There shall be established in the Ministry of Justice a Fire Services Bureau which shall be under the immediate supervision of a Director who shall be appointed by the President with the advice and consent of the Senate. It shall be the duty of the Director, subject to the authority and control of the Minister of Justice and the immediate supervision of the Assistant Minister of Justice for Administration and Public Safety, ---

(a) to oversee the operation of an efficient firefighting organization and take all necessary measures for fire prevention and control;

## EXECUTIVE LAW

- (b) Inspect all public and private buildings to determine if they are fire hazards and in so far as possible eliminate hazardous conditions;
- (c) Assist the National Police Force in arson investigations;
- (d) Establish fire control units throughout the Republic;
- (e) Prepare statistical reports on the occurrence and cause of fires.

### **§ 22.9. Assistant Minister of Justice for Taxation.**

The President, by and with the advice and consent of the Senate, shall appoint an Assistant Minister of Justice for Taxation, who shall, under the direction of the Minister of Justice, be charged with the duty of enforcing the Tax Laws of the Republic and supervising, directing and handling all legal questions and matters arising out of tax delinquencies and prosecutions for violation of the Revenue Laws. The Division of Taxation shall also perform such other services and duties as may be assigned to it by the Minister of Justice.<sup>78</sup>

### **§ 22.10. Deputy Minister of Justice for Economic Affairs and Assistant Minister of Justice for Commercial Transactions.**

The President, by and with the advice and consent of the Senate, shall appoint a Deputy Minister of Justice for Economic Affairs and an Assistant Minister of Justice for Commercial Transactions, who shall, under the direction of the Minister of Justice, be charged with handling on behalf of the Liberian Government all matters involving

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<sup>78</sup> *Prior legislation: L. 1971-72.*

## EXECUTIVE LAW

all legal questions arising out of Commercial Transactions, including maritime matters, in which the Republic is a party. The Division of Commercial Transactions shall also perform such other services and duties as may be assigned to it by the Minister of Justice.<sup>79</sup>

### **§ 22.11. Commissioner of Immigration and Naturalization.**

The President, by and with the advice and consent of the Senate, shall appoint a Commissioner of Immigration and Naturalization, who shall be in immediate charge, under the direction and control of the Minister of Justice for administration of the law relating to naturalization, admission, deportation, and registration of aliens.<sup>80</sup>

### **§ 22.12. County, Territorial and District Attorneys.**

*1. Appointment and duties.* The President, by and with the advice and consent of the Senate, shall appoint for each county, territory or chartered district an attorney who shall be the local representative of the Ministry of Justice. Subject to the authority and control of the Minister of Justice, he shall perform the following duties:

- (a) Conduct all civil and criminal actions in his jurisdiction to which the Republic is a party;
- (b) Exercise vigilance in locating all property subject to escheat and prosecute all claims of the Government relating to such property;
- (c) Perform such other duties as may be assigned to him by the

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<sup>79</sup> *Prior legislation:* L. 1961-62, ch. XXXIV, § 2(13:104); L. 1960-61, ch. XLII, § 2 (13:162, 163, 164, 165, 170, 171); L. 1971-72.

<sup>80</sup> *Prior legislation:* L. 1960-61, ch. XLII, § 3, 4(13:200), 3; 1956 Code 3:2, 3; L. 1954-55, ch. XVI, § 2; L. 1941-42, ch. LV, § 2(b), 3; L. 1971-72.

## EXECUTIVE LAW

Minister of Justice;

2. *Performance of duties in person.* Every County, Territorial and District Attorney shall perform his duties in person. Whenever it becomes necessary to have temporary assistance, he shall apply to the Minister of Justice. Any County, Territorial or District Attorney who shall secure assistance without approval of the Minister of Justice shall be guilty of official misconduct and shall be subject to prosecution under the appropriate provisions of the Penal Law.

3. *Percentage of value of property escheated payable.* Every County, Territorial and District Attorney shall in addition to the salary provided by law, receive from Government 7 ½ percent of the value of all property escheated by his efforts regardless of the dispositions made of the property.<sup>81</sup>

### **§ 22.13. Assistant County Attorney for Montserrado County.**

There shall be appointed by the President, by and with the advice and consent of the Senate, an Assistant County Attorney for Montserrado County who shall assist the County Attorney in the performance of his duties. He shall act for the County Attorney in case of his absence or disability.<sup>82</sup>

### **§ 22.14. Organization of the Ministry.**

The Ministry of Justice shall be organized in such manner and with such other competent lawyers and other personnel as shall be

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81 *Prior legislation:* L. 1960-61, ch. XLII, § 2; 1956 Code 13:157,158; L. 1933-34, ch. III, § 7; Rev. Stat., § 592; L. 1882-83, 16, § 2, 3; L. 1971-72.

82 *Prior legislation:* 1960-61, ch. XLII, § 2(13:159); 1956 Code 13:159; L. 1952-53, ch. XXI.

EXECUTIVE LAW

determined by the Minister, subject to the approval of the President.<sup>83</sup>

***Subchapter B. NATIONAL BUREAU OF  
INVESTIGATION***

**Sections 22.50 to 22.53 - REPEALED**

***Subchapter C. NATIONAL CENTRAL BUREAU  
[INTERPOL]***

**§ 22.60. Bureau created; Director, function.**

There is hereby created in the Ministry of Justice a National Central Bureau, which shall be headed by a Director who shall be appointed by the President, by and with the advice and consent of the Senate. The Director shall be directly responsible to the Minister of Justice and subject to his direction and control. It shall be the function of this Bureau to keep in constant contact with the headquarters office of Interpol in Paris and to exchange with that office information concerning crimes and criminals in Liberia and other countries.<sup>84</sup>

***Subchapter D. LIBERIAN NATIONAL POLICE***

**§ 22.70. Director.**

Subject to the general authority and supervision of the Minister of

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<sup>83</sup> *Prior legislation:* L. 1971-72.

<sup>84</sup> *Prior legislation:* L. 1960-61, ch. XLII, & 2(13:185).

## EXECUTIVE LAW

Justice, the Director of the National Police Force [now the Liberian National Police (LNP)] shall direct all activities of the Liberian National Police. The Director shall be appointed by the President, by and with the advice and consent of the Senate.<sup>85</sup>

### **§ 22.71. Headquarters and field posts.**

The Liberian National Police shall have its headquarters in the Capital and as many field posts located throughout Liberia as may be necessary to carry out its functions.<sup>86</sup>

### **§ 22.72. Personnel.**

Members of the Liberian National Police shall at all time be subject to rotation from place to place. All members of the Liberian National Police shall receive, as a prerequisite to admission, a basic training course of four months at the National Police Training Academy. A two year probationary period which shall include the period required for basic training shall be required of all Members. Promotions within the Force shall be determined strictly in keeping with time served within grades, performance of duty, and results achieved on a written examination to be administered from time to time for this period.<sup>87</sup>

### **§ 22.73. Retirement and death benefits.**

*1. Retirement benefits.* Any officer or member of the National Police Force who--

- (a) Has served with good conduct for at least 25 consecutive

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<sup>85</sup> *Prior legislation:* L.1960-61, ch. XLII., & 2(13:192); L. 1971-72.

<sup>86</sup> *Prior legislation:* L. 1960-61, ch. XLII, & 2(13:193).

<sup>87</sup> *Prior legislation:* 1960-61, ch. XLII, § 2(13:196, 198).



EXECUTIVE LAW

years; or

(b) Has attained the age of 55, provided such officer or member has served in the National Police Force with good conduct for at least 15 consecutive years; or

(c) Because of an injury or disability incurred in line of duty is permanently disabled from performing his duties in the Liberian National Police, may be honorably retired and, if retired, shall receive a pension in an amount equal to fifty percent of the compensation he was receiving at the time of his retirement for the remainder of his life. An officer or member of the Liberian National Police shall be given credit toward retirement for the time he was employed in the Police Force prior to the effective date of the retirement system.

2. *Death benefits.* Any dependent or dependents of a deceased officer or member of the Liberian National Police shall receive the full amount of any pension being paid to the decedent at the time of his death under the provisions of this section; or if the decedent died as a result of injuries or disability incurred in line of duty and before the commencement of pension payments, the dependent or dependents shall receive the full amount of the pension to which the decedent would have been entitled under paragraph 1 of this section had he lived. As used in this paragraph, the term "dependent" means the widow of the decedent so long as she remains unmarried; or, if there is no widow or the widow remarries, the surviving child or children of the decedent during their minority.<sup>88</sup>

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<sup>88</sup> *Prior legislation:* L. 1960-61, ch. XLII, & 1; 1957-58 Supp. 13:182-A; L. 1957-58, ch. XLIII, & 1.

***Subchapter E. NATIONAL POLICE ACADEMY***

**§ 22.90. Establishment; direction.**

There shall be established in the Ministry of Justice as a subsidiary of the Liberian National Police a National Police Academy. The Academy shall be under the direction of a Commandant whose rank shall be that of a Deputy Inspector in the National Police Force. The Commandant shall be directly responsible to the Director of the Liberian National Police.<sup>89</sup>

**§ 22.91. Functions.**

The National Police Academy shall have the following functions:

- (a) To train all members of the Liberian National Police in the various phases of law enforcement and crime prevention; and
- (b) To train under special programs to be prescribed by the Academy all members of such agencies as the National Bureau of Investigation, the Bureau of Immigration and Naturalization, the Fire Services Bureau of the Ministry of Justice and other personnel involved in internal security and public safety within the Republic for whom special technical training may be prescribed.<sup>90</sup>

**§ 22.92. Expenses of training.**

Except for the use of the physical plant of the Academy, all expenses incurred in the technical training of personnel of any agency shall be

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<sup>89</sup> *Prior legislation:* L. 1960-61, ch. XLII, & 2(13:203, 204); L. 1971-72.

<sup>90</sup> *Prior legislation:* L. 1960-61, ch. LXII, & 2(13:205); L. 1971-72.

EXECUTIVE LAW

borne by that agency.<sup>91</sup>

**Chapter 23. MINISTRY OF POST AND  
TELECOMMUNICATIONS**

§23.1. Ministry established; Minister of Post and Telecommunications

§ 23.2. Duties of the Minister of Postal Affairs.

§ 23.3. Deputy Minister of Postal Affairs.

§ 23.4. Postal Service Bureau; Assistant Minister of Postal  
Affairs.

§ 23.5. Administrative Services Bureau; Director.

§ 23.6. Postal Inspector.

§ 23.7. Postal Convention.

§ 23.8. Special Postal Commission.

§ 23.9. Organization of Ministry.

**§ 23.1. Ministry established; Minister of Post and  
Telecommunications.**

There shall be in the Executive Branch of the Government, a Ministry of Post and Telecommunications, which shall be headed by a Minister of Post and Telecommunications, to be appointed by the President, by and with the advice and consent of the Senate.<sup>92</sup>

**§ 23.2. Duties of the Minister of Post and Telecommunications.**

The Minister of Post and Telecommunications shall be responsible

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<sup>91</sup> *Prior legislation:* L. 1960-61, ch. XLII, & (13:206).

<sup>92</sup> *Prior legislation:* L. 1961-62, ch. XLV (13:210, 211); 1957-58, Supp. 13:210; L. 1959-60, ch. XXIV, § 1; 1956 Code, 3:210; L. 1946-47, ch. XXVI; Rev. Stat., § 1234; L. 1902-03, 29; L. 1896-97, 21, §§ 1, 3; L. 1971-72.

## EXECUTIVE LAW

for performing the following duties:

- (a) To investigate postal offenses and cooperate with the Minister of Justice in prosecuting such violations;
- (b) To see that mail routes are established and make arrangements for transportation of mail, both within Liberia and between Liberia and foreign countries; provided, that any contracts made by the Minister of Postal Affairs for establishment of an overseas or overland transport service for carriage of mail shall be subject to the approval of the President;
- (c) From time to time to establish post offices or branch post offices at such points as he deems expedient and discontinue or consolidate post offices when efficiency of the service requires;
- (d) For the purpose of making better postal arrangements with other countries, to negotiate and conclude, subject to approval of the President, postal conventions with foreign Governments.
- (e) To ascertain and state in his annual report to the Legislature the revenues derived from and the cost of carrying and handling the several classes of mail matter and performing special services;
- (f) To issue appropriate stamps in such denominations, form and design, and at such times as he deems necessary for use in payment of postage or fees for special services; and
- (g) In general to maintain and improve the postal service system

EXECUTIVE LAW

of the Republic of Liberia.<sup>93</sup>

**§ 23.3. Deputy Minister of Post and Telecommunications.**

A Deputy Minister of Post and Telecommunications shall be appointed by the President by and with the advice and consent of the Senate. The Deputy Minister of Postal and Telecommunications shall be the principal assistant to the Minister of Postal Affairs and shall perform such specific duties as may be delegated to him by the Minister of Post and Telecommunications. In the event of the disability death, resignation or removal of the Minister of Postal Affairs, the Deputy Minister of Postal Affairs shall succeed to the duties of the Minister of Post and Telecommunications until the Minister of Post and Telecommunications shall return or until a successor is appointed.<sup>94</sup>

**§ 23.4. Postal Service Bureau; Assistant Minister of Post and Telecommunications.**

There shall be established in the Ministry of Post and Telecommunications Affairs a Postal Service Bureau, which shall be headed by an Assistant Minister of Post and Telecommunications, who shall be appointed by the President, by and with the advice and consent of the Senate. It shall be the duty of the Assistant Minister of Post and Telecommunications, subject to the authority and direction of the Minister of Post and Telecommunications, to supervise the operation

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93 *Prior legislation:* L. 1961-62, ch. XLV (13:210, 211); 1956 Code 13:211; L. 1949-50, ch. IX, § 2; L. 1937, ch. XXI, & 2; ch. XXII, § 3; ch. XXV, art. 8, § 3; Rev. Stat., §1236, 1240; L. 1896-97, 21, § 1; L. 1895-96, 9 (2nd) §§ 4, 5; L. 1889-90, 20(3rd), §§ 3, 7; L. 1887-88, 5 (2nd), §§ 5, 9; OBB, 161, Act creating Post Offices and Postmasters in each county, §§ 1, 2, 3, 6; 1841 Digest, par. 1, Act Regulating a Post Office Department, § 1, Hub. 1500; L. 1971-72.

94 *Prior legislation:* L. 1962-63, ch. XL (13:211-A); L. 1971-72.

## EXECUTIVE LAW

of the postal service system.<sup>95</sup>

### **§ 23.5. Administrative Service Bureau; Director.**

There shall be established in the Ministry of Post an Administrative Services Bureau, which shall be headed by a Director who shall be appointed by the President, by and with the advice and consent of the Senate. The Director of the Administrative Services Bureau shall be responsible, subject to the authority and direction of the Minister of Post and Telecommunications, for the internal business management and operations of the Ministry, including matters pertaining to personnel, budgeting, accounting, and auditing, space and supplies, files, records, printing, and other related functions of the internal management.<sup>96</sup>

### **§ 23.6. Postal Inspector.**

The President, by and with the advice and consent of the Senate, shall appoint a Chief Postal Inspector, whose duty it shall be to see that post offices are regularly inspected and that they are operated in compliance with the law. He shall also be responsible for investigating offenses against the postal and communications laws and assist the Minister of Justice in securing convictions of offenders. The President shall appoint a sufficient number of other inspectors to assist the Chief Inspector and ensure the proper administration of the law.

### **§ 23.7. Postal Convention.**

The Minister of Post and Telecommunications shall organize a

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<sup>95</sup> *Prior legislation:* L. 1962-63, ch. XL, § 2 (13:212); L. 1961-62, ch. XLV, § (13:212); 1956 Code 13:212; L. 1946-47, ch. XXIII; L. 1971-72.

<sup>96</sup> *Prior legislation:* L. 1961-62, ch. XLV, § 2; 1956 Code, 13:213; Rev. Stat., § 1237; L. 1902-03, 29.

## EXECUTIVE LAW

Liberian Postal Convention which shall consist of all Postmasters within the Republic. The Convention shall meet bi-annually in the Capital for a period of two weeks; but the Minister of Post and Telecommunications may extend the time of its session, if in his opinion, such extension is warranted. The purpose of the meeting shall be to discuss all matters and problems affecting the operation of the postal service. The Postal Convention may from time to time suggest to the President of Liberia for submission to the Legislature statutes for improved operation of the postal service.<sup>97</sup>

### **§ 23.8. Special Postal Commission.**

There shall be within the Ministry of Post and Telecommunications a commission to be known as the "Special Postal Commission", which shall be composed of three persons with experience and training in the postal service who shall be recommended by the Minister of Post and Telecommunications, subject to the approval of the President. The function of the Special Postal Commission shall be to collect, compile and edit postal data and regulations and publish such material bi-annually in a postal guide to be known as the "Liberian Postal Guide" for use of postal employees.<sup>98</sup>

### **§ 23.9. Organization of Ministry.**

The Ministry of Post and Telecommunications shall be organized in such manner and with such personnel as shall be determined by the Minister, subject to the approval of President.

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<sup>97</sup> *Prior legislation:* L. 1960-61, ch. XXX.

<sup>98</sup> *Prior legislation:* L. 1960-61. ch. XV.

**Chapter 24. MINISTRY OF NATIONAL DEFENSE**

- § 24.1. Establishment of Ministry; appointment of Minister.
- § 24.2. Duties of Minister of National Defense; annual report
- § 24.3. Deputy Minister for Administration.
- § 24.4. Assistant Minister of National Defense for Coast Guard Affairs.
- § 24.5. Assistant Minister of National Defense for Militia Affairs
- § 24.6. Organization of Ministry.

**§ 24.1. Establishment of Ministry; appointment of Minister.**

There is hereby established in the Executive Branch of the Government a Ministry of National Defense. The immediate control of the Ministry, subject to the authority and direction of the President as Commander-in-Chief, shall be vested in the Minister of National Defense, who shall be appointed by the President, by and with the advice and consent of the Senate.<sup>99</sup>

**§ 24.2. Duties of Minister of National Defense: annual report.**

*1. Authority over Ministry.* Subject to the authority and direction of the President as Commander-in-Chief, the Minister of National Defense shall have complete authority over the armed forces of Liberia, including all matters relating to their training, operation administration, logistic support and maintenance, development, welfare, preparedness and effectiveness. The President shall however, make all military appointment.

*2. Report.* The annual report by the Minister of National Defense to the Legislature shall contain abstracts of reports from each reporting

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<sup>99</sup> *Prior legislation:* 1956 Code 13:300; L. 1899-1900, 47, §§ 1, 2, 5; L.1898-99, 4(2nd); L. 1897-98, 20(1st), L. 1971-72.



## EXECUTIVE LAW

unit commander.<sup>100</sup>

### **§ 24.3. Deputy Minister of National Defense for Administration.**

The President, by and with the advice and consent of the Senate, shall appoint a Deputy Minister of National Defense for Administration who shall be the principal assistant to the Minister and who shall perform such duties as the Minister of National Defense may prescribe. In the case of the absence, death, resignation, or removal of the Minister of National Defense, the Deputy Minister shall, unless otherwise directed by the President, perform the duties of the Minister until a successor is appointed or until the Minister resumes his duties.<sup>101</sup>

### **§ 24.4. Assistant Minister of National Defense for Coast Guard Affairs.**

The President, by and with the advice and consent of the Senate, shall appoint an Assistant Minister of National Defense for Coast Guard Affairs. It shall be the duty of the Assistant Minister, subject to the authority and direction of the Minister of National Defense, to supervise the operation of the Coast Guard and coordinate its activities with other branches of the armed forces and perform such other duties as the Minister of National Defense may prescribe.<sup>102</sup>

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100 *Prior legislation:* 1957-58 Supp. 13:301-A; L. 1956-57, ch. X; 1956 Code 13:300 (1st sent.), 301,302; L. 1949-50, ch. XXXII, & 2; L. 1939-40, ch. XIX, § 12 (ch. II); L. 1899-1900, 47, § 1, 2, 3, 5, 8; L. 1898-99, 4(2nd); L. 1897-98, 20 (1st); Rev. Stat., § 982; L. 1893-94, 4(2nd), L. 1971-72.

101 *Prior legislation:* L. 1959-60, ch. XI, §§ 1, 2, 4; L. 1971-72.

102 *Prior legislation:* 1957-58 Supp. 13:303-A; L. 1957-58, ch. X, L. 1971-72.

EXECUTIVE LAW

**§ 24.5. Assistant Minister of National Defense for Militia Affairs.**

The President, by and with the advice and consent of the Senate, shall appoint an Assistant Minister of National Defense for Militia Affairs. Such official shall have the following duties:

- (a) To supervise the operation of the Militia and coordinate its activities with the national defense program;
- (b) To perform such other duties as may be assigned by the Minister of National Defense.<sup>103</sup>

**§ 24.6. Organization of Ministry.**

The Ministry of National Defense shall be organized in such manner and with such personnel as shall be determined by the Minister, subject to the approval of the President.

**Chapter 25. MINISTRY OF INTERNAL AFFAIRS\***

§ 25.1. Ministry Created.

§ 25.2. Duties of the Minister.

§ 25.3. Liaison officer for Liberian Tribal Societies.

§ 25.4. Organization of the Ministry.

**§ 25.1. Ministry Created.**

There is hereby created and established in the Executive Branch of the Government a Ministry of Internal Affairs to be headed by a

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<sup>103</sup> *Prior legislation:* L. 1959-60, ch. X; L. 1971-72 .

## EXECUTIVE LAW

Minister who shall be appointed by the President with the advice and consent of the Senate. The President shall appoint with the advice and consent of the Senate a Deputy Minister who shall be the principal assistant to the Minister of Internal Affairs and who shall act in the absence of the Minister. The President may also appoint, with the advice and consent of the Senate, such Assistant Ministers as would be required for the effective operation of the Ministry.<sup>104</sup>

### § 25.2. Duties of the Minister.

The duties of the Minister shall include:

- (a) The successful conduct and improvement of local government through supervision and direction of the activities of the political subdivisions of the central government;
- (b) Managing of tribal affairs and all matters arising out of tribal relationships;
- (c) Coordinating and implementing Government services rendered through the units of Local Government;
- (d) Reviewing proposed budgets, taxes, projects, and programs proposed by local government units, and making recommendations and taking steps necessary for the implementation of the proposed activities;

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\* The Ministry of Internal Affairs was originally created as the Ministry of Local Government, Rural Development and Urban Reconstruction, which functioned rather similarly as the Ministry of Public Works. The Executive Law was however amended and a separation was made creating the Ministry of Internal Affairs and Rural Development as separate Ministries within the Executive Branch of Government.

<sup>104</sup> *Prior legislation*: 1956 Code 13:260; Rev. Stat. Secs. 949, 950 (1), (2); L. 1914, 16, § 8, L. 1971-72.

## EXECUTIVE LAW

- (e) Being represented at meetings of the consultative Boards of the County Superintendents; reporting at such meetings on progress made in the counties, and suggesting means for making government service programs more effective. He shall see that each member of the Board, other than honorary member, performs his duties diligently, and may remove from office or otherwise discipline any member who is remiss, or, if such member is an officer or employee of another government agency, may recommend disciplinary measures to the head of that agency;
  
- (f) Determining the readiness of a county or other unit of local government for increased responsibility; consulting with local leaders to work out the form and amount of local responsibilities to be allowed, and where a local government unit petitions for a charter, advising the Legislature through the President of the form, powers and duties which in his opinion should be granted the petitioner;
  
- (g) Assisting County, Territorial and District Superintendents in drafting orders for administering their local government, and reviewing such orders after they come into effect;
  
- (h) Overseeing the selection, training, and efficient performance of administrative personnel of local government;
  
- (i) Overseeing the orderly functioning of tribal government and drafting rules and regulations to effectuate this purpose. The rules and regulations shall include provisions relating to tribal domestic relations, regulating and setting procedures in tribal trials, regulating cultural institutions and societies, and stating the schedules of fees to be allowed in tribal courts;
  
- (j) Supervising the elections of Paramount, Clan Chief and Town Chiefs in cooperation with the Elections Commission;

## EXECUTIVE LAW

(k) Reviewing the budget of tribal treasurers and supervising tribal authorities in the keeping of proper records;

(l) Administering the system of tribal courts;

(m) Exercising administrative supervision over the Poro, Sande and other tribal societies through the Liaison Officer for Tribal Societies;

(n) Overseeing the collection and publication of the laws and customs of the Liberian tribes;

(o) Initiating and organizing programs for rural community development with emphasis on housing and other facilities designed to transform rural communities into viable towns;

(p) Initiating and organizing programs for the planned growth of urban areas with emphasis on projects to provide for adequate and satisfactory housing accommodation and other facilities;

(q) Coordinating plans and programs for self-help project;

(r) Performing such other duties as shall be assigned him from time to time by the President.<sup>105</sup>

### **§ 25.3. Liaison Officer for Liberian Tribal Societies.**

The President, with the advice and consent of the Senate, shall appoint in the Bureau of Tribal Affairs of the Ministry a Liaison Officer for Liberian Tribal Societies whose duty shall be, subject to the direction and control of the Minister, to investigate and report

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<sup>105</sup> *Prior legislation:* 1956 Code, 13:260; L. 1914, 16, & 8; Rev. Stat. § 950 (1), (2) ; L. 1971-72.

## EXECUTIVE LAW

conditions relating to Liberian Tribal Societies, including the Poro and Sande Societies.<sup>106</sup>

### **§ 25.4. Organization of the Ministry.**

The Minister of Internal Affairs shall be organized in such manner and with such personnel as shall be determined by the Minister, subject to the approval of the President.<sup>107</sup>

## ***Chapter 26. MINISTRY OF EDUCATION***

### **Subchapter A. Organization of the Ministry**

- § 26.1. Minister as head of Ministry
- § 26.2. Duties of Minister of Education.
- § 26.3. Deputy Minister of Education
- § 26.4. Organization
- § 26.5. Assistant Minister of Education for Instructions
- § 26.6. Assistant Minister of Education for Administration
- § 26.7. Assistant Minister of Education for Science and Technical Education
- § 26.8. Assistant Minister of Education for Planning and Research.
- § 26.9. Director of Higher Education and Textbooks Research.
- § 26.10. Educational Consultant
- § 26.11. National Board of Education
- § 26.12. Committee on Science Education.
- § 26.13. Bureau of Adult Education.
- § 26.14. Textbook Evaluation Committee.

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<sup>106</sup> *Prior legislation:* L. 1971-72.

<sup>107</sup> *Prior legislation:* L. 1971-72.

EXECUTIVE LAW

**Subchapter B. National Commission for UNESCO**

§ 26.50. Establishment of National Commission for UNESCO

§ 26.51. Functions of Commission.

§ 26.52. Members of Commission.

§ 26.53. Operation of Commission.

§ 26.54. Salary of Secretary of Commission and other expenditures.

***Subchapter A. ORGANIZATION OF THE  
MINISTRY***

**§ 26.1. Minister as head of Ministry.**

The Ministry of Education which has been established in the

Executive Branch of the Government shall be continued, and shall be headed by a Minister of Education who shall be appointed by the President by and with the advice and consent of the Senate.<sup>108</sup>

**§ 26.2. Duties of Minister of Education.**

The Minister of Education is charged with the following duties;

- (a) He shall have full supervision of all public schools and of all private schools and institutions of higher learning to the extent provided by law and permitted by their charters;
- (b) He shall be informed concerning the condition and operation of all schools and educational institutions, public and private, and of the general state of education in Liberia;

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108 *Prior legislation:* 1956 Code 13:330; L. 1937, ch. VII, § 3; L. 1971-72.

## EXECUTIVE LAW

- (c) He shall plan for, and to the fullest extent possible establish a modern, sound, nation-wide educational system;
- (d) He shall visit all schools in each county at least once a year;
- (e) He shall administer funds appropriated by the Government for financial assistance to individual students for study at home and abroad;
- (f) He shall work for eradication of illiteracy among peoples of all ages and all origins;
- (g) He shall oversee the implementation of the technical assistance agreements between the Government of Liberia and the United Nations Educational, Scientific and Cultural Organization, hereinafter referred to in this chapter as UNESCO, and be responsible for dealing with the personnel of that organization;
- (h) To the extent authorized by the Legislature, he shall oversee the establishment of public libraries accessible to the a people of all areas of Liberia.<sup>109</sup>

### **§ 26.3. Deputy Minister of Education.**

The Deputy Minister of Education shall be appointed by the President by and with the advice and consent of the Senate. He shall be the principal assistant to the Minister of Education and shall perform such specific duties as may be delegated to him by the Minister of Education. In the event of disability, death, resignation or removal of the Minister of Education, the Deputy Minister of Education shall

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<sup>109</sup> *Prior legislation:* 1956 Code 13:331, 332, 339; L. 1951-52, ch. XIII, § 1; L. 1946-47, ch. VIII (ch. XXXV same); L. 1943-44, ch. X, § 11; L. 1941-42, ch. XIV, § 1(a); L. 1937, ch. VII, §§ 4-11, 55; L. 1971-72.



## EXECUTIVE LAW

succeed to the duties of the Minister of Education as Acting Minister until the Minister of education shall return or until a successor is appointed.

### **§ 26.4 Organization.**

The Ministry of Education shall be organized into four major bureaus with each bureau headed as stated in the following sections by an Assistant Minister appointed by the President with the advice and consent of the Senate. The internal organization of each bureau shall be as determined by the Minister to carry out most efficiently the exercise of its functions.

### **§ 26.5. Assistant Minister of Education for Instruction.**

Subject to the direction and control of the Minister of Education, the Assistant Minister of Education for Instruction shall be responsible for effectuating the basic purpose of the Ministry, the development and direction of elementary and secondary education which includes, more specifically, planning of curriculum, preparation or selection of instructional materials, determination of professional qualifications of teaching personnel and their training, setting of standards of pupils' completion of courses, and analysis of needs for special educational services and facilities.

### **§ 26.6. Assistant Minister of Education for Administration.**

Subject to the direction and control of the Minister of Education, the Assistant Minister of Education for Administration shall be responsible for the internal administrative affairs of the Ministry of Education, including the providing of technical staff services; conduct of all fiscal affairs of the Ministry; management of all physical properties of the Ministry; procurement, custody, and distribution of supplies and equipment; and providing a service for use of the Ministry in the

EXECUTIVE LAW

collection, analysis, and reporting of information on Ministerial activities.

**§ 26.7. Assistant Minister of Education for Science and Technical Education.**

The Assistant Minister of Education for Science and Technical Education under the direction and control of Education shall carry out some of the activities of the Ministry that are supplemental to its basic educational program; i.e., conducting the adult education and literacy services, administration of scholarship funds, supervising a national sports and athletic program in the public schools, acting as the coordinating agency to assist in implementation of the technical assistance agreement with UNESCO, and promotion of programs for cultural development.

**§ 26.8. Assistant Minister of Education for Planning and Research.**

Subject to the direction and control of the Minister of Education, the Assistant Minister of Education for Planning and Research shall perform the following duties---

- (a) Prepare a master plan for development of an improved educational system for Liberia and propose priorities that will most advance such development;
- (b) Be in charge of the formulation of programs and projects designed to further the purposes of the Ministry, provide guidance to the officials who implement such programs and projects;
- (c) Assist in preparing the annual budget for the Ministry;
- (d) Review and evaluate proposals of foreign aid agencies;

EXECUTIVE LAW

- (e) Maintain liaison between the Ministry of Education and the Ministry of Planning and Economic Affairs.

**§ 26.9. Director of Higher Education and Textbooks Research.**

The President is hereby empowered to appoint an official in the Ministry of Education to be known as the Director of Higher Education and Textbooks Research. Such official shall be responsible directly to the Minister of Education for performance of the following duties:

- (a) Supervision, coordination, and standardization of the work of all colleges and other degree-granting institutions of higher learning insofar as such supervision, coordination, and standardization do not conflict with the provisions of their respective charters;
- (b) Collection, compilation, and production of materials and other data for the preparation of textbooks for elementary, junior high, and high school classes in accordance with syllabi and curricula approved by the Assistant Minister of Education for Instruction; and
- (c) Performance of such other duties as may be assigned by the Minister of Education.<sup>110</sup>

**§ 26.10. Educational Consultant.**

The President, by and with the advice and consent of the Senate, is authorized to appoint an officer in the Ministry of Education to be known as the Educational Consultant. His duties shall be:

- (a) To advise the minister of Education concerning the establish-

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<sup>110</sup> *Prior legislation:* 1957-58 Supp. 13:337-A; L. 1955-56, ch. XXXV; L. 1971-72.

## EXECUTIVE LAW

ment of a model educational system;

(b) To indicate on a map the location of all schools and educational institutions throughout the country;

(c) To supervise the construction of school buildings with a view to meeting modern educational requirements and installing requisite equipment;

(d) To revise the general curricula for all schools in the educational system of the country;

(e) To undertake any research required by the Minister of Education and to supply him statistics of school operation in all the public and private institutions in the country;

(f) To make suggestions for improving the various educational and cultural activities in schools and institutions of learning in Liberia;

(g) To perform all other duties which may be assigned him by the Minister of Education.<sup>111</sup>

### § 26.11. National Board of Education.

*1. Establishment.* There shall be established a National Board of Education to act as an advisory council to the Minister of Education in the administration of the public schools. As part of its duties, it shall assist with the planning for the erection and maintenance of school buildings and for the use of lands, monies, or other property devoted to the object of public education.

*2. Organization.* The National Board of Education shall be composed

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<sup>111</sup> *Prior legislation:* 1956 Code 13:337; L. 1947-48, ch. XX; L. 1971-72.

## EXECUTIVE LAW

of nine members to be divided into three groups of three members each, the members of only one group to take office in any one year. All members shall hold office for three years. The President shall appoint the three members of one group annually. All vacancies created by death or resignation shall be filled by appointment as needed from time to time to fill out an unexpired term. The Minister of education shall be the chairman of the Board *ex officio*.

3. *Compensation; travelling expenses.* All Members of the Board shall serve without pay; but travelling expenses incurred by an individual or members of a committee appointed by the Minister of Education to inspect schools shall be paid out of the budget of the Ministry of Education.<sup>112</sup>

### **§ 26.12. Committee on Science Education.**

The UNESCO science teachers at the University of Liberia shall, in addition to their regular duties constitute a Committee on Science Education which shall, an request of the Minister of Education, make recommendations for improvement in the methods and program for teaching science in the University and high schools throughout the country. In accordance with the provisions of the Constitution of UNESCO prohibiting interference of that organization in the internal affairs of member states, recommendations by the Committee on Science Education shall be made only in answer to solicitation for advice by the Minister of Education.<sup>113</sup>

### **§ 26.13. Bureau of Adult Education.**

1. *Establishment.* The President is hereby empowered to establish

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112 *Prior legislation:* 1956 Code 13:338; L. 1937, ch. VII, § 13; L. 1971-72.

113 *Prior legislation:* 1956 Code 13:340; L. 1951-52, ch. XIII, §§ 4, 5; L. 1971-72.

## EXECUTIVE LAW

within the Ministry of Education a Bureau of Adult Education which shall be responsible for the promotion of a literacy campaign and determining the techniques for advancing literacy in all communities.

2. *Direction of Bureau.* The Bureau of Adult Education shall be headed by a Director assisted by an Associate Director and an Assistant Director, all of whom shall be appointed by the President of Liberia with the advice and consent of the Senate and shall perform their duties subject to the direction and control of the Minister of Education.<sup>114</sup>

### **§ 26.14. Textbook Evaluation Committee.**

There shall be created in the Ministry of Education a board to be known as the Textbook Evaluation Committee, which shall consist of qualified personnel of the Ministry appointed by the Minister of Education. It shall be the function of the Committee to evaluate and approve all books and other reading material used as textbooks or books of reference in the elementary and secondary schools. Members of the Committee shall serve without compensation other than the salaries provided for their respective positions in the Ministry.<sup>115</sup>

## ***Subchapter B. NATIONAL COMMISSION FOR UNESCO.***

### **§ 26.50. Establishment of National Commission for UNESCO.**

The President is hereby empowered to constitute and appoint a National Commission for UNESCO. Such Commission shall

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114 *Prior legislation:* 1956 Code 13:370, 371; L. 1956-57, ch. XXXII, § 1, 2; L. 1971-72.

115 *Prior legislation:* L. 1961-62, ch. LI; L. 1971-72.

EXECUTIVE LAW

function under the supervision of the Assistant Minister of Education for Science and Technical Education as chairman.<sup>116</sup>

**§ 26.51. Functions of Commission.**

The National Commission for UNESCO shall perform the following functions:

- (a) Dissemination of information on the objectives and activities of UNESCO;
- (b) Execution at the national level of certain activities inspired by UNESCO's objectives;
- (c) Liaison between UNESCO and educational, scientific, cultural and journalistic circles.<sup>117</sup>

**§ 26.52. Members of the Commission.**

The Commission shall be composed of the following members:

- (a) A chairman
- (b) A vice chairman
- (c) A secretary
- (d) A representative of the Ministry of Foreign Affairs
- (e) A representative of the Ministry of Local Government, Urban

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<sup>116</sup> *Prior legislation:* L. 1950-51, ch. XXII, §§ 1, 2.

<sup>117</sup> *Prior legislation:* 1956 Code 11:351; L. 1950-51, Ch. XXII, § 3.

EXECUTIVE LAW

Reconstruction, and Rural Development

- (f) A representative of the Ministry of Agriculture
- (g) A representative of the Ministry of Public Works
- (h) A representative of the Ministry of Health and Social Welfare
- (i) Montserrado County:
  - 1 representative of elementary education
  - 1 representative of secondary education
  - 1 representative of higher education
  - 1 prominent educationists
  - 1 representative each of radio, press and films
- (j) Maryland County:
  - 1 representative of elementary education
  - 1 representative of secondary education
  - 1 representative of higher education
  - 2 prominent educationists
  - 1 representative each of radio and films
- (k) Grand Bassa County:
  - 1 representative of elementary education
  - 1 representative of secondary education
  - 2 prominent educationists
- (l) Sinoe County:
  - 1 representative of elementary education
  - 1 representative of secondary education



EXECUTIVE LAW

- 1 representative of radio and films
- 2 prominent educationists

(m) Grand Cape Mount County:

- 1 representative of elementary education
- 1 representative of secondary education
- 1 representative of films and radio
- 2 prominent educationists

(n) Grand Gedeh County:

- 1 representative of elementary education
- 1 representative of secondary education
- 2 prominent educationists

(o) Nimba County:

- 1 representative of elementary education
- 1 representative of secondary education
- 2 prominent educationists

(p) Bong County:

- 1 representative of elementary education
- 1 representative of secondary education
- 2 prominent educationists

(q) Lofa County:

- 1 representative of elementary education
- 1 representative of secondary education
- 2 prominent educationists

EXECUTIVE LAW

(r) A representative of each of the following:

International non-governmental organization holding  
consultative status with UNESCO  
World's Alliance of YMCA  
World YWCA  
World's Confederation of Organization of the Teaching  
Profession  
World Youth Movement through their respective national  
branches.<sup>118</sup>

**§ 26.53. Operation of Commission.**

1. *Permanent Secretariat.* It shall be the duty of the chairman assisted by the secretary of the Commission, to organize and direct a Permanent Secretariat for the purpose of executing and coordinating the functions and activities of the Commission.

2. *Implementation in special areas.* The representatives of the various counties and of the national bodies of the international non-governmental organizations referred to in the previous section of this title shall be responsible for executing and implementing the UNESCO program in their respective areas.

3. *Meetings.* The meeting of the Commission shall be held annually at a place and time to be designated by the chairman of the Commission.<sup>119</sup>

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118 *Prior legislation:* 1956 Code 11:352; L. 1952-53, ch. XIX, § 3; L. 1950-51, ch. XXII, § 4.

119 *Prior legislation:* 1956 Code 11:353; L. 1953-54, ch. XIX, § 4; L. 1950-51, ch. XXII, § 5.

EXECUTIVE LAW

**§ 26.54. Salary of Secretary of Commission and other expenditures.**

With the exception of the secretary of the Commission, all members shall serve without compensation. The Legislature shall from time to time fix the salary of the secretary and shall appropriate in the annual budget of the Ministry of Education funds for the implementation of UNESCO's authorized activities.<sup>120</sup>

**Chapter 27. MINISTRY OF PUBLIC WORKS**

§ 27.1. Establishment of Ministry.

§ 27.2. Duties of Minister of Public Works.

§ 27.3. Appointment of Deputy Minister of Public Works

§ 27.4. Appointment of Assistant Ministers of Public Work;  
Organization

**§ 27.1. Establishment of Ministry.**

There shall be in the Executive Branch of the Government a Ministry of Public Works which shall be headed by a Minister of Public Works to be appointed by the President, by and with the advice and consent of the Senate.<sup>121</sup>

**§ 27.2. Duties of Minister of Public Works.**

The Minister of Public Works shall have the duty---

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<sup>120</sup> *Prior legislation:* 1956 Code 11:354; L. 1953-54, ch. XIX, §§ 5, 6; L. 1950-51, ch. XXII, §§ 6, 7; L. 1971-72.

<sup>121</sup> *Prior legislation:* L. 1961-62, ch. XXXVIII, § 2(13:400); 1957-58 Supp. 13:400; L. 1956-57, ch. XXVI, 1956 Code, 13:400; L. 1945-46, ch. X; L. 1971-72.

## EXECUTIVE LAW

- (a) To design, construct, improve and maintain, directly or by contract, all highways, streets, roads, bridges and storm sewers;
- (b) To be in charge of, either directly or by contract, the construction of sanitary sewers, hospitals, public buildings, and other public works which are built for other Ministries or agencies of the Government, exclusive of public authorities, and to cooperate with the representatives of such Ministries or agencies in planning and carrying out such construction.
- (c) To provide engineering and architectural services for all Ministries or agencies of the Government;
- (d) To carry out and administer urban and town planning and land use re-zoning;
- (e) To plan, in conjunction with the Ministry of Planning and Economic Affairs and the Public Utilities Authority, public works facilities and public utilities systems;
- (f) To enforce construction standards for non-governmental buildings;
- (h) To administer the law with regard to issuance of licenses to electricians, plumbers and any other persons who are required by law to obtain licenses from this Ministry to carry on their occupations.<sup>122</sup>

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122 *Prior legislation:* L. 1966-67, ch. (An act to amend section 401 of the Executive Law with respect to the functions of the Department of Public Works) 13:401; L. 1961-62, ch. XXXVIII, § 2(13:401). L. 1959-60, ch. LVI; 1957-58 Supp. 13:400; L. 1956-57, ch. XXVI; 1956 Code 13:400; l. 1945-46, ch. X; L. 1971-72.

## EXECUTIVE LAW

### **§ 27.3. Appointment of Deputy Minister of Public Works.**

The President, by and with the advice and consent of the Senate shall appoint a Deputy Minister of Public Works who shall be the principal assistant to the Minister of Public Works and shall perform such specific duties as may be delegated to him by the Minister of Public Works. In the event of the disability, death, resignation, or removal of the Minister of Public Works, the Deputy Minister of Public Works shall, unless otherwise directed by the President, perform the duties of the Minister until the Minister resumes his duties or until a successor is appointed.<sup>123</sup>

### **§ 27.4. Appointment of Assistant Ministers of Public Works.**

The Ministry of Public Works shall be subdivided into four bureaus to be known as the Bureau of Construction; Technical Services; Operations; and Administrative Services. Each Bureau shall be headed by an Assistant Minister of Public Works to be appointed by the President with the advice and consent of the Senate. The internal organization of each bureau and the allocation of functions among the bureaus shall be determined by the Minister, subject to the approval of the President.

## ***Chapter 28. MINISTRY OF AGRICULTURE***

§ 28.1. Establishment.

§ 28.2. Duties of Minister of Agriculture.

§ 28.3. Appointment of Deputy Minister of Agriculture

§ 28.4. Appointment of Assistant Ministers of Agriculture.

§ 28.5. Organization of Ministry.

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<sup>123</sup> *Prior legislation:* L. 1961-62, ch. XXXVIII, § 2(13:402). L. 1971-72.

## EXECUTIVE LAW

### § 28.1. Establishment.

There shall be in the Executive Branch of the Government a Ministry of Agriculture, to be headed by a Minister of Agriculture who shall be appointed by the President by and with the advice and consent of the Senate.<sup>124</sup>

### § 28.2. Duties of Minister of Agriculture.

The Minister of Agriculture shall be responsible for performing the following duties, except as otherwise assigned by law:

- (a) To acquire and disseminate useful information on agricultural subjects to farmers and to the public in general;
- (b) To collect information and statistics with regard to the condition, prospect, harvesting and marketing of the principal crops and forest products;
- (c) To oversee the conservation and judicious use of the soil, the forests, and the fish and wildlife resources of the nation;
- (d) To work for the development of agriculture and rural areas of the nation, and improvement of the economic well being and general welfare of the farmer;
- (e) To recommend measures of crop control and marketing of agricultural products where necessary for the protection of the national economy, and administer any such measures that are enacted by the Legislature, provided, however, that commodity standards for agricultural products shall be fixed by the Minister

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<sup>124</sup> *Prior legislation:* L. 1961-62, ch. XXIX (13:500); 1956 Code 13:460; L. 1947-48, ch. XVII, § 1, 2; L. 1971-72.

## EXECUTIVE LAW

of Commerce and Industry;

(f) To supervise the extension of credit to farmers by any public agencies created for that purpose;

(g) To administer all laws relative to agricultural subjects or rural improvement, including regulatory laws designed to protect the farmer or agricultural means of production or farm commodities.<sup>125</sup>

### **§ 28.3. Appointment of Deputy Minister of Agriculture.**

The President, by and with the advice and consent of the Senate, shall appoint a Deputy Minister of Agriculture who shall be the principal Assistant to the Minister of Agriculture and shall perform such specific duties as may be delegated to him by the Minister of Agriculture. In the event of the disability, death, resignation, or removal of the Minister of Agriculture, the Deputy Minister of Agriculture shall, unless otherwise directed by the President, perform the duties of the Minister until the Minister resumes his duties or until a successor is appointed.<sup>126</sup>

### **§ 28.4. Appointment of Assistant Ministers of Agriculture,**

The President, by and with the advice and consent of the Senate, shall appoint such Assistant Ministers of Agriculture as may be required to effectively carry out the function of the Ministry. The Assistant Ministers shall perform such specific duties as may be delegated to

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<sup>125</sup> *Prior legislation:* L. 1961-62, ch. XXIX (13:501); 1956 Code 13:401; L. 1953-54, ch. XI; L. 1952-53, ch. XX; L. 1951-52, ch. XXIV; L. 1947-48, ch. XVII; L. 1911-12, §2(2nd); L. 1903-04, 29(2nd); L. 1971-72.

<sup>126</sup> *Prior legislation:* L. 1964-65, ch. XX; L. 1961-62, ch. XXIX 13:500 (last sent); L. 1971-72.

## EXECUTIVE LAW

them by the Minister of Agriculture.

### **§ 28.5. Organization of Ministry.**

The Ministry of Agriculture shall be organized in such manner and with such personnel as shall be determined by the Minister, subject to the approval of the President.

## **Chapter 29. MINISTRY OF COMMERCE AND INDUSTRY**

§ 29.1. Ministry created.

§ 29.2. Duties of Minister of Commerce and Industry

§ 29.3. Deputy Minister of Commerce and Industry

§ 29.4. Organization of bureaus; appointment of Assistant Minister.

### **§ 29.1. Ministry created.**

There is hereby established in the Executive Branch of the Government a Ministry of Commerce and Industry to be headed by the Minister of Commerce and Industry who shall be appointed by the President with the advice and consent of the Senate.<sup>127</sup>

### **§ 29.2. Duties of the Minister of Commerce and Industry.**<sup>128</sup>

Except as otherwise provided by law, the Minister of Commerce and Industry shall be responsible for the promotion, development, regulation, control, operation and expansion of commercial and industrial enterprises and activities in the Republic. In performing the

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<sup>127</sup> *Prior legislation:* L. 1961-62, ch. XXXIII, § 1 (13:650); 1956 Code 13:460; L. 1947-48, ch. XVII, §§ 1, 2; L. 1971-72.

<sup>128</sup> Parts of the duties of the Minister of Commerce and Industry which related to transportation and specified in section 29.2 were transferred to the Minister of Transport upon separation of that agency from the Ministry of Commerce and Industry.



## EXECUTIVE LAW

functions of the Ministry, the Minister shall exercise broad powers with respect to protection of the public interest and the achievement of national goals through the establishment and enforcement of standards for commodities and for trade; and provide such services as are required by the public and Government agencies in pursuit of these objectives. The duties of the Minister shall include---

- (a) Establish and regulate commodity and trade standards;
- (b) Collect, evaluate, and publish data pertaining to commerce and industry;
- (c) Establish and enforce standards of business practices;
- (d) Promote the sound development of foreign and domestic commerce; ...
- (f) Develop plans for the movements of goods and people within and without the Republic; ...
- (h) Conduct the registration of business enterprises; and
- (i) Perform such other duties as may be assigned from time to time by the President.<sup>129</sup>

### **§ 29.3. Deputy Minister of Commerce and Industry.**

The President, by and with the advice and consent of the Senate, shall appoint a Deputy Minister of Commerce and Industry who shall be the principal assistant to the Minister of Commerce and Industry in

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129 *Prior legislation:* L. 1961-62, ch. XXXIII, sec. 1(13:651); 1956 Code 13:461; L. 1953-54, ch. XI; L. 1952-53, ch. XX; L. 1951-52, ch. XXIV; L. 1947-48, ch. XVII, § 1; L. 1911-12, 52(2nd); L. 1903-04, 29(2nd); L. 1971-72.

## EXECUTIVE LAW

the direction of ministerial affairs and shall perform such specific duties as may be delegated to him by the Minister. In case of the absence, death, resignation or removal of the Minister the Deputy Minister shall, unless otherwise *directed* by the President, perform the duties of the Minister until a successor is appointed or, until the Minister resumes his duties.

### **§ 29.4. Organization into bureaus; appointment of Assistant Minister.**

The Ministry of Commerce and Industry shall be organized into such bureaus and with such personnel as shall be determined by the Minister, subject to the approval of the President. Each bureau shall be headed by an Assistant Minister, who shall be appointed by the President by and with the advice and consent of the Senate. The internal organization of each bureau shall be determine by the Minister, subject to the approval of the President.<sup>130</sup>

## ***Chapter 30. MINISTRY OF HEALTH AND SOCIAL WELFARE***

- § 30.1. Establishment of Ministry.
- § 30.2. Duties of Minister of Health and Social Welfare.
- § 30.3. Deputy Minister of Health and Social Welfare
- § 30.4. Assistant Ministers of Health and Social Welfare
- § 30.5. Organization of Ministry
- § 30.6. Advisory Councils.

### **§ 30.1. Establishment of Ministry.**

There is hereby established in the Executive Branch of the

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<sup>130</sup> *Prior legislation:* L. 1961,62, ch. XXXIII (13:652); L. 1971-72.

## EXECUTIVE LAW

Government a Ministry to be known as the Ministry of Health and Social Welfare. There shall be at the head of the Ministry a Minister of Health and Social Welfare who shall be appointed by the President, by and with the advice and consent of the Senate.<sup>131</sup>

### **§ 30.2. Duties of Minister of Health and Social Welfare.**

The Minister of Health and Social Welfare shall be charged with the responsibility of administering governmental activities pertaining to the protection and improvement of public health and social welfare.

More specifically, the duties of the Minister shall include—

- (a) Prevention of the introduction and spread of communicable, infectious, and preventable diseases within the Republic;
- (b) Provision of medical care and treatment through public hospitals, clinics, mental institutions and rehabilitation centers for alcoholic and narcotic addicts;
- (c) Licensing and supervision of medical practitioners and facilities;
- (d) Promotion and conduct of research in the prevention and - treatment of human diseases and the collection and compilation of pertinent statistical data;
- (e) Prevention and abatement of conditions hazardous to the public health.

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<sup>131</sup> *Prior legislation:* L. 1961-62, ch. XXXVII, (13;600); 1956 Code 13:600, 601; L. 1953-54, ch. XXI, §§ 7(1), 8(2); L. 1952-53, ch. XXIV, §§ 1, 2, 3(a); L. 1930-31, ch. IV, §§ 3, 4; L. 1927-28, ch. XXV, § 11; L. 1936, ch. VI, § 7; L. 1971-72.

## EXECUTIVE LAW

- (f) Supervise the collection of data relating to births, deaths, and burials;
- (g) Supervise and regulate the sanitary aspects of hotels, boarding houses, public eating and drinking establishments, bathing establishments, and other businesses and activities affecting public health;
- (h) Overseeing the just, humane and economic administration of all Government-operated welfare institutions exclusive of those expressly within the purview of other agencies of Government;
- (i) Supervising the distribution of all relief and welfare funds granted by the Government to the needy and underprivileged;
- (j) Cooperate with the judicial system in its administration of the law relating to juvenile delinquency; and with any other agencies of the Government authorized to administer institutions or activities concerned with social welfare;
- (k) Under authority of statute or executive order, to lend assistance to persons in need because of public disaster;
- (l) Originate and participate in programs for promotion of child welfare and for prevention of juvenile delinquency;
- (m) To the extent provided by law, to oversee the care of juvenile delinquencies and homeless children in foster homes, hostels, and vocational institutions;
- (n) Improve rehabilitation knowledge and its application to increase the nation's service supply of trained rehabilitation manpower and to promote public understanding about the needs and ability of handicapped people;

## EXECUTIVE LAW

(o) Promote research, experiments, investigation and studies in the development of scientific methods for the diagnosis and prevention of social problems;

(p) Offer assistance in the management of charitable organizations established within the Republic so as to provide maximum benefit to the public and ensure that their funds are utilized for the purposes for which they were established; and

(q) Perform such other functions as may from time to time be assigned by the President.<sup>132</sup>

### **§ 30.3. Deputy Minister of Health and Social Welfare.**

There shall be in the Ministry of Health and Social Welfare a Deputy Minister of Health and Social Welfare who shall be appointed by the President by and with the advice and consent Senate. The Deputy Minister shall be the principal assistant to the Minister and shall perform such specific duties as may be delegated to him by the Minister. In case of the absence, death, resignation, or removal of the Minister of Health and Social Welfare, the Deputy Minister of Health and Social Welfare shall, unless otherwise directed by the President, perform the duties of the Minister until a successor is appointed or until the Minister resumes his duties.<sup>133</sup>

### **§ 30.4. Assistant Ministers of Health and Social Welfare.**

The President, by and with the advice and consent of the Senate, may appoint such Assistant Ministers of Health and Social Welfare as

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<sup>132</sup> *Prior legislation:* L. 1961-62, ch. XXXVII (13:601); 1956 Code 13:600, 602; L. 1953-54, ch. XXI, § 8 (1), (3), (4); L. 1952-53, ch. XXIV, § 1; L. 1936, ch. VI, § 8; L. 1930-31, ch. IV, § 1; L. 1927-28, ch. XXV, § 11; L. 1971-72.

<sup>133</sup> *Prior legislation:* L. 1961-62, ch. XXXVII (13:600); L. 1971-72.

## EXECUTIVE LAW

would be required for the effective operation of the Ministry.<sup>134</sup>

### § 30.5. Organization of Ministry.

The Ministry of Health and Social Welfare shall be organized in such manner and with such personnel as shall be determined by the Minister, subject to the approval of the President.<sup>135</sup>

### § 30.6. Advisory Health Councils.

There shall be an Advisory Health Council and an Advisory Social Welfare Council each to consist of five or more members to be appointed by the President from among persons having knowledge of and interest in public health and social welfare. The members shall receive no compensation for their services and shall hold no other position in the Ministry of Health and Social Welfare. The Councils shall have no permanent staff, and shall advise the Minister on any matters referred by him relating to public health, medical care, social welfare programs and policies, and may undertake on their own initiative studies or inquiries relative thereto.<sup>136</sup>

## **Chapter 31. MINISTRY OF INFORMATION TOURISM AND CULTURAL AFFAIRS**

§ 31.1. Ministry created; duties of Minister.

§ 31.2. Deputy Minister of Information, Tourism and Cultural Affairs.

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<sup>134</sup> *Prior legislation:* L. 1971-72.

<sup>135</sup> *Prior legislation:* L- 1971-72.

<sup>136</sup> *Prior legislation:* L. 1961-62, ch. XXXVIII, § 2(13:603); L. 1971-72.

EXECUTIVE LAW

- § 31.3. Assistant Minister of Information, Tourism and Cultural Affairs.
- § 31.4. Bureau of Press and Publications.
- § 31.5. Bureau of Cultural and Touristic Affairs.
- § 31.6. Bureau of Audio-Visual Aids.
- § 31.7. Overseas Press Bureau.
- § 31.3. National Tourist Board.
- § 31.9. Motion Picture and Television Review Board.
- § 31.10. Organization of Ministry.
- § 31.11. National Historical Publications Commission.
- § 31.12. National Museum.

**§ 31.1. Ministry created; duties of Minister.**

There shall be established in the Executive Branch of the Government a Ministry of Information, Tourism and Cultural Affairs to be administered by a Minister of Information, Tourism and Cultural Affairs who shall be appointed by the President by and with the advice, and consent of the Senate and who shall serve at the pleasure of the President. The Minister of Information, Tourism and Cultural Affairs shall be charged with the responsibility, direction and supervision of all matters relating to the information, tourist and cultural programs of the Government of Liberia. For this purpose he shall:

- (a) Select in accordance with prevailing policies subject to be broadcast or covered by articles, features, news stories, releases, slides, films, filmstrips, postcards, calendars and other means for distribution locally and abroad;
- (b) Maintain close contacts with all Ministries and agencies of Government, and all national and private institutions and organizations for the purpose of gaining information and keeping the public informed of national programs, projects and developments;

## EXECUTIVE LAW

- (c) Counter unfavorable propoganda by disseminating a wide range of informative material that presents a true picture of Liberia's national image, its aims and aspirations, policies, programs, institutions and progress to a worldwide audience;
- (d) Maintain contacts with Liberian diplomatic and consular missions abroad; organize regional information centers in Liberia, and plan, promote, coordinate, supervise and direct information programs and projects for these missions centers in pursuance of Liberia's national and international objectives;
- (e) Organize, foster and promote a tourist industry for which purpose he shall inquire into, collect and publicize all information pertaining to historical sites, landmarks, and places of natural scenic beauties, wherever found throughout the country, to be developed as tourist attractions;
- (f) Provide efficient administration, direction and coordination for the activities of the National Tourism Board and the National Picture and Television Review and issue regulations governing the establishment and operation of all cinema houses in Liberia;
- (g) Organize, supervise and encourage the mass production, improvement and popularization of Liberia's indigenous arts and handicrafts; establish, operate and maintain a National Cultural Center and an Ethnographical Museum; and plan and execute programs for the preservation of the folklore, mores and indigenous culture of the nation; and
- (h) Perform such other duties as may be assigned to him by the



EXECUTIVE LAW

President of Liberia.<sup>137</sup>

**§ 31.2. Deputy Minister of Information, Tourism and Cultural Affairs.**

The President, by and with the advice and consent of the Senate, shall appoint a Deputy Minister of Information, Tourism and Cultural Affairs, who shall be the principal assistant to the Minister of Information, Tourism and Cultural Affairs in all matters affecting the operation of the Ministry and shall perform such specific duties as may be delegated to him by the Minister. In the event of the absence, resignation, removal, inability or death of the Minister Information, Tourism and Cultural Affairs, the Deputy Minister shall, unless otherwise ordered by the President, administer the affairs of the Ministry and perform the duties of the Minister of Information, Tourism and Cultural Affairs until a successor is appointed or until the Minister resumes his duties.<sup>138</sup> [\*Note: There is also created in the Ministry of Information, Cultural Affairs and Tourism the position of Deputy Minister for Information. The original position of Deputy Minister for Information, Tourism and Cultural Affairs is now Deputy Minister for Administration.]

**§ 31.3. Assistant Minister of Information, Tourism and Cultural Affairs.**

The President, by and with the advice and consent of the Senate may appoint such Assistant Ministers of Information, Tourism and

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*137 Prior legislation:* L. 1965-66, ch., An act to amend the Executive Law to create the Department of Information and Cultural Affairs, (13:657); L. 1962-63, ch. XIX, § 2(13:891); 1957-58 § 13:890, 891; L. 1957-58, ch. XVII, §§ 1, 2, 3; 1956 Code 13:890; L. 1953-54, ch. X, § 2; L. 1944-45, ch. XXI, § 4(e); L. 1971-72.

*138 Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law to create the Department of Information and Cultural Affairs (13:658); L. 1971-72.

## EXECUTIVE LAW

Cultural Affairs as would be required for the effective operation of the Ministry.<sup>139</sup>

### **§ 31.4. Bureau of Press and Publications.**

There shall be a Bureau of Press and Publications in the Ministry of Information, Tourism and Cultural Affairs. The Chief of the Bureau shall be appointed by the President upon the advice and consent of the Senate, and shall be responsible for the writing, adapting, editing, revising and re-writing of manuscripts for press bulletins, press releases, pamphlets, handbooks and other material for dissemination to the public. He shall supervise and direct the operation of the Division of Research and Reference and all regional information centers, and shall be responsible for the publication of the Liberia Official Gazette.<sup>140</sup>

### **§ 31.5. Bureau of Culture.**

The Chief of the Bureau of Culture shall be appointed by the President upon the advice and consent of the Senate. It shall be his duty to plan and initiate programs in Liberia for the production, improvement and popularization of Liberia's indigenous arts and handicrafts; to execute programs for the preservation of the folklore, mores and indigenous culture of the nation; to operate the National Cultural Center and Ethnographical Museum.

### **§ 31.5-A. Bureau of Tourism.**

The Chief of the Bureau of Tourism shall be appointed by the

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<sup>139</sup> *Prior legislation:* L. 1971-72.

<sup>140</sup> *Prior Legislation:* L. 1965-66, ch. (An act to amend the Executive Law to create the Department of Information and Cultural Affairs) 13:660; 1957-58 Supp. 13:894; L. 1957-58, ch. XVII, § 7; 1956 Code 13:82; L. 1953-54, ch. X, §§ 4, 5, 6; L. 1971-72.

## EXECUTIVE LAW

President upon the advice and consent of the Senate. It shall be his duty to encourage development of the tourist industry by conducting continuous surveys and advertising tourist potentials such as scenic, historical and recreational sites.<sup>141</sup>

### **§ 31.6. Bureau of Audio-Visual Aids.**

The President shall appoint by and with the advice and consent of the Senate the Chief of the Bureau of Audio-Visual Aids whose duty it shall be to plan, develop and produce all documentary films, filmstrips, slides, cartoons, posters, photographs, illustrations, exhibits and pictorialization of various aspects of life and activities in Liberia, and supervise their utilization and display for the benefit of the public.<sup>142</sup>

### **§ 31.7. Overseas Press Bureau.**

The Chief of the Overseas Press Bureau shall be appointed by the President upon the advice and consent of the Senate. It shall be his duty to plan, supervise, coordinate and evaluate the programs of all press attaches and public relations officers at Liberian diplomatic and consular missions abroad and keep them adequately supplied with the latest factual data on the country, including feature articles, photographs, monographs, films, filmstrips, posters, slides and booklets which are produced by the Ministry. He shall serve as liaison between the Ministry and all resident correspondents of foreign news agencies and visiting foreign journalists. He shall be responsible for answering all inquiries and countering all adverse publicity from abroad about Liberia and perform such other duties as may be

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141 *Prior legislation:* L. 1965-667 ch. (An act to amend the Executive Law to create the Department of Information and Cultural Affairs), 13:661; L. 1971-72.

142 *Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law to create the Department of Information and Cultural Affairs), 13:662.

## EXECUTIVE LAW

assigned him by the Minister of Information, Tourism and Cultural Affairs.<sup>143</sup>

### **§ 31.8. National Tourist Board Established.**

There shall be established within the Ministry of Information, Tourism and Cultural Affairs a board to be known as the National Tourist Board to be constituted by the President. The Board shall consist of the Minister of Information, Tourism and Cultural Affairs as Chairman, and representatives of the Ministries of Justice; Internal Affairs; Commerce and Industry as well as representatives of airlines, travel agencies, transportation companies, hotels and such other persons as the President may direct as members. The Chief of the Bureau of Cultural and Touristic Affairs in the Ministry of Information, Tourism and Cultural Affairs shall serve as Executive Secretary.

As an advisory body the Board shall recommend measures to stimulate the development of the tourist industry in the country; it shall also recommend rules and regulations for the preservation, protection and operation of tourist attractions and centers all over the country so as to ensure the safety and comfort of tourists.

### **§ 31.9. Motion Picture and Television Review Board.**

The Chairman of the Motion Picture and Television Review Board shall be appointed by the President upon the advice and consent of the Senate. It shall be his duty to censor or ensure the censoring by the Board of all movie films for cinemas and television imported into the Republic or produced in Liberia prior to their screening for public information and amusement. He shall also ensure that no cinema

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<sup>143</sup> *Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law to create the Department of Information and Cultural Affairs) L. 1971-72.

## EXECUTIVE LAW

house is established and no mobile cinema unit is operated anywhere in the Republic without a permit issued by the Ministry of Information, Tourism and Cultural Affairs; and no film shall be screened in any cinema house or by any mobile unit operator until its owners have exhibited on the screen prior to the showing of the film a document to the effect that it has received the approval of the Board. He shall perform such other duties as may be assigned by the Minister of Information, Tourism and Cultural Affairs.<sup>144</sup>

### **§ 31.10. Organization of Ministry.**

The Minister of Information, Tourism and Cultural Affairs shall be organized in such manner and with such personnel as shall be determined by the Minister, subject to the approval of the President.

### **§ 31.11. National Historical Publications Commission.**

There is hereby created a National Historical Publications Commission which shall make plans, estimates and recommendations for the publication or other recording at public expense of historical works and collections of sources. The Commission shall consist of the Deputy Minister of Information, Tourism and Cultural Affairs, who shall be its chairman, and two members of the history department of the University of Liberia, who shall be appointed by the President of Liberia. The Commission shall meet at least once each year. The members shall serve without compensation except for the repayment of expenses actually incurred by them in attending the meetings of the Commission.<sup>145</sup>

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144 *Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law to create the Department of Information and Cultural Affairs) 13:664, 1956 Code 13:820; L. 1954-55, ch. XXXV, § 1; L. 1971-72.

145 *Prior legislation:* L. 1953-59, ch. XLVIII, § 6.

## EXECUTIVE LAW

### § 31.12. National Museum.

There shall be established within the Ministry of Information, Tourism and Cultural Affairs a National Museum, which shall be headed by a Director to be appointed by the President, by and with the advice and consent of the Senate. It shall be the duty of the Director of the National Museum, subject to the authority and direction of the Minister of Information, Tourism and Cultural Affairs to---

- (a) Collect and preserve and in so far as possible arrange for public exhibition, all historical and traditional art objects and monuments in the country; and
- (b) Take all lawful measures necessary to protect historical monuments and prevent the exportation from Liberia or destruction or damaging of rare objects of art.<sup>146</sup>

## **Chapter 32. MINISTRY OF PLANNING AND ECONOMIC AFFAIRS**

- § 32.1. Definitions.
- § 32.2. Ministry created.
- § 32.3. Functions of Ministry.
- § 32.4. Program Planning Officers.
- § 32.5. Power to collect information.
- § 32.6. Information furnished to be confidential.
- § 32.7. Organization.

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146 *Prior legislation:* L. 1967-68, ch. (An act to amend the Executive Law to create a National Museum) (13:666, 667); L. 1971-72.

EXECUTIVE LAW

**§ 32.1. Definitions.**

As used in this Chapter, unless the context otherwise requires:

- (a) "Economic Planning" includes the planning of:
  - (i) Those Government programs and projects which are designed to increase national production and to improve the well being of the people, including nutrition, health, education, housing, transportation, communication, and activities contributing thereto;
  - (ii) external assistance programs designed to promote the purposes stated in (a)(1) of this section;
  - (iii) Foreign investment programs involving Government concessions or Government participation in such programs.
- (b) "Agencies" means ministries and other agencies of the executive branch of the Government and corporations and other business enterprises in which the Government owns fifty percent or more of the total capital.
- (c) "Program" means a plan to carry out one phase of economic planning, such as education, health, agriculture improvement, transportation, power development, or industrial development; and
- (d) "Project" means a particular undertaking within a period such as establishment of a school, hospital or a road.<sup>147</sup>

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147 *Prior legislation:* L. 1965-66, ch. (An Act to amend the Executive Law to create the Department of Planning and Economic Affairs) (13:681); L. 1962-63, ch. XXXVI; L. 1961-62, ch. XVII; L. 1971-72.

## EXECUTIVE LAW

### § 32.2. Ministry created.

There shall be created in the executive branch of the Government the Ministry of Planning and Economic Affairs, to be to be headed by a Minister of Planning and Economic Affairs, who shall be appointed by the President with the advice and consent of the Senate. The President shall appoint, with the advice and consent of the Senate, a Deputy Minister who shall be the principal assistant to the Minister in the direction of the affairs of the Ministry and who shall act in the absence of the Minister. The President may also appoint with the advice and consent of the Senate such Assistant Ministers as would be required for the effective operation of the Ministry.<sup>148</sup>

### § 32.3. Functions of the Ministry.

The functions of the Ministry of Planning and Economic Affairs shall include the following:

- (a) undertake economic studies required for planning and policy purposes;
- (b) Prepare long-range and intermediate-range economic development plans;
- (c) Identify, develop and prepare suitable development programs and projects, both for the public and private sectors;
- (d) Analyze the interrelationship and internal consistency of various proposed programs and projects;

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148 *Prior legislation:* L. 1965-66, ch. (An Act to amend the Executive Law to create the Department of Planning and Economic Affairs) (13:682); L. 1962-63, ch. XXXVI; L. 1961-62, XVIII, L. 1971-72.



## EXECUTIVE LAW

- (e) Give technical guidance to all government agencies in the preparation of development programs and projects;
- (f) In consultation with the Ministry of Finance, review, coordinate, process and record all external aid and assistance programs and report on progress made in those programs;
- (g) Undertake all staff activities incidental to the National Planning Council deliberations;
- (h) Review progress made on programs and projects which have been adopted, initiating special investigation into the execution of those programs and projects, and report findings and recommendations to the Executive Committee of the National Planning Council; and
- (i) Perform such other functions as may be prescribed by the President.<sup>149</sup>

### **§ 32.4. Program Planning Officers.**

The head of each agency of the Government in consultation with the Minister of Planning and Economic Affairs shall designate in his Agency an Assistant Minister or other official of appropriate rank to act as Program Planning Officer. Those officers shall be responsible within their own agencies to prepare programs and projects and report on progress made on such programs and projects under the responsibility of their respective agency heads in a manner prescribed

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149 *Prior legislation* L. 1965-66, ch. (An Act to amend the Executive Law to create the Department of Planning and Economic Affairs) (13:683); L. 1962-63, ch. XXXVI; L. 1961-62, ch. XVII; L. 1971-72.

## EXECUTIVE LAW

by the Minister of Planning and Economic Affairs.<sup>150</sup>

### **§ 32.5. Power to collect information.**

The Ministry of Planning and Economic Affairs shall have the power to request, demand and collect from any person, natural or legal, residing in the Republic, and from any Ministry, Bureau or Agency of the Government of the Republic, all information it may deem necessary to effectively carry out its functions as outlined in section 3 of this Chapter. Any responsible person in the private sector (natural or legal), or Minister, head of Bureau, or Agency of the Government who receives from the Ministry of Planning and Economic Affairs a request for information which it is empowered to collect, and fails or refuses to give reasonable compliance to such request shall upon authorization of the President be penalized under provision of the Penal Law. Where the information given is discovered to be intentionally false, the persons, (legal or natural) who furnishes the false information shall be prosecuted in accordance with provision of the Penal Law.<sup>151</sup>

### **§ 32.6. Information furnished to be confidential.**

All information furnished to the Ministry of Planning and Economic Affairs pursuant to the provision of Section 5 of this Chapter shall be absolutely confidential and shall be disclosed or published by the Ministry of Planning and Economic Affairs only in the form of a general economic or statistical report without specific reference to the source of such information. Any official or employee of the Ministry of Planning and Economic Affairs who shall violate the provisions of

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<sup>150</sup> *Prior legislation:* L. 1965-66, ch. (An Act to amend the Executive Law to create the Department of Planning and Economic Affairs) (13:691); L. 1962-63, ch. XXXVI; L. 1961-1962, ch. XVII; L. 1971-72.

<sup>151</sup> *Prior legislation:* L. 1971-72.

## EXECUTIVE LAW

this Section shall be immediately dismissed from office and prosecuted under provision of the Penal Law. In addition thereto, information obtained from this source may not be used by any individual or judicial tribunal in any proceeding in which the person (legal or natural) is a party.<sup>152</sup>

### **§ 32.7. Organization.**

The Ministry of Planning and Economic Affairs shall be organized in such manner and with such personnel as shall be determined by the Minister, subject to the approval of the President.<sup>153</sup>

## ***Chapter 33. MINISTRY OF LANDS, MINES AND ENERGY***

§ 33.1. Ministry created; appointment of Minister, Deputy Minister, Assistant Ministers.

§ 33.2. Functions of Ministry.

§ 33.3. Organization of Ministry.

### **§ 33.1 Ministry created; appointment of Minister, Deputy Minister, Assistant Ministers.**

There is hereby created and established in the Executive Branch of the Government a Ministry of Lands, Mines and Energy to be headed by a Minister who shall be appointed by the President with the advice and consent of the Senate. The President shall appoint, with the advice and consent of the Senate, a Deputy Minister who shall be the principal assistant to the Minister of Lands, Mines and Energy and

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<sup>152</sup> *Prior legislation: L. 1971-72.*

<sup>153</sup> *Prior legislation: L. 1971-72.*

## EXECUTIVE LAW

who shall act in his absence. The President may also appoint, with the advice and consent of the Senate, such Assistant Ministers as would be required for the effective operation of the Ministry.<sup>154</sup>

### **§ 33.2. Functions of Ministry.**

The Ministry of Lands, Mines and Energy shall be charged with the administration of the Mining and Survey Laws of the Republic. It shall

- (a) Pursuant to applicable regulations, review, and in the proper cases grant or deny, applications for prospecting, exploration, and mining rights except concessions;
- (b) Collect and distribute information about the mineral and water resources of the nation;
- (c) Conduct research and exploration in geology and related fields for new sources of supply and evolution of mineral resources and prepare topographic and mineral maps;
- (d) Promote safety in mineral industries, investigate problems of mining and the preparation and utilization of minerals; and control the use of mineral resources according to approved conservation practices;
- (e) Approve or deny applications for permission to prospect, mine, purchase, sell, import, export or otherwise deal in diamonds in accordance with the provisions of Chapter 6-A of the Natural Resources Law;
- (f) With the approval of the President, request participation of

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<sup>154</sup> *Prior legislation: L. 1971-72.*

## EXECUTIVE LAW

experts in any matter which may be deemed necessary or appropriate for the more efficient solution of matters submitted to the Ministry;

(g) To suspend operations of mining concessionaires for violations of the Mining Law or regulations issued thereunder and to impose fines on such concessionaires;

(h) To authorize the abandonment of a claim or concession at the request of the concessionaire, or to order cancellation on a ground stated in section 176 of the Natural Resources Law;

(i) Propose to the President the tariffs relating to mineral substances, except diamonds; and

(j) Perform such other functions as may from time to time be assigned by the President.

(k) To coordinate the exploration, exploitation and production of hydrocarbon activities in Liberia;

(l) To supervise, coordinate and conduct research in developing conventional alternatives, new or renewable energy sources;

(m) To promulgate all regulations affecting lands, mines and energy in Liberia;

(n) To monitor compliance with, as well as enforce, all laws and regulations affecting lands, mines and energy;

(o) To formulate, in conjunction with relevant ministries and agencies, and in accordance with prevailing conditions and national requirements, a comprehensive national energy policy

## EXECUTIVE LAW

for submission to the Government of Liberia.<sup>155</sup>

### **§ 33.3. Organization of Ministry.**

The Ministry of Lands, Mines and Energy shall be organized in such manner and with such personnel as shall be determined by the Minister, subject to the approval of the President.<sup>156</sup>

## ***Chapter 34. MINISTRY OF LABOR***

§ 34.1. Ministry created; appointment of Minister, Deputy Minister, Assistant Minister.

§ 34.2. Functions of Ministry.

§ 34.3. Organization of Ministry.

§ 34.4. Permanent Committee.

§ 34.5. Framework of Activities.

§ 34.6. Program of Training for Youths.

### **§ 34.1. Ministry created; appointment of Minister, Deputy Minister, Assistant Ministers.**

There is hereby created and established in the Executive Branch of the Government a Ministry of Labor to be headed by a Minister who shall be appointed by the President with the advice and consent of the Senate. The Minister shall be charged with the administration, promotion, development, direction and supervision of all Government programs and activities relating to Labor. The President shall appoint, by and with the advice and consent of the Senate, a Deputy Minister

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<sup>155</sup> Sub-sections (k) to (o) of section 2 were added to Chapter 33 of the Executive Law by People's Redemption Council decree No. 55, issued on October 21, 1981. *Prior legislation:* L. 1942-43, L. 1948-49; L. 1951-52; L. 195-55; L. 1971-72.

<sup>156</sup> *Prior legislation:* L. 1971-72.

## EXECUTIVE LAW

who shall be the principal assistant to the Minister of Labor and who shall act in the absence of the Minister. The President may also appoint, with the advice and consent of the Senate, such Assistant Ministers as would be required for the effective operation of the Ministry.<sup>157</sup>

### § 34.2. Functions of Ministry.

The functions of the Ministry shall include the promotion, administration, development, regulation, control of the Labor Law and Labor Practices Law of the Republic. To the achievement of these objectives, it shall:

- (a) Regulate, in the public interest, relations between employers and employees in the Republic;
- (b) Provide employment services in pursuit of development and exploitation of all resources and the furtherance of commerce;
- (c) Provide for the classification, registration, and licensing of tradesmen and craftsmen;
- (d) Conduct manpower studies;
- (e) Protect the rights of labor and management in the Republic;
- (f) Perform such other functions as may from time to time be assigned by the President.<sup>158</sup>

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<sup>157</sup> *Prior legislation:* L. 1971-72.

<sup>158</sup> *Prior legislation:* L. 1996-67 (Acts creating the National Labor Affairs and the Bureau of Youth); L. 1971-72. The Ministry of Labour was created as a separate Ministry from Youth and Sports by People's Redemption Council decree No. 35 which amended Chapter 34 of the Executive Law. Decree No. 35 was issued on March 17, 1981 and published on

EXECUTIVE LAW

ARTICLE I

**EXTENSION OF THE ADMINISTRATIVE POWERS AND  
PROCEDURE OF THE MINISTRY OF LABOUR**

*1. Power of the Ministry to Fine.* The Minister of Labour shall have the power to fine any persons, enterprise or other legal entity not less than \$450.00 (Four Hundred Fifty and 00/100 dollars) or not more than \$2,000.00 (two thousand and 00/100 dollars) who fails to respond to its citations. Such fine shall be deposited into the Government's revenue by the person fined and a copy of the Revenue receipt shall be furnished to the Ministry of Labour.

If any person, enterprise or other legal entity refuses to pay such fine, the fine shall be enforced by the Board of General Appeals who shall have the power to imprison such delinquent person/persons, representative of an enterprise or a legal entity until such fine is fully paid.

*2. Power of the Ministry to issue regulations.* The Ministry of Labour, in keeping with Chapter 34.2(a) of the Executive Law, shall issue necessary regulations adapted to the needs of the country which will realize the Government's goal to establish a system of sound labour relations in Liberia.

*3. Jurisdiction of Hearing Officers.* Hearing Officers of the Ministry of Labour shall have territorial jurisdiction over cases arising in their respective counties or territories in the Republic of Liberia where their offices are located. The Minister of Labour, however, may assign a case of importance if essential interests of the Government are involved, irrespective of where it originates, to a Hearing Officer

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May 7, 1981.



## EXECUTIVE LAW

at the Central Office of the Ministry of Labour in Monrovia, Montserrado County.

4. *Powers of Hearing Officers.* Hearing Officers shall have the power, in connection with the hearing and determination of labour cases, to:

- (a) Administer oaths;
- (b) Issue subpoenas to compel the attendance of witnesses and parties to the case, or to produce books, papers, documents and other evidence;
- (c) Examine witnesses;
- (d) Require depositions to be taken; and
- (e) Have contempt proceedings instituted before the National Labour Court against any person who resists any order or process, or who misbehaves during a hearing or so near the place thereof as to obstruct its progress.

5. *Exhaustion of Grievance Committee.* Prior to filing a complaint with the Ministry of Labour, an employee of an enterprise, where a Grievance Committee has been established in accordance with section 2001 of the Labour Practices Law, shall submit his complaint to the Grievance Committee for settlement. A Grievance Committee, when notified of a complaint, shall attempt by conferring informally with the parties to effect a settlement within two weeks after the receipt of such notice as required by section 2002 of the Labour Practices Law. If the employee is dissatisfied with the settlement of the Grievance Committee, he may then file a complaint with the Ministry of Labour. Hearing Officers shall not investigate the complaint of any employee which has not been previously submitted to a Grievance Committee

## EXECUTIVE LAW

where such a committee has been established in an enterprise.

6. *Time limitation for filing of action.* All labour actions shall be commenced within seven years of the time the right of relief accrues; otherwise, such actions shall not be entertained by the Ministry of Labour. The right to relief shall accrue on the day that the employee incurs a grievance. An aggrieved employee shall commence a labour action by filing a complaint with the Ministry of Labour in the county or territory where the matter originates.

7. *Time limitation for taking an appeal.* Any party dissatisfied with the decision of a Hearing Officer may take an appeal by filing a petition for review with the Board of General Appeals within 30 days after receipt of the Hearing officer's decision. Copies of the petition shall be served promptly on the Hearing officer who rendered the decision, and all parties on record. The decision of a Hearing Officer shall become final and conclusive upon the expiration of the 30 days after copies of his ruling have been received by the parties to a case.<sup>159</sup> [\*Note: Board of General Appeals no longer exist.]

8. *Default judgment.* If a defendant in a labour case fails to appear, plead or proceed to trial, or if the Hearing Officer or the Board of General Appeals orders a default for any other failure to proceed, the complainant may seek a default judgment against the defendant. On an application for a default judgment, the applicant shall file proof of service of the summons and complaint and give proof of the facts constituting the claim, the default judgment. The Ministry of Labour is hereby empowered to enforce such judgment by imprisonment until said default judgment is fully complied with.

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159 NOTE: The Board of General Appeals was abolished by subsequent Act of the Legislature. All references to the Board is therefore inapplicable. Appeals from the decision of a Hearing Officer now goes directly to the National Labour Court.

## EXECUTIVE LAW

9. *Abandonment of action.* Any action which is abandoned for 120 days after a complaint has been filed shall be null and void.

### ARTICLE II

#### EXTENSION OF THE DUTIES OF THE LABOUR SOLICITOR<sup>160</sup>

It shall be the duty of the Labour Solicitor to conduct and represent employees in all labour matters before the Board of General Appeals and the National Labour Court, when such employees have declared under oath their inability to retain counsel because of financial destitution.

#### § 34.3. Organization of Ministry.

The Ministry of Labor shall be organized in such manner and with such personnel as the Minister shall deem fit, subject to the approval of the President.<sup>161</sup>

### **Chapter 37. MINISTRY OF TRANSPORT**

§37.1. Ministry created

§37.2. Organization of the Ministry

§37.3. Functions of the Ministry

§37.4. Transfer of the Bureau of Transportation, Civil Aviation and Insurance

§37.5. Transfer of the Bureau of Maritime Affairs

§37.6. Transfer of the Liberia Shipping Corporation Board

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<sup>160</sup> Articles I and II were added to Chapter 34 of the Executive Law by Interim National Assembly decree No. 21 which was issued on December 24, 1985.

<sup>161</sup> *Prior legislation:* L. 1971-72.

## EXECUTIVE LAW

### Chairmanship

#### **§ 37.1. Ministry Created.**

There is hereby created and established in the Executive Branch of Government a Ministry of Transport to be headed by a Minister who shall be appointed by the President with the consent of the Senate. To assist the Minister in the administration of the affairs of the Ministry, the President shall appoint, with the consent of the Senate, a Deputy Minister for Administration/Insurance who shall be the principal Deputy to the Minister and who shall act in the absence of the Minister. The President shall also appoint, with the consent of the Senate, a Deputy Minister for Maritime Affairs/Shipping, a Deputy Minister for Civil Aviation, a Deputy Minister for Land/Rail Transport, and a Deputy Minister for Legal Affairs, as well as such other Deputy Ministers and Assistant Ministers as shall be necessary and required for the effective operation of the Ministry.

#### **§37.2. Organization of the Ministry.**

The Ministry of Transport shall be divided into five major Divisions, namely, the Division of Administration/Insurance, the Division of Maritime Affairs/Shipping, the Division of Civil Aviation, the Division of Land/Rail Transport, and the Division of Legal Affairs, each to be headed by a Deputy Minister, as well as such other Divisions and Bureaux as shall be established by the Minister, subject to the approval of the President and legislative enactment.

#### **§37.3. Functions of the Ministry.**

The functions of the Ministry of Transport shall include:

- (a) To administer and implement the Transportation Law, the Insurance Law, and the Maritime Law, and to plan and execute

## EXECUTIVE LAW

policies relating to all modes of land, rail, sea and air transport services within the Republic of Liberia and abroad.

(b) To represent the Government's interest in all negotiations in connection with Government participation in shipping and to represent the Government's interest in international shipping and maritime conferences.

(c) To collect, collate, evaluate and periodically publish such data relating to land, rail, sea and air transport services as well as insurance, as well as the maintenance of meteorological services.

(d) To establish rules and procedures and enforce standards for transport services of private and public common carriers of whatever nature and, in general, to develop, regulate, control and monitor vehicles, boats, ships, fishing vessels, railroads, aviation, ferries, canoes, rural and urban mass transit, and the inspection and safety of highways, the seas, railroads and civil aviation.

(e) To enforce the Compulsory Liability Insurance Law of 1972 as contained in Volume VI of the Liberian Code of Laws Revised, Chapter 4 of Title 38.

(f) To establish and implement the overall transportation policy of the Republic, and develop plans for the movements of goods and people within and without the Republic.

(g) To regulate the use of inland waterways and rivers, ships flying the Liberian flag in domestic and foreign commerce, as well as all modes of water crafts for civil transport.

(I) To regulate the use of ports and harbours, domestic airports and vehicle parking lots as they affect shipping, civil aviation, and motor and rail transport.

**§37.4. Transfer of Bureaux of Transportation, Civil Aviation and Insurance.**

The Bureau of Transportation, the Bureau of Civil Aviation and the Bureau of Insurance are hereby detached from the Ministry of Commerce, Industry and Transportation and are herewith transferred to the Ministry of Transport together with their staffs and operating budgets respectively. With the detachment of the said Bureaux, the nomenclature of the Ministry of Commerce, Industry and Transportation shall henceforth be known as the Ministry of Commerce and Industry.

**§37.5. Transfer of the Bureau of Maritime Affairs.**

The Bureau of Maritime Affairs is hereby detached from the Ministry of Finance and is herewith transferred to the Ministry of Transport together with its staff and operating budget.

**§37.6. Transfer of Liberia Shipping Corporation Board Chairmanship.**

The management of the Liberia Shipping Corporation, as contained in Section 56.7 of Chapter 56 of the New Executive Law, shall be vested in a Board of Directors, consisting of the Minister of Transport who shall act as Chairman of the Board.

EXECUTIVE LAW

P A R T I V

*Autonomous Agencies*

**Chapter 50. NATIONAL PLANNING COUNCIL**

- § 50.1. National Planning Council created.
- § 50.2. Functions of the Council.
- § 50.3. Power to appoint Committees and Commissions.
- § 50.4. Executive Committee established
- § 50.5. Functions of the executive Committee.
- § 50.6. Meeting of the National Planning Council and the Executive Committee.
- § 50.7. Technical Sub-Committee of the Executive Committee established.
- § 50.8. Staff Activities-Secretariat.

**§ 50.1. National Planning Council created.**

There shall be created in the Executive Branch of the Government the National Planning Council, which shall be composed of the President of Liberia as chairman, all Cabinet Ministers, the Director General of the General Services Agency, the Director General of Action for Development and Progress and the Director of the Budget. The Minister of Planning and Economic Affairs shall serve as Executive Secretary of the Council. The President may also appoint other persons as members of the National Planning Council and may invite other Government officials or private citizens to attend its meetings from time to time.<sup>162</sup>

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<sup>162</sup> *Prior legislation:* L. 1965-66, ch. (An Act to amend the Executive Law to create the National Planning Council (13:1130); L. 1962-63, ch. XXXVI (13:1132); L. 1961-62, ch. XVII (1132); L. 1971-72.

EXECUTIVE LAW

**§ 50.2. Functions of the Council.**

The functions of the National Planning Council shall be:

- (a) To provide general policy guidance to all agencies of the Government in the formulation of plans for national development;
- (b) To review for its approval or disapproval recommendations made by the heads of the various Ministries and Agencies of Government or by committees and commissions of the Council on:
  - (i) External assistance programs and investment proposals both foreign and domestic, involving Government concessions or Government participation in such programs;
  - (ii) Allowances for development programs and projects to be included in the budget for the ensuing year;
  - (iii) Proposals for new development programs and projects or changes in existing programs and projects:
- (c) To approve the annual development budget to be included in the national budget for submission to the Legislature;
- (d) To require that special investigation and evaluation of programs and projects be made by appropriate agencies of the Government or Non-Government organization; and
- (e) To establish economic development priorities.<sup>163</sup>

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<sup>163</sup> *Prior legislation:* L. 1965-66, ch. (an Act to amend the executive Law to create the National Planning Council) (13:1131); L. 1962-63, ch. XXXVI (13:1136); L. 1961-62, ch. XVII (13:1136), L. 1971-72.



**§ 50.3. Power to appoint Committees and Commissions.**

The National Planning Council may establish such standing and/or ad hoc committees and commissions as shall be necessary to carry out its functions.<sup>164</sup>

**§ 50.4. Executive Committee established.**

An executive Committee is hereby established as a subsidiary of the National Planning Council. The Executive Committee shall report to the Council. The Executive Committee shall consist of the following members: A Minister of State Without Portfolio, who shall be appointed by the President as Chairman of the Committee, the Minister of Planning and Economic Affairs, the Minister of Finance, the Minister of Foreign Affairs, the Minister of Justice, the Director of the Budget, and the Director General of the General Services Agency.<sup>165</sup>

**§ 50.5. Functions of the executive Committee.**

The Executive Committee shall exercise all the powers of the National Planning Council between meetings of the Council, subject to the approval of the President. All recommendations made by the heads of the various Ministries and Agencies of Government or by committees and commissions of the National Planning Council shall be submitted to the Executive Committee through its Chairman for review and action. The Executive Committee shall make its recommendations or report on its actions to the National Planning Council.<sup>166</sup>

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<sup>164</sup> *Prior legislation: L. 1971-72.*

<sup>165</sup> *Prior legislation: L. 1971-72.*

<sup>166</sup> *Prior legislation: L. 1971-72.*

EXECUTIVE LAW

**§ 50.6. Meetings of the National Planning Council and the Executive Committee.**

The National Planning Council shall meet at least once during every quarter and the Executive Committee shall meet at least once every month.<sup>167</sup>

**§ 50.7. Technical Sub-Committee of the Executive Committee established.**

(a) A Technical Sub-Committee is hereby established as a subsidiary of the Executive Committee of the National Planning Council. The Technical Sub-Committee shall report to the executive Committee.

(b) The Technical Sub-Committee shall assist the Executive Committee in the performance of its work, as directed by the Chairman of the Executive Committee;

(c) The Technical Sub-Committee shall consist of personnel representing and designated by the Ministers and heads Agencies of Government that are members of the Executive Committee. The representative of the Minister of Planning and Economic Affairs shall be the Chairman of the Technical Sub-Committee.

(d) The Sub-Committee shall call for the active participation at other Ministries and Agencies of Government not included on the Executive Committee as the need shall arise or when any matter concerning such Ministries or Agencies is before the Sub-Committee.

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<sup>167</sup> *Prior legislation: L. 1971-72.*

## EXECUTIVE LAW

(e) The heads of Ministries and Agencies shall designate appropriate technical personnel from their Ministries and Agencies to participate in the meetings of the Technical Sub-Committee from time to time as determined by the subjects for discussion.

(f) The Technical Sub-Committee may meet at any time upon call of its chairman or upon directive of the Executive Committee; provided nevertheless that the Technical Sub-Committee shall meet once a month prior to the meeting of the Executive Committee.<sup>168</sup>

### **§ 50.8. Staff Activities-Secretariat.**

(a) All staff activities necessary for the functioning of the Council shall be provided by a Secretariat, which shall be the Ministry of Planning and Economic Affairs;

(b) The Secretariat shall, in consultation with the Executive Committee, prepare the annual development budget and submit it to the National Planning Council for approval to be included in the National budget for submission to the Legislature.<sup>169</sup>

## ***Chapter 51. GENERAL SERVICES AGENCY***

§ 51.1. Agency established.

§ 51.2. Duties of the Director General.

§ 51.3. Organization.

§ 51.4. Bureau of Procurement and Supply.

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<sup>168</sup> *Prior legislation: L. 1971-72.*

<sup>169</sup> *Prior legislation: L. 1971-72.*

## EXECUTIVE LAW

§ 51.5. Bureau of Government Housing and Real Property.

§ 51.6. Bureau of Mobile Equipment and Vehicles.

§ 51.7. Bureau of Data Processing.

### **§ 51.1. Agency established.**

There is hereby established in the Executive Branch of the Government an autonomous agency which shall be known as the General Services Agency. The Agency shall be headed by a Director General of General Services who shall be appointed by the President with the advice and consent of the Senate. The President shall appoint, by and with the advice and consent of the Senate, a Deputy Director General who shall be the principal assistant to the Director General and shall act in the absence of the Director General.<sup>170</sup>

### **§ 51.2. Duties of Director General.**

The Director General shall, in respect to all branches of the Government and to the extent that he determines that so doing is advantageous to the Government in terms of economy, efficiency, and service, and with due regard to the functions of the agencies concerned:

(a) exercise control over procurement and supply of personnel property; central warehousing; distribution of all materials, parts, equipment and supplies; development of standard specifications; and inspection of purchases;

(b) Develop policies and regulations to promote maximum utilization of excess property of Government agencies; and direct

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<sup>170</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the executive Law to establish a General Services Agency) 13;700. Section 51.1 was amended to the present wording by act of the Legislature, approved July 2, 1973 and published August 30, 1973.

## EXECUTIVE LAW

the disposal of surplus property through donation, sale, destruction or abandonment;

(c) Secure buildings and to fulfill requirements of all agencies necessary to discharge their lawful functions;

(d) Manage, maintain, operate, alter, remodel, repair, improve and protect buildings, public lands, and other real property which are owned or leased by and for the Government;

(e) Manage and control all Government mobile equipment and vehicles, depots and service facilities therefor;

(f) Administer central automatic data processing facilities.<sup>171</sup>

### § 51.3. Organization.

The Agency shall be organized into four bureaux, as follows:

(a) Bureau of Procurement and Supply;

(b) Bureau of Government Housing and Real Property;

(c) Bureau of Mobile Equipment and Vehicles;

(d) Bureau of Data Processing.

Each bureau shall be headed by a Director appointed by the President with the advice and consent of the Senate. The President shall also appoint as many Assistant Directors as may be deemed necessary. The Directors shall perform their duties under the authority and

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<sup>171</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to establish a General Services Agency), 13:701.

## EXECUTIVE LAW

control of the Director General.<sup>172</sup>

### **§ 51.4. Bureau of Procurement and Supply.**

The Director of Procurement and Supply shall be responsible for procuring, storing, distributing, disposing of, and selling all Government materials, equipment, and supplies, and shall act as custodian of such Government property until delivered to another Government agency for its use or until otherwise disposed of. The Director shall be responsible for correlating the development of and standardized specifications for all equipment, material and supplies; implementation of an equipment standardization program; and maintenance of central current inventory records of all Government movable property and fixed assets. The Director shall prepare and make available to all Government agencies a manual setting forth policies, rules, and regulations, governing standard contracting, procurement, and supply procedures.<sup>173</sup>

### **§ 51.5. Bureau of Government Housing and Real Property.**

*1. Supplying housing and other realty needs.* The Director of Government Housing and Real Property shall acquire by purchase, condemnation, or otherwise such sites, additions to sites, or buildings as he may deem necessary in order to provide suitable accommodations to house all agencies of the Government, assign and reassign space therein for all agencies, and supply all agencies with land or buildings necessary to carry out their lawful functions.

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<sup>172</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to establish a General Services Agency) 13:702; further amendment approved July 2, 1973, published August 30, 1973.

<sup>173</sup> *Prior legislation:* L. 1966-67, ch. (An act to amend the Executive Law to Establish a General Services Agency) 13:703.

## EXECUTIVE LAW

2. *Custody and maintenance.* The Director of Government Housing and Real Property shall be responsible for the custody and management of all lands and buildings used as accommodations for Government agencies or owned or leased by the Government; for establishing policies, rules, and regulations relating to the use, occupancy, and disposition thereof; and for providing the maintenance and prescribing maintenance standards for such properties.

3. *Leases.* The Director of Government and Real property shall negotiate on behalf of the Government all leases of lands or buildings and direct the termination of leases for properties no longer needed or usable. Lease agreements shall be signed by the Director General and cosigned by the Minister of Finance.

4. *Occupants of Government property.* With respect to occupant of Government-owned or renewed real property, the Director of Government Housing and Real Property is vested with complete and final responsibility for enforcing such policies as will protect and promote the Government's interests, and for seeking any legal remedies available to the Government for negligent or willful abuse or other wrongful use of the property.<sup>174</sup>

### **§ 51.6. Bureau of Mobile Equipment and Vehicles.**

1. *Duties of Director in general.* The Director of Mobile Equipment and Vehicles shall exercise administrative control over the Government's mobile equipment and vehicle management program, including development and standardization of specifications in conjunction with the Bureau of Procurement and Supply, supervision of repair and servicing centers, provision of spare parts and supplies, assignment of equipment and delegation of equipment-related

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<sup>174</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to establish a General Services Agency) 13:704; L. 1971-72.

## EXECUTIVE LAW

responsibilities to other agencies, operation of equipment pools and common transport systems, and equipment cost accounting.

2. *Repair and service facilities.* The Director shall operate repair and service facilities either directly through the Bureau or by private contract, whichever is most effective in achieving the efficient and economic conduct of the over-all equipment and vehicle program.

3. *Assignment of automotive equipment.* Automotive equipment shall be assigned to agencies for their use according to their demonstrated need for such equipment. Equipment so assigned shall be operated under the immediate administrative control of the *assignee* but under the control of the Director of Mobile Equipment and Vehicles for all other equipment management functions.

4. *Records of equipment.* A current inventory of all Government automotive equipment shall be maintained by the Director of Mobile Equipment and Vehicles. In addition, individual equipment records and equipment history records shall be maintained for each piece of equipment. At the time invoices are processed for payment, invoices covering equipment purchases shall be segregated from other invoices, the required changes made in the equipment inventory, and the required data recorded on individual equipment, records and equipment history records maintained by the Bureau.<sup>175</sup>

### **§ 51.7. Bureau of Data Processing.**

1. *Creation; duties of Director.* The Bureau of Data Processing is hereby created as an administrative service unit for all Government departments and agencies. It shall have Government-wide jurisdiction. The Director of the Bureau shall have the authority to

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<sup>175</sup> *Prior legislation:* L. 1966-67, ch. (An act to amend the Executive Law to Establish a General Services Agency) 13:705.



## EXECUTIVE LAW

prescribe data processing systems and procedures for all ministries and agencies of the Government.

2. *Duty to process data.* The Director of the Bureau shall be responsible for processing data with speed and accuracy for all ministries and agencies by means of electronic or other data processing equipment, for statistical programs or administrative processing, and to produce the needed management information for comprehensive programs and administrative systems in which controls and scheduling are essential. The long-range data processing applications of the Government shall include but not be limited to:

- (a) Personnel actions, position control, and payrolls;
- (b) Supplies and materials purchasing, issuance, and inventory; accounting practices, such as billing, accounting for receivables and expenditures, and renewal of contracts; and cost accounting and reporting;
- (c) Equipment purchasing, utilization, maintenance and accounting;
- (d) Property acquisition, use, and accountability;
- (e) Trade, customs, revenue, and social statistical programs.<sup>176</sup>

### ***Chapter 52. ACTION FOR DEVELOPMENT AND PROGRESS***

#### § 52.1. Agency created; Director General and Deputy Director

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<sup>176</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to Establish a General Services Agency) 13:706; L. 1971-72.

EXECUTIVE LAW

General.

§ 52.2. Organization of Agency.

§ 52.3. Functions of Agency.

**§ 52.1. Agency created; Director General and Deputy Director General.**

There is hereby created and established an autonomous Agency of Government, directly under the President, to be known as Action for Development and Progress to be headed by a Director General who shall be appointed by the President with the advice and consent of the Senate. The President shall also appoint, with the advice and consent of the Senate, a Deputy Director General, who shall be the principal assistant to the Director General of Action for Development and Progress.<sup>177</sup>

**§ 52.2. Organization of Agency.**

The Action for Development and Progress shall be organized in such manner and with such personnel as shall be determined by the Director General, subject to the approval of the President.<sup>178</sup>

**§ 52.3. Functions of Agency.**

The functions of Action for Development and Progress shall include:

- (a) Providing impact action for the implementation of planned programs for increased trade and commerce for industrial development, crash programs for schools and clinics, farm to market roads, low cost housing development projects and

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<sup>177</sup> *Prior legislation:* L. 1971-72.

<sup>178</sup> *Prior legislation:* L. 1971-72.

## EXECUTIVE LAW

activities to stimulate urban reconstruction and rural transformation;

(b) In cooperation with the relevant Ministries and Agencies, to initiate and inspire efforts in self-help projects;

(c) Co-ordinating services and facilities of Ministries and Agencies of Government for implementation of planned action for the fulfillment of development programs within the shortest possible period of time and at the optimum level of efficiency, and in this connection to collaborate with Ministries and Agencies of Government concerned with identifying and meeting urgent development needs;

(d) In cooperation with the Ministry of National Defense and the Ministries of Labour and other related Government Agencies identifying and formulating programs for utilizing men of the Armed Forces and our unemployed and underemployed manpower potential to the fullest extent possible to further stimulate initiative in self-help projects; and

(e) Performing such other functions from time to time as may be assigned by the President.<sup>179</sup>

### ***Chapter 53. GENERAL AUDITING OFFICE***

§ 53.1. Definitions.

§ 53.2. Office established; Auditor General and Deputies.

§ 53.3. Duties of the Auditor General.

§ 53.4. Information for Auditor General.

§ 53.5. Security requirement.

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<sup>179</sup> *Prior legislation: L. 1971-72.*

EXECUTIVE LAW

- § 53.6. Audit certificate.
- § 53.7. Annual report of Auditor General.
- § 53.8. Audit reports.
- § 53.9. Investigations.
- § 53.10. Acceptance of money by officer or employee of General Auditing Office.
- § 53.11. Auditing of accounts of General Auditing Office.

**§ 53.1. Definitions.**

As used in this chapter---

(a) The term "Government agency" means every ministry, bureau, board, commission, institution, authority, organization, enterprise, officer, employee, or other instrumentality of the Government, including commonwealths, cities and townships, and other local authorities or political units of the Republic;

(b) The term "Government organization" means every enterprise, authority, monopoly, factory, or other industrial or commercial facility, corporation, utility, company, lending or financial institution, or other instrumentality which is wholly or partly owned by the Government.<sup>180</sup>

**§ 53.2. Office established; Auditor General and Deputies.**

There is hereby established in the Executive Branch of the Government an independent agency to be known as the General Auditing Office, which shall be headed by the Auditor General, who shall be assisted by at least two Deputies. The Auditor General and the Deputies shall be appointed by the President, by and with the advice and consent of the Senate. The Auditor General shall be

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<sup>180</sup> *Prior legislation: L. 1961-62, ch. XXXV, sec. 2(13:740).*

## EXECUTIVE LAW

appointed for a term of office of fifteen years and shall not be eligible for reappointment. The Auditor General shall be removed by the President for gross malfeasance or gross nonfeasance in office or for mental or physical disability or incompetence. In the absence of the Auditor General, the President shall appoint one of the Deputies to act in the capacity of Auditor General.<sup>181</sup>

### **§ 53.3. Duties of Auditor General.**

The Auditor General shall be the officer of the Government principally responsible for conducting comprehensive post audits, special financial investigations, reconciliation and analyses, and continuous audits on a routine basis. He shall:

- (a) Once a year perform audits of all Government agencies and Government organizations and examine, to the extent he deems necessary, all transactions and accounts relating to the receipt, disbursement, and utilization of the public monies;
- (b) Perform audits of all property accounts and transactions of all Government agencies and Government organizations; such audits shall be conducted as far as practicable at the place or places where the property and records are located and shall include an evaluation of the effectiveness of internal control and other methods of safeguarding the assets of the Government;
- (c) Perform audits of withdrawals of money within the responsibility of the Government as stated in the appropriation acts or financial obligations by the order of the Ministry of Finance;
- (d) Inspect the books of account of banks and financial

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<sup>181</sup> *Prior legislation:* 1961-62, ch. XXXV, sec. 2(13:741); 1957-58 Supp. 13:740; 1956-57, ch. IX, § 2(a); 1956 Code 13:740, 741; L. 1951-52, ch. XXVIII, § 1, 2.

## EXECUTIVE LAW

institutions to verify the amounts of Government monies, securities, and other assets hypothecated or on deposit, or otherwise require written bank confirmations of Government monies, securities, and other assets under control of such banks or financial institutions;

(e) Inspect the books of account of privately owned commercial and manufacturing establishments for the purpose of verifying transactions with Government agencies and Government organizations, requiring outside written confirmations of accounts receivable and employing such other extended audit procedures as are necessary;

(f) Prescribe auditing standards and develop and implement auditing procedures, methods, and techniques appropriate to governmental accounting practices;

(g) Require any Government official for employee or other person to testify on oath as a witness in matters pertaining to financial transactions which involve the use or custody of Government monies or assets.<sup>182</sup>

### **§ 53.4. Information for Auditor General.**

The Auditor General or his designee is entitled to free access at all times to all files, documents, and other records to the accounts of every Government agency and Government organization, and he is also entitled to require and receive from officials and employees such information as he may deem necessary for the proper performance of his duties. The Auditor General may station in any Government agency or Government organization any person employed by General

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<sup>182</sup> *Prior legislation:* L. 1961-62, ch. XXXV, sec. 2(13:742); 1957-58 Supp. 13:742; L. 1956-57, ch. IX, sec. 2(a); 1956 Code 13:742; L. 1951-52, ch. XXVIII, sec. 4(7-12).

## EXECUTIVE LAW

Auditing Office to exercise more effectively the audit functions set forth above.<sup>183</sup>

### **§ 53.5. Security requirement.**

The Auditor General shall require every person employed in the General Auditing Office who is to examine the accounts of a Government agency or Government organization pursuant to this chapter to comply with any security requirements applicable to persons employed in that Government agency or Government organization and to take any oath of secrecy required to be taken by such persons.<sup>184</sup>

### **§ 53.6. Audit certificate.**

The Auditor General shall examine and certify in accordance with the outcome of his examination any statement that the Minister of Finance or other head of a Government agency or Government organization may present for audit certificate.<sup>185</sup>

### **§ 53.7. Annual report of Auditor General.**

The annual report of the Auditor General to the Legislature on the activities of the General Auditing Office and on the results of his audits, shall call attention to the following:

- (a) Any officer or employee who has wilfully or negligently failed to collect or receive monies belonging to the Government.

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183 *Prior legislation:* L. 1961-62, ch. XXXV, § 2(13:743).

184 *Prior legislation:* L. 1961-62, ch. XXXV, § 2(13:744).

185 *Prior legislation:* L. 1961-62, ch. XXXV, § 2(13:745).

## EXECUTIVE LAW

- (b) Any public monies not duly accounted for and paid into an authorized depository;
- (c) Any appropriation that was exceeded or applied to an account;
- (d) Any deficiency or loss through the fraud, default, or mistake of any person; and
- (e) Inadequate or ineffective internal control of public monies and assets.

When appropriate, the report shall also include recommendations for executive action or legislation deemed necessary to improve the receipt, custody, accounting and disbursement of public monies and other assets.<sup>186</sup>

### **§ 53.8. Audit reports.**

All regular reports of audits of Government agencies and Government organizations shall, in addition to being submitted to the President, be transmitted to the head of the affected agency or organization and to the Ministry of Finance.<sup>187</sup>

### **§ 53.9. Investigations.**

Whenever the President directs, the Auditor General shall inquire into and report on any matter relating to the financial affairs of the Government or to public property and on any person or organization

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<sup>186</sup> *Prior legislation:* L. 1961-62, ch. XXXV, § 2(13:746).

<sup>187</sup> *Prior legislation:* L. 1961-62, ch. XXXV, § 2(13:747).



## EXECUTIVE LAW

receiving or seeking financial aid from the Government.<sup>188</sup>

### **§ 53.10. Acceptance of money by officer or employee of General Auditing.**

No official or employee of the General Auditing Office shall accept any money or gift for services performed for or in any way connected with the audit of Government agencies, Government organizations, or private or juristic persons, whether in the form of salaries, fees, expense reimbursements, honorariums, or in any other form. All monies received for restitution of funds shall be paid directly to the Ministry of Finance.<sup>189</sup>

### **§ 53.11. Auditing of accounts of General Auditing Office.**

The Auditor General shall be responsible for the income and expenditure accounts of the General Auditing Office. The auditor of such accounts shall be appointed by the Minister of Finance and shall report the results of such examinations to the President.<sup>190</sup>

## ***Chapter 54. AGRICULTURAL CREDIT CORPORATION***

§ 54.1. Corporation created.

§ 54.2. Purpose

§ 54.3. Rights and powers of Corporation.

§ 54.4. Capital stock.

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<sup>188</sup> *Prior legislation:* L. 1961-62, ch. XXXV, sec. 2(13:748).

<sup>189</sup> *Prior legislation:* L. 1961-62, ch. XXV, § 2(13:750).

<sup>190</sup> *Prior legislation:* L. 1961-62, ch. XXXV, § 2(13:751).

## EXECUTIVE LAW

- § 54.5. Board of directors.
- § 54.6. Officers of the Corporation.
- § 54.7. Interest on loans.
- § 54.8. Operation of Corporation.
- § 54.9. Financial policies.
- § 54.10. Liability for loss to Corporation.
- § 54.11. Fiscal year; annual reports; recommendations: audits.
- § 54.12. Depository.
- § 54.13. Corporate seal.
- § 51.14. Bylaws; rules and regulations.

### **§ 54.1. Corporation created.**

There is hereby created a corporate lending agency to be known as the Agricultural Credit Corporation (hereinafter referred to in this chapter as the "Corporation") which Shall be an agency and instrumentality of the Government of Liberia.<sup>191</sup>

### **§ 54.2. Purpose.**

The purpose of the Corporation shall be to provide adequate credit necessary to finance agricultural projects, preferably those operated by cooperatives, in close coordination with and support of the agricultural extension and production programs of the Republic.<sup>192</sup>

### **§ 54.5. Board of directors.**

*1. Composition.* The business, corporate powers and determination of the Corporation's policies shall be exercised by a board of directors of seven members of which the Minister of Agriculture shall be

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191 *Prior legislation:* L. 1961-62, ch. XXIV, § 2(13:840).

192 *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law with respect to the Agricultural Credit Corporation) 13:841; L. 1961-62, ch. XXIV, sec. 2 (13:841).

## EXECUTIVE LAW

chairman. The Board may include but shall not necessarily be limited to bankers, farmers, businessmen and a County Superintendent to be appointed by the President.

2. *Terms of office.* Except for the chairman, the term of office of the members of the board shall be two years.

3. *meetings.* The board of directors shall meet quarterly, but the chairman of the board may call a special meeting at any time he deems it necessary. Special meetings may also be called upon written request of any three directors. A majority of the board of directors shall constitute a quorum.

4. *Appointment of Officers; Granting of loans.* The board of directors shall appoint all officers and employees of the Corporation. Applications for loans shall be submitted to the board, except where in the discretion of the Board and consistent with the authority conferred by this Chapter, such responsibility is by contract delegated to a commercial or industrial banking institution or a management firm.

5. *Bylaws and regulations.* The board of directors shall make policies, bylaws and regulations governing the operations of the Corporation and except where management of the Corporation is delegated, they shall include the categories of loans, the criteria for applications and the types of security, conditions and terms of loans. The bylaws and regulations shall specify the duties of all the Corporation's officers who will be concerned with the general supervision and servicing of loans.

6. *Legal action to collect debts.* The board of directors may cause the Corporation to commence legal action, by and through the Ministry of Justice, against any debtor who has defaulted in the settlement of

## EXECUTIVE LAW

his obligation to the corporation.<sup>193</sup>

### § 54.6. Officers of the Corporation.

The board of directors shall appoint a general manager and such other officers and staff as the directors may consider necessary, except in such event that the board shall decide to contract managerial and operational responsibilities as provided for in this chapter.<sup>194</sup>

### § 54.7. Interest on loans.

The rate of interest chargeable on loans granted by the Corporation shall not exceed seven percent per annum, computed on daily outstanding balances.<sup>195</sup>

### § 54.8. Operation of Corporation.

The Corporation shall be operated according to sound loan and credit practices. Its operating expenses shall be paid out of its interest and investment income, provided, however, that until such time that its volume of business produces enough income to cover operating costs, any operating deficits shall be met by loans from the Government payable from net earnings after the Corporation becomes self-sustaining.<sup>196</sup>

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193 *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law with respect to the Agricultural Credit Corporation), 13:845; L. 1961-62, ch. XXIV, secs. 2(13:844, 845); L. 1970-71.

194 *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law with respect to the Agricultural Credit Corporation) (13:844); L. 1970-71.

195 *Prior Legislation:* L. 1961-62, ch. XXIV, § 2(13:846).

196 *Prior legislation:* L. 1961-62, ch. XXIV, § 2(13:847).

## EXECUTIVE LAW

### **§ 54.9. Financial policies.**

The Corporation is not a profit-making enterprise. No dividends are to be paid on capital stock, and earnings are to accumulate until surplus equals at least 25 percent of paid-in capital. At that time consideration may be given to a reduction in interest rates to a level that will continue to maintain the financial stability of the Corporation.<sup>197</sup>

### **§ 54.10. Liability for loss to Corporation.**

The directors, officers and employees shall be subject to the operation of law for any illegal acts and for gross negligence resulting in loss to the Corporation.<sup>198</sup>

### **§ 54.11. Fiscal year; annual reports; recommendations; audits.**

The fiscal year shall end on June 30 of each year and the Corporation shall submit annual reports to the Legislature showing the extent of its operations and its financial condition. It shall also make recommendations as to how the policy of Government as set out in this chapter can be furthered and improved. It shall be audited by the Government from time to time but at least once each year. In addition to the aforesaid, the President of Liberia may require additional audits by independent auditors to be conducted at any time he sees fit.<sup>199</sup>

### **§ 54.12. Depository.**

The principal depository of the Corporation shall be a bank incorporated under the law of the Republic of Liberia which, in the opinion

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197 *Prior legislation:* L. 1961-62, ch. XXIV, § 2(13:847).

198 *Prior legislation:* L. 1961-62, ch. XXIV, § 2(13:847).

199 *Prior legislation:* L. 1961-62, ch. XXIV, § 2(13:848).

## EXECUTIVE LAW

of the board of directors, can best serve the interests of the Corporation.<sup>200</sup>

### **§ 54.13. Corporate seal.**

The Corporation shall have a seal with a circular contour bearing the inscription, "Agricultural Credit Corporation".<sup>201</sup>

### **§ 54.14. Bylaws; rules and regulations.**

The Board of directors shall, with the approval of the President, adopt bylaws consistent with this chapter and issue rules and regulations under which the Corporation is to operate. The by-laws shall specify, among other things, the duties and responsibilities of the Corporation's officers and committee; and the rules and regulations will show the types of agricultural enterprises that are to be given priority, the manner in which funds for loans will be advanced and in which the supervision and the servicing of loans will be conducted to make certain that the purposes of this chapter are fully implemented.<sup>202</sup>

## ***Chapter 55. LIBERIAN DEVELOPMENT CORPORATION***

§ 55.1. Corporation created.

§ 55.2. Purpose.

§ 55.3. Functions.

§ 55.4. Powers.

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<sup>200</sup> *Prior legislation:* L. 1961-62, ch. XXIV, § 2(13:489).

<sup>201</sup> *Prior legislation:* L. 1961-62, ch. XXIV, § 2(13:850).

<sup>202</sup> *Prior legislation:* L. 1961-62, ch. XXIV, § 2(13:851).

## EXECUTIVE LAW

- § 55.5. Capitalization
- § 55.6. Board of directors.
- § 55.7. Limitations.
- § 55.8. Officers.
- § 55.9. Management.
- § 55.10. Appointment of general manager.
- § 55.11. Borrowing and issuance of notes.
- § 55.12. Fiscal Provisions.
- § 55.13. Reporting.
- § 55.14. Policy guidance.
- § 55.15. How chapter may be cited.

### **§ 55.1. Corporation created.**

There is hereby created a corporation with the name Liberian Development Corporation (hereinafter referred to in this chapter as the "Corporation") which shall be an agency and instrumentality of the Government of Liberia. The Corporation shall have succession in its corporate name, may sue and be sued, and adopt a corporate seal. Its principal office shall be located in Monrovia.<sup>203</sup>

### **§ 55.2. Purposes.**

The objects and purposes of the Corporation shall be to aid in the establishment of transportation, commerce, and industry, and to assist in promoting and encouraging maximum employment and production activity in Liberia.<sup>204</sup>

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203 *Prior legislation:* 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) 13:950; L. 1960-61, ch. V (13:950).

204 *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:951); L. 1960-61, ch. V, (13:951).

EXECUTIVE LAW

**§ 55.3. Functions.**

To implement its purposes, the Corporation shall have the following functions:

- (a) To be the means to finance Government equity participation in business development enterprises;
- (b) To identify, investigate, and promote the establishment of viable business enterprises whose creation is in keeping with the objectives of national economic development and the purposes of the Corporation as set forth in section 55.2 of this Act;
- (c) To provide technical assistance to the Liberian Bank for Industrial Development and Investment;
- (d) To assist other Government agencies and ministries in the area of encouraging industrial development, and in the implementation and administration of investment incentive legislation of the Republic of Liberia;
- (e) To issue loan guarantees subject to collateral reserve guarantee provisions as set forth in this Act;
- (f) To purchase securities and obligations of any public corporation board or commission, political subdivision of Liberia, public agency or instrumentality of political subdivisions of Liberia;
- (g) To establish and maintain viable business enterprises on its own initiative or in association with private or other Government entities;
- (h) To hold all of the rights, title, and interest of the Republic of Liberia in and to the enterprises initiated, or established, and



## EXECUTIVE LAW

maintained by the Corporation, including all funds, rights, powers, stocks, bonds, membership certificates, or other evidences of indebtedness therefor, or control or ownership therein, subject to all obligations and encumbrances, legal or equitable, with which the same may be burdened.<sup>205</sup>

### § 55.4. Powers.

The Corporation is authorized to exercise the following powers:

- (a) Enter into, perform, and modify contracts, leases, agreements, or other transactions on such terms as may be deemed appropriate with any agency or instrumentality of the Government of Liberia, with any foreign government or foreign government agency, with any international body, agency, instrumentality, or financial institution, or with any person, partnership, association, corporation, organization, or other entity, public or private, singly or in combination;
- (b) Accept and use gifts or donations of services, funds, property (real, personal or mixed, tangible or intangible);
- (c) Contract for the services of attorneys;
- (d) Acquire and dispose of, upon such terms and conditions and for such consideration as the directors of the Corporation shall determine to be reasonable, through purchase, exchange, discount, re-discount, public or private sale, negotiation, assignment, exercise of option or conversion rights, or otherwise, for cash or credit, with or without endorsement or guaranty, any property, real, personal, mixed, tangible or intangible, including

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<sup>205</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:952); L. 1960-61, ch. V (13:952); L. 1971-72.

## EXECUTIVE LAW

but not limited to mortgages, bonds, debentures (including convertible debentures, stock options, and contingent or variable interest bonds), liens, pledges, and other collateral or security, contracts, claims, currencies, notes, drafts, bills of exchange, acceptances, including barker's acceptances, cable transfers, and all other evidences of indebtedness or ownership, and guarantee payment against any instrument above specified;

(e) Collect or compromise any obligations, assigned or held by, and any legal and equitable rights accruing to the Corporation;

(f) Otherwise take any and all actions determined by the directors to be necessary or desirable in making, carrying out, servicing, compromising, liquidating, or otherwise dealing with or realizing any transaction or operation authorized under this chapter.<sup>206</sup>

### **§ 55.5. Capitalization.**

The President of Liberia is duly authorized to advance to the Corporation funds not to exceed two percent of the total revenues of the Government for any one year of the corporate life of the Corporation. Such funds as are actually appropriated shall be paid over to the Corporation by the Ministry of Finance using regular Ministry of Finance procedure for withdrawal of Government funds.<sup>207</sup>

### **§ 55.6. Board of directors.**

The management of the Corporation shall be vested in a board of directors consisting of:

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<sup>206</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:953); L. 1960-61, ch. V (13:953).

<sup>207</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:954); L. 1960-61, ch. V (13:954). L. 1971-72.

## EXECUTIVE LAW

(a) Four members to be appointed by the President of Liberia, to be composed of private citizens with business experience;

(b) Five members to be composed of the Minister of Commerce and Industry, who shall be the chairman of the board; the Minister of Finance, the Minister of Agriculture, the Minister of Planning and Economic Affairs, and the President of the Liberian Bank for Industrial Development and Investment. The board shall act by a vote of the majority which shall constitute a quorum of the board of directors. The board of directors shall, in addition to taking any necessary or appropriate actions in connection with the management of the Corporation, adopt, amend, and repeal such bylaws as are necessary for the proper management and functioning of the Corporation, and prescribe their duties. The members of the board shall receive no compensation for their services on the board, except actual travel expenses and per diem expenses in connection with the travel for purposes of business of the Corporation.<sup>208</sup>

### § 55.7. Limitations.

*1. On loan guarantees.* No loan guarantee shall be made by the board unless it is covered by collateral equivalent to one hundred percent of the loan, and no project shall be approved by the board for the Corporation equity participation and/or loan guarantee unless pre-feasibility and feasibility studies have been conducted and the Liberian Bank for Industrial Development and Investment has been approached for loan participation.

*2. Financial interest of board members.* No member of the board shall be financially interested in any project brought before the board

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<sup>208</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:955); L. 1960-61, ch. V (13:955). L. 1971-72.

## EXECUTIVE LAW

or to be financed from the Corporation funds.

3. *Direct loans prohibited.* The Corporation is hereby prohibited and restricted from making direct loans.<sup>209</sup>

### **§ 55.8. Officers.**

The officers of the Corporation shall be a Liberian general manager and a Liberian executive secretary, both of whom shall be appointed by the President of Liberia and shall serve on a full time basis.<sup>210</sup>

### **§ 55.9. Management.**

The day-to-day operation and management of the Corporation shall be entrusted to a general manager and necessary staff.<sup>211</sup>

### **§ 55.10. Appointment of general manager.**

The general manager of the Corporation shall be appointed by the President of the Republic of Liberia and shall serve at the pleasure of the President of Liberia. The general manager shall devote full time to the affairs of the Corporation.<sup>212</sup>

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209 *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:956).

210 *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation (13:957); L. 1960-61, ch. V (13:956).

211 *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:958).

212 *Prior legislation:* L. 1964-65, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:595).

## EXECUTIVE LAW

### **§ 55.11. Borrowing and issuance of notes.**

The Corporation may issue to the Minister of Finance its notes, debentures, bonds, or other obligations in an amount sufficient to enable the Corporation to carry out its functions under this chapter or any other provision of law, such obligations to mature as agreed with the Minister of Finance. Each such obligation shall bear interest at an agreed rate taking into consideration the current rate on outstanding marketable obligations of the Republic of Liberia. The Minister of Finance is authorized to purchase the obligations of the Corporation to be issued hereunder, and for such purposes is authorized to use the funds of the Republic.<sup>213</sup>

### **§ 55.12. Fiscal provisions.**

All assets of the Corporation and all receipts from activities and transactions under the provisions of this chapter shall be credited to the Corporation and may be used without fiscal year limitations for any expenditures or obligations in connection with the performance of its purposes and functions. The Corporation may maintain its funds in such depository or depositories as shall be determined by the board of directors.<sup>214</sup>

### **§ 55.13. Reporting.**

Within three months of the close of each fiscal year, the Corporation shall make a report to the Legislature of the Republic of Liberia which shall contain financial statements for the fiscal year, including a balance sheet, a statement of income and expenses, and an analysis

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213 *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:960); L. 1960-61, ch. V (13:957); L. 1971-72.

214 *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation); (13:961); L. 1960-61, ch. V, (13:958).

## EXECUTIVE LAW

of accumulated net income. The accumulated net income shall be determined after provision for reasonable reserves for bad debts and investments outstanding. Such statements shall be prepared from the financial records of the Corporation which shall be maintained and audited by the General Auditing Office in accordance with generally accepted accounting principles applicable to commercial corporate transactions. The report shall contain schedules showing, as of the close of the fiscal year, each direct loan to any borrower, each loan to any borrower in which the Corporation has a participation or an agreement for a participation, and the investments in the securities and obligation of any borrower. The report shall also contain an analysis, present status as to the collectibility, and statement of any delinquency, respecting each loan and investment.<sup>215</sup>

### **§ 55.14. Policy guidance.**

From time to time the President of Liberia may require independent, private audits of the accounts of the Corporation. It is to be the policy of the Corporation in its administration and in the exercise of its functions to supplement, support, and encourage private investment and other private participation furthering the economic development of Liberia and the Corporation shall be administered so as not to compete with private investment capital or the Liberian Bank for Development and Investment, and so that financing, so far as consistent with the purposes of this chapter, shall generally be for such specific purposes as in the judgment of the board of directors provide reasonable assurance of repayment.<sup>216</sup>

### **§ 55.15. How chapter may be cited.**

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<sup>215</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:962); L. 1960-61, ch. V (13:959).

<sup>216</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:963) 1960-61, ch. V, (13:960).

## EXECUTIVE LAW

This chapter may be cited as the "Liberian Development Corporation Act of 1967."<sup>217</sup>

### **Chapter 56. LIBERIA SHIPPING CORPORATION**

- § 56.1. Corporation created.
- § 56.2. General purposes.
- § 56.3. Functions.
- § 56.4. Powers.
- § 56.5. Capitalization.
- § 56.6. President to increase initial capital as the need shall arise.
- § 56.7. Board of directors.
- § 56.8. Officers.
- § 56.9. Borrowing and issuance of notes.
- § 56.10. Fiscal provisions.
- § 56.11. Accounts of corporation to be audited.
- § 56.12. Reporting.
- § 56.13. Policy guidance.
- § 56.14. How chapter may be cited.

#### **§ 56.1. Corporation created.**

There is hereby created a wholly owned Government corporation with the name and style Liberia Shipping Corporation, hereinafter referred to in this chapter as the "Corporation," which shall be an agency and instrumentality of the Government of Liberia. The Corporation shall have succession in its corporate name, may sue and be sued, plead and be impleaded and adopt a corporate seal. Its principal office shall

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<sup>217</sup> *Prior legislation:* L. 1966-67, ch. (An Act to amend the Executive Law to create the Liberian Development Corporation) (13:964); L. 1960-61, ch.5 (13:961).

EXECUTIVE LAW

be located in Monrovia.<sup>218</sup>

**§ 56.2. General purposes.**

The general objects and purposes of the Corporation shall be:

- (a) to participate in any and all shipping activities; and
- (b) to further and develop the shipping industry in Liberia.<sup>219</sup>

**§ 56.3. Functions.**

To implement its general purposes, the Corporation shall have the following specific functions:

- (a) To finance Government participation in shipping companies;
- (b) To represent the Government's interest in all negotiations in connection with Government's participation in shipping;
- (c) To purchase the securities and obligations of and make loans to any financial institution organized under the laws of the Republic of Liberia;
- (d) To establish, maintain and operate shipping lines;
- (e) To hold all of the right, title and interest of the Republic of Liberia in and to any shipping interest acquired, established and maintained by the Corporation, including all funds, rights, powers, stocks, bonds, memberships, certificates, or other

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218 *Prior legislation:* L. 1960-61, ch. XXXV (13:1020).

219 *Prior legislation:* L. 1960-61, ch. XXXV (13:1021).



## EXECUTIVE LAW

evidences of indebtedness therefor, or control or ownership therein, subject to all obligations and encumbrances, legal or equitable with which the same may be burdened.<sup>220</sup>

### § 56.4. Powers.

The Corporation is authorized to exercise the following powers:

- (a) To represent the Government's interest in international shipping conferences
- (b) To enter into, perform, and modify contracts, leases, agreements, or other transactions on such terms as may be deemed appropriate, with any agency of instrumentality of the Government of the Republic of Liberia, with any foreign government or foreign government agency, or with any person, partnership, association, corporation, organization, or other entity, public or private, singly or in combination;
- (c) To accept and use gifts or donations of services, funds, or property (real, personal or mixed, tangible or intangible);
- (d) To contract for the services of attorneys;
- (e) To borrow or raise money for any purpose of the Corporation, and to acquire and dispose of, upon such terms and, conditions and for such consideration as the directors of the Corporation shall determine to be reasonable through purchase, exchange, discount, re-discount, public or private sale, negotiation, assignment, exercise of option or conversion rights, or otherwise, for cash or credit, with or without endorsement of guaranty, any property, real, personal, mixed, tangible, or intangible, including

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<sup>220</sup> *Prior legislation:* L. 1969-61, ch. XXXV (13:1022).

## EXECUTIVE LAW

but not limited to, Mortgages, bonds, debentures (including convertible debentures, stock options and contingent or variable interest bonds), liens, pledges and other collateral or security, contracts, claims, currencies, notes, drafts, bills of exchange, acceptances including bankers' acceptances, cable transfers, and all other evidences of indebtedness or ownership, and guarantee payment against any instrument above specified;

(f) To collect or compromise any obligations assigned or held by and any legal and equitable rights accruing to the Corporation; and

(g) To take any and all actions determined by the directors to be necessary or desirable in making, carrying out, servicing, compromising, liquidating or otherwise dealing with or realizing any transaction or operation authorized under this Chapter.<sup>221</sup>

### **§ 56.5. Capitalization.**

The Corporation shall have an initial capital of \$5,000,000, the amount of such capital to be advanced out of any monies in the public treasury not otherwise appropriated, in the manner already provided by law.<sup>222</sup>

### **§ 56.6. President to increase initial capital as the need shall arise.**

The President of Liberia is authorized to increase from time to time the capital of the Corporation provided for under the provisions of this chapter; such amounts as are actually appropriated shall be paid over to the Corporation by the Minister of Finance in the manner

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221 *Prior legislation:* L. 1960-61, ch. XXXV (13:1023).

222 *Prior legislation:* L. 1960-61, ch. XXXV (13:1024).

## EXECUTIVE LAW

provided for by law.<sup>223</sup>

### § 56.7. Board of directors.

The management of the Corporation shall be vested in a board of directors consisting of the Minister of Finance who shall act as chairman, the Minister of Justice, the Minister of Commerce and Industry, the Minister of Planning and Economic Affairs, the President of the Liberian Bank for Industrial Development and investment, the President of the Liberia Shipping Corporation, and three other persons who shall be appointed by the President of Liberia, and shall serve at his pleasure. These members may be represented by proxies. A majority of the board shall constitute a quorum. The board of directors shall, in addition to taking any necessary or appropriate actions in connection with the management of Corporation, make, adopt, amend and repeal such bylaws as are necessary for the proper management and functioning of the Corporation, and shall in such bylaws designate the other officers of the Corporation and prescribe their duties. The members of the board shall receive no compensation for their services on the board, except actual travel expenses and a per diem allowance in connection with travel for purposes of business of the Corporation.<sup>224</sup>

### § 56.8. Officers.

The officers of the Corporation shall be a President and a secretary.<sup>225</sup>

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223 *Prior legislation:* L. 1960-61, ch. XXXV (13:1025); L. 1971-72.

224 *Prior legislation:* L. 1960-61, ch. XXXV, (13:1026); 1971-72.

225 *Prior legislation:* L. 1960-61, ch. XXXV (13:1027).

## EXECUTIVE LAW

### **§ 56.9. Borrowing and issuance of notes.**

The Corporation may issue to the Minister of Finance or any person, firm, or corporation its notes, debentures, bonds, or other obligation in an amount sufficient to enable the Corporation to carry out its functions under this chapter or any other provisions of law. The Minister of Finance is authorized to purchase any obligation of the Corporation to be issued hereunder from funds in the public treasury not otherwise appropriated.<sup>226</sup>

### **§ 56.10. Fiscal provisions.**

All assets of the Corporation and all receipts from activities and transactions under the provisions of this chapter shall be credited to the Corporation and may be used without fiscal year limitation and without regard to the provisions of any laws governing the expenditures of public funds for any expenditures or obligations in connection with the performance of its purposes and functions. The Corporation may maintain its funds in such depository or depositories as shall be determined by the board of directors.<sup>227</sup>

### **§ 56.11. Accounts of Corporation to be audited.**

At the close of each fiscal year or at such time as may be deemed necessary, the accounts of the Corporation shall be audited by a reputable firm of auditors, as well as by representatives of the General Auditing Office as required by law.<sup>228</sup>

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226 *Prior legislation:* L. 1960-61, ch. XXXV (13:1028).

227 *Prior legislation:* L. 1960-61, ch. XXXV (13:1029).

228 *Prior legislation:* L. 1960-61, ch. XXXV (13:1030).

EXECUTIVE LAW

**§ 56.12. Reporting.**

At the close of each fiscal year the Corporation shall make to the Legislature of the Republic of Liberia a report which shall contain financial statements for the fiscal year, including a balance sheet, a statement of income and expense, and an analysis of accumulated net income. Such statements shall be prepared from the financial records of the Corporation which shall be audited by a reputable firm of auditors in accordance with generally accepted accounting principles applicable to commercial corporate transactions.<sup>229</sup>

**§ 56.13. Policy guidance.**

It shall be the policy of the Corporation in its administration and the exercise of its functions to supplement, support and encourage private investment and other private participation furthering the economic development of Liberia.<sup>230</sup>

**§ 56.14. How chapter may be cited.**

This chapter may be cited as the "Liberia Shipping Corporation Act of 1961."<sup>231</sup>

**Chapter 57. LIBERIAN PRODUCE MARKETING CORPORATION**

§ 57.1. Establishment of Corporation.

§ 57.2. General Provisions.

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229 *Prior legislation:* L. 1960-61, ch. XXXV(13:1031).

230 *Prior Legislation:* L. 1960-61, ch. V (13:1032).

231 *Prior legislation:* L. 1960-61, ch. V (13:1033).

## EXECUTIVE LAW

- § 57.3. Object.
- § 57.4. Powers.
- § 57.5. Board of directors.
- § 57.6. Meetings of Board of Directors.
- § 57.7. General Manager.
- § 57.8. Capital structure and capitalization.
- § 57.9. Indemnification.
- § 57.10. How chapter may be cited.

### **§ 57.1. Establishment of Corporation.**

There is hereby created Corporation to be known as the Liberian Produce Marketing Corporation (hereinafter referred to in this chapter as the "Corporation"), which shall be an agency and instrumentality of the Government of Liberia.<sup>232</sup>

### **§ 57.2. General provisions.**

The principal office of the Corporation shall be in Monrovia with branch offices of the Corporation to be established throughout the Republic. It shall have perpetual succession in its corporate name and a common seal and may sue and be sued, plead and be impleaded in its name. Provisions of the Liberian Corporation of 1948 as amended from time shall apply to the Corporation in so far as such provisions are not inconsistent with this chapter or with regulations of the Corporation.<sup>233</sup>

### **§ 57.3. Object.**

The object of the Corporation shall be to foster and develop to the

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<sup>232</sup> *Prior legislation:* L. 1960-61, ch. XLVI, § 2 (13:1010).

<sup>233</sup> *Prior legislation:* L. 1960-61, ch. XLVI, § 2(13:1011).

EXECUTIVE LAW

fullest extent the export trade in Liberian produce.<sup>234</sup>

**§ 57.4. Powers.**

The Corporation shall have the following powers:

- (a) To fix prices in accordance with prices in the world market and set standards for the purchase and sale of palm kernels, cocoa, palm oil, coffee and piassava throughout the Republic. Immediately after prices for produce specifically mentioned herein shall have been established, such prices shall be disseminated by the Corporation to sellers and buyers and published in a news organ that will reach the public in general within twenty-four hours after the fixing of prices;
- (b) To employ at the expense of the Corporation, or otherwise acquire, agricultural specialists to formulate and disseminate such information to producers as would aid the in maximizing production and obtaining a better quality product;
- (c) To establish, by lease, purchase, rental or otherwise, organized centers and provide such centers with adequate machinery and equipment for processing or handling of produce derivatives or the products hereinabove specified prior to export on the foreign market;
- (d) To lease or otherwise acquire, hold, own, pledge, hypothecate, build, erect, maintain and operate, develop, improve and sell, lease or otherwise dispose of lands and improvements thereon, warehouses, wharves and other property whether real, personal and/or mixed within or without Liberia, which may be suitable or necessary in connection with any of the purposes

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234 *Prior legislation:* L. 1960-61, ch. XLVI, § 2(13:1612).

## EXECUTIVE LAW

hereinabove or hereinafter set forth, or otherwise deal with or in any such properties;

(e) To carry on the business of warehousing and all business incidental thereto, including the issuing of warehouse receipts, negotiable or otherwise, and the making of advances or loans upon the security of goods warehoused;

(f) To render advisory, investigatory, supervisory, or other like services in connection with the promotion, production, sale or other disposition of products hereinabove specifically enumerated or others that may subsequently be subject to the authority of the Corporation;

(g) To borrow, or raise moneys for any of the purposes of the Corporation, and, from time to time, to draw, make, accept, endorse, execute, and issue promissory notes, drafts, bonds, debentures and other negotiable or non-negotiable instruments and evidences of indebtedness, and to secure the payment thereof and of the interest thereon by mortgage on, or pledge, conveyance or assignment in trust of, the whole or any part of the assets of the Corporation, and to sell, pledge or otherwise dispose of such securities of the Corporation for its corporate purposes; and

(h) To do any and all of the acts and things herein set forth as principal, factor, agent, contractor, or otherwise; and in general to carry an any other activities which are incidental to or conducive or convenient or proper to the attainment of the foregoing purposes of any of them and which are not forbidden by law (except wherein a specific concession is herein granted by virtue of the inurement of great public benefits).<sup>235</sup>

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235 *Prior legislation:* L. 1960-61, ch. XLVI, § 2(13:1013).



## EXECUTIVE LAW

### § 57.5. Board of directors.

1. *Management by board.* The management of the Corporation shall be vested in a board of directors consisting of nine members, five of whom shall be Government representatives, and four of whom shall represent private shareholders.

2. *Government directors.* The Minister of Agriculture who shall serve as chairman, the Minister of Finance, who shall serve as treasurer, the Minister of Local Government, Rural Development and Urban Reconstruction, the Minister of Commerce and Industry and the Minister of Planning and Economic Affairs, shall be the five Government directors on the Board.

3. *Private directors.* There shall be elected to the board of directors by the private stockholders of the Corporation four members who shall serve for a period of two years and for the interim period until their successors are elected and qualified.<sup>236</sup>

### § 57.6. Meetings of the Board of Directors.

Regular and call meetings of the board of directors shall be fixed in the bylaws of the Corporation.<sup>237</sup>

### § 57.7. General Manager.

The board of directors shall appoint a general manager who shall, subject to the direction of the board, conduct and manage the affairs of the Corporation.<sup>238</sup>

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236 *Prior legislation:* L. 1960-61, ch. XLVI, § 2(13:1014); L. 1971-72.

237 *Prior legislation:* L. 1960-61, ch. XLVI, § 2(13:1015).

238 *Prior legislation:* L. 1960-61, ch. XLVI, § 2(13:1016).

## EXECUTIVE LAW

### § 57.8. Capital structure and capitalization.

1. *Shares of stock.* The maximum number of shares of stock the Corporation is authorized to have outstanding at any time is ten thousand shares of common stock, each of the par value of one hundred dollars. All shares issued shall be order shares issued in the name of the particular owner. Furthermore, when there is a negotiation of a particular instrument, the holder thereof shall immediately be made the stockholder of record.

2. *Amount of capital.* The legal or stated capital of the Corporation shall be one million dollars after all shares of the board have been purchased and fully paid up; however, the Corporation may commence business after it shall have received six hundred thousand dollars paid-up capital.

3. *Distribution of shares.* Of the total amount of authorized shares issuable, the Government of Liberia shall purchase five thousand and the Minister of Finance, upon warrant of the President, is authorized to make available to the Corporation the amount covering the cost of such shares from moneys in the public treasury, not otherwise appropriated. The remaining five thousand shares shall be put on the public market for sale to individuals, private or corporate.<sup>239</sup>

### § 57.9. Indemnification.

The Corporation shall indemnify each and every past, present, or future member of its board of directors, its officers, employees, agents, or persons serving at the request of the board, their heirs, executors and administrators, against all claims, liabilities and expenses (as hereinafter defined) necessary or reasonably incurred by or imposed upon them in connection with the defense of any action,

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239 *Prior legislation:* L. 1960-61, ch. XLVI, § 2(13:1017); L. 1971-72.

## EXECUTIVE LAW

suit or proceeding to which they may be made a party or with which they may be threatened by reason of their being or having been members of the board of directors, or officers, employees, agents or persons serving at the request of the board at the time of incurring such claims, liabilities, and expenses. As used herein, "claims, liabilities and expenses" shall include amounts of judgments against, or amounts paid in settlement by such members of the board, officers, employees, agents, or persons serving at the request of the board, together with all costs, legal, accounting or other expenses reasonably incurred by or otherwise imposed upon them, but shall not include any expenses incurred or imposed in connection with any matters as to which such members of the board, officers, employees, agents, or persons serving at the request of an authority shall be finally adjudged, in such action, suit or proceedings without such judgment being reversed, to be liable by reason of their negligence or misconduct in the performance of their duty as such members of the board, officers, employees, agents, or other persons acting at the request of an authority. The foregoing right of indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any bylaws, agreement or otherwise.<sup>240</sup>

### **§ 57.10. How chapter may be cited.**

This chapter may be cited as the "Liberian Produce Marketing Corporation Act of 1961."<sup>241</sup>

## ***Chapter 58. AIR LIBERIA INCORPORATED***

§ 58.1. Corporation created.

§ 58.2. Purposes.

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240 *Prior legislation:* L. 1960-61, ch. XLVI, § 2(13:1018).

241 *Prior legislation:* L. 1960-61, ch. XLVI, § 2(13:1019).

EXECUTIVE LAW

- § 53.3. Capital stock; classes of shares.
- § 58.4. Capitalization.
- § 58.5. Corporate existence.
- § 58.6. Domicile of Corporation.
- § 58.7. Place of meetings.
- § 55.8. Annual meetings.
- § 58.9. Special meetings.
- § 58.10. Notice.
- § 58.11. Quorum.
- § 58.12. Voting and powers.
- § 58.13. Ballots and inspectors.
- § 58.14. Organization.
- § 58.15. Action.
- § 58.16. Board of Directors.
- § 58.17. Powers.
- § 58.18. Special rights, duties and privileges of Corporation.
- § 58.19. Landing fields.
- § 58.20. Transfer of property to Corporation.
- § 58.21. Transportation at Government request.
- § 58.22. Later air treaties and agreements.
- § 58.23. Corporation accounts to be audited.

**§ 58.1. Corporation created.**

There is hereby created a corporation to be known as the AIR LIBERIA INCORPORATED, hereinafter referred to in this chapter as the "CORPORATION."<sup>242</sup>

**§ 58.2. Objects and Purposes.**

The general nature of the business to be transacted by the Corporation

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<sup>242</sup> *Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law with respect to the Liberian National Airlines Corporation), 13:962.

## EXECUTIVE LAW

shall be the following:

1. To organize, promote, develop, manage, supervise, operate and finance commercial aviation activities or other activities which might directly or indirectly promote aviation, and to promote, develop, finance and assist generally, corporations, firms, associations, syndicates and individuals engaged, or contemplating, engaging in, aviation activities of whatever nature or kind, or other activities which might directly or indirectly promote aviation.
2. To carry, convey, transmit or transport property, securities, passengers and mail by means of aircraft or other transport related to its operation.
3. To design, manufacture, assemble, build, repair, maintain, operate, own, lease, let, purchase, sell and deal in aircraft of ever kind and description, now known or which may hereafter be invented for navigating the air, for purposes of pleasure, commerce, warfare, or otherwise.
4. To build, acquire, make, own, operate, lease, let, sell and otherwise dispose of air navigation and landing and communication facilities of every nature or description, including but not limited to, terminal landing fields, emergency landing fields, aviation fields, hangers, storage space, radio, communications and navigation systems, aircraft repair stations, mooring masts, airports, stations, depots, and all equipment, appurtenances and other conveniences essential to its business.
5. To purchase, lease, hire, or otherwise legally acquire, hold, own, develop, operate, improve, sell, transfer, exchange, mortgage, pledge or otherwise dispose of, turn to account, convey, aid or subscribe to the acquisition, development or improvement of real and personal property and incorporeal hereditaments related thereto in the Republic

## EXECUTIVE LAW

of Liberia and in all foreign countries.

6. To acquire by purchase, subscription, or otherwise, and to hold, sell, assign, transfer, exchange, lease, mortgage, pledge or otherwise dispose of any shares of the capital stock of, or any bonds, or other securities, or evidences of indebtedness issued or created by this Corporation or any other corporation or association, organized under the laws of the Republic of Liberia or under the laws of any foreign country; to pay therefor in cash or property or to issue in exchange therefor shares of the capital stock, bonds or other assets of this Corporation.

7. To organize subsidiary corporations and to convey and assign any part of its assets to any such subsidiary corporation(s) in exchange for shares of the capital stock or other securities or evidences of indebtedness of such subsidiary corporation(s).

8. To acquire from time to time, in exchange for shares of the capital stock of this Corporation as herein fixed or as may hereafter be increased, such property or shares of the capital stock of this Corporation as herein fixed or as may hereafter be increased, such property or shares of the capital stock of any other corporation(s), as the Board of Directors shall deem of advantage to this Corporation, at such valuation of the property or shares being acquired as in the judgment of said Board of Directors shall be fair and just.

9. To purchase, lease, or otherwise, acquire, in whole or in part, the business, good will, rights, franchises and property of every kind; to acquire the whole or any part of the assets or assume the whole or any part of the liabilities, of any person, firm, association, or corporation, and to pay therefor in cash or in stock or bonds, or otherwise; to hold or in any manner legally use or dispose of the whole or any part of the business, good will, rights, franchises, or property so acquired and to exercise all the powers necessary or incidental to the conduct of such

## EXECUTIVE LAW

business;

*10.* To borrow or raise moneys for any of the purposes of this Corporation, issue bonds, debentures, notes or other obligations of any nature, or in any manner, for moneys so borrowed and to secure the payment thereof and of the interest thereon by mortgage upon, or pledge or conveyance or assignment in trust off, the whole or any part of the property of this Corporation, real or personal, including contract rights, whether at the time owned or thereafter acquired, and to sell or pledge such bonds or notes or other obligations of this Corporation for its corporate purposes;

*11.* To carry out all or any part of the foregoing objects and purposes as principal, agent or otherwise, either alone or in conjunction with any person, firm, association or other corporation in any part of the world; and in carrying on this business and for the purpose of attaining or furthering any of the objectives, to do and perform any act or thing incidental or appropriate thereto, and make and perform such contracts of any kind and description, to do such acts and things, and to exercise any and all such powers as natural persons could lawfully make, perform, do or exercise.

*12.* To remunerate, in cash, bonds or other securities or evidences of indebtedness or otherwise, any person, firm, syndicate, association or corporation, for services rendered, in selling or guaranteeing the bonds, debentures or securities or evidences of indebtedness, issued, owned or controlled by this Corporation or by any other corporation in which this Corporation is interested, or in connection with the interests of this Corporation.

*13.* To conduct its business in all its branches at one or more offices in the Republic of Liberia and in any foreign countries.

It is the intention that the objects and purposes specified in the

## EXECUTIVE LAW

foregoing sections shall, except where otherwise expressed in other sections, be in no wise limited or restricted by reference to, or inference from, the terms of any other section of this Act.

It is also the intention that said clauses be construed as powers as well as objects and purposes; and, generally, that the Corporation shall be authorized to exercise and enjoy all other powers, rights and privileges granted to corporations, but the enumeration of certain powers as herein specified is not intended as exclusive of, or as a waiver of, any of the powers, rights, now or hereafter in force. This Corporation shall not carry on any business, or exercise any powers, in any state, territory, or country which a similar corporation organized under the laws of such state, territory, or country could not carry or exercise, except to the extent permitted or authorized by the laws of such state, territory, or country.<sup>243</sup>

### **§ 58.3. Capital stock; classes of shares.**

The maximum number of shares of stock that the Corporation shall be authorized to have outstanding at any time shall be two million (2,000,000), each with a par value of One (\$1.00) dollar per share, which shall have all the rights and liabilities imposed by the Liberian Corporation Law.<sup>244</sup>

### **§ 58.4. Capitalization.**

The amount of capital with which the Corporation shall begin business shall not be less than Five Hundred Thousand (\$500,000.00)

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243 *Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law with respect to the Liberian National Airlines Corporation), 13:963.

244 *Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law with respect to the Liberian National Airlines Corporation), 13:964.



## EXECUTIVE LAW

Dollars, which may include assets other than cash.<sup>245</sup>

### **§ 58.5. Corporate existence.**

The Corporation shall have perpetual existence and shall have authority to contract, sue and be sued, plead and be impleaded in any court of this Republic having competent jurisdiction; to purchase or otherwise acquire and hold property, real, personal or mixed, in value consistent with section 58.3 and the provisions of this Act.<sup>246</sup>

### **§ 58.6. Domicile of Corporation.**

The domicile of the Corporation shall be in the City of Monrovia, Republic of Liberia, and the address of its Resident Business Agent shall be the same as that of the Corporation.<sup>247</sup>

### **§ 58.7. Board of directors.**

*1. Composition.* The formulation of corporate policies and the exercise of general supervision shall be vested in a Board of directors consisting of not less than five nor more than nine members. In his appointment of the members of the Board, the President shall designate or appoint one member to serve as chairman of the Board. The corporate activities shall conform to the general policies of the Government.

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245 *Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law with respect to the Liberian National Airlines Corporation), 13:964-A.

246 *Prior legislation:* 1965-66, ch. (An act to amend the Executive Law with respect to the Liberian National Airlines Corporation), 13:964-B.

247 *Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law with respect to the Liberian National Airlines Corporation), 13:964-C.

## EXECUTIVE LAW

2. *Salary.* The Managing Director of the Corporation shall receive a salary to be established by the Board of Directors, subject however to the approval of the President. Members of the Board who are salaried employees of the Liberian Government shall not receive any compensation either in the form of a salary or in a form of stipend. Private individuals appointed by the President as members of the Board of Directors shall receive stipends for each meeting of the Board of Directors attended coupled with all necessary expenses incurred and incidental to attending to the duties of the Corporation.

3. *Terms of Office.* The terms of office of the members of the Board of Directors, including the procedural aspects for the administration of the operation of the Corporation shall be governed by the By-Laws and the Regulations as shall be formulated by the Board of Directors.<sup>248</sup>

### § 58.8. Subscriber.

The name and post office address of the subscriber of the total number of shares of stock of the Corporation is:

<u>NAME</u> <u>ADDRESS</u>	<u>NUMBER OF</u> <u>SHARES</u>	<u>POST OFFICE</u>
The Government of Liberia	2,000,000	Ministry of Commerce and Industry

### § 58.9. Powers.

In furtherance and not in limitation of the powers conferred by sta-

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248 *Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law with respect to the Liberian National Airlines Corporation), 13:964-N; L. 1971-72; An Act to repeal Chapter 58 of the Executive Law of 1972 relating to the Liberian National Airlines Incorporated and to create in lieu thereof Air Liberia Incorporated, approved may 16, 1974, published August 23, 1974.

## EXECUTIVE LAW

tute, the following provisions are hereby adopted for the regulation of the business and conduct of affairs of the Corporation and for the purpose of creating, defining and regulating the powers of the Directors:

- (a) The Board of Directors shall have the powers to make, approve, alter, amend and repeal the By-Laws of the Corporation.
- (b) Subject to the provision of the By-Laws, the Board of Directors shall have the power to set apart, from time to time, out of any funds of the Corporation, a reserve or reserves for any purposes and to abolish any such reserves.
- (c) the books of the Corporation shall, at all times, be opened to inspection by the General Auditing Office, representing the Government or any other auditing firm designated by the Government.
- (d) The Board of Directors shall have the power, to the fullest extent permitted by law, to authorize and to cause to be executed mortgages and liens upon the real and personal property of the Corporation, including after-acquired property.
- (e) In case the Corporation enters into contracts or transacts business with one or more of its directors, or with any firm of which one or more of its directors are members or employees, or with any other corporation officers or employees, such contract or transaction shall not be invalidated or in any wise affected by the fact that such director or directors have or may have interest therein which shall not be adverse to the interest of the Corporation. In any such case the fact of such interest shall be fully disclosed to the other directors.
- (f) The Board of Directors shall have power to hold its meetings at such places within the Republic of Liberia as from time to

## EXECUTIVE LAW

time shall be designated by the Board of Directors.

(g) The board of directors shall by an affirmative vote of a majority appoint a General Manager for the Corporation, and from time to time, such other officials of the Corporation as may be deemed necessary.

(h) The General Manager, who himself shall not be a member of the Board, shall be amenable to the Board and shall be responsible for the day-to-day operations of the Company.

(i) The Corporation shall indemnify any and all of its Directors or Officers or former Directors or Officers, or any person who may have served at its request as a Director or Officer of another corporation in which it owns shares of capital stock or of which it is a creditor against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been Directors or Officers or a Director or Officer of the Corporation, except in relation to matters as to which any action, suit or proceeding [they are held] to be liable for negligence or misconduct in performance of duty. Such indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any bylaw, agreement, vote of stockholders, or otherwise.<sup>249</sup>

### **§ 58.10. Special rights, privileges, and duties of Air Liberia, Incorporated and the Government of Liberia rights and privileges.**

The Government of Liberia hereby grants the following rights and

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249 *Prior legislation:* L. 1965-66, ch. (An Act to amend the Executive Law with respect to the Liberian National Airlines Corporation), 13:964-P; L. 1971-72.

## EXECUTIVE LAW

privileges to the Corporation:

(a) The exclusive right to operate scheduled commercial air service, to destinations served by Air Liberia and on those routes designated by the Minister of Transport on which Air Liberia will be operating.

(b) An exemption from all taxes including but not limited to:

(i) All custom duties upon all property, equipment or supplies, necessary to carry on the Company's air transportation business. This includes surtax, highway levy, luxury tax and any other taxes levied on imports. It applies to aircrafts, motor vehicles, tarmac moving units, spare parts, shop equipment, field equipment, tools, office equipment, furniture, supplies, fuels, lubricants, building materials, buildings, navigational equipment and all other items of equipment or supply used in the business;

(ii) Real estate taxes applicable to any of the property, real or personal, owned, leased or used by the Company;

(iii) Taxes upon the gross or net income or gross or net profit of the Corporation;

(iv) Airfield overnight fees, annual field use fees and annual rental (ground rent) for company owned hangar(s);

(v) Registration and license fees. This includes, but is not limited to:

- (1) aircraft carrier, domestic license;
- (2) Commercial aircraft capacity licenses;
- (3) Registration fee for corporate business;

## EXECUTIVE LAW

(vi) Any and all taxes now in effect or enacted in the future except later enacted taxes that repeal the pertinent exempting part of this Sub-section (b).

Air Liberia shall, however, pay landing fees, exit taxes, work permit fee or fees at Spriggs Payne Airfield only.<sup>250</sup>

### **§ 58.11. Transportation at Government's request.**

All travel requests by Ministries and Agencies of Government shall be made in accordance with regulations issued by the Ministry of Transport and approved by the President of Liberia.<sup>251</sup>

### **§ 58.20. Transfer of property to Corporation.**

The Government shall transfer or cause to be transferred to the Corporation the ownership, possession or such other right, title or interest on all property, real or personal, tangible or intangible, which the Liberian National Airlines, Incorporated had in the property, facilities, buildings and equipment it used in its business in Liberia.<sup>252</sup>

## ***Chapter 59. PERMANENT CLAIMS COMMISSION***

§ 59.1. Permanent Claims Commission established.

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250 *Prior legislation:* L. 1965-66, ch. (An Act to amend the Executive Law with respect to the Liberian National Airline Corporation), 13:964-Q.

251 *Prior legislation:* L. 1965-66, ch. (An act to amend the Executive Law with respect to the Liberian National Airlines Corporation), 13:964-T.

252 *Prior legislation:* L. 1965-66, ch. (An Act to amend the Executive Law with respect to the Liberian National Airlines Corporation), 13:964-S.

## EXECUTIVE LAW

- § 59.2. Kinds of claims which may be determined.
- § 59.3. Time of sessions.
- § 59.4. No compensation for members.
- § 59.5. Records and files.
- § 59.6. Determination of set-offs and counterclaims.
- § 59.7. Additional powers of Commission.
- § 59.8. Issuance of notes as evidence of indebtedness on validated claims.

### **§ 59.1. Permanent Claims Commission established.**

A permanent commission is hereby established in the Executive Branch of the Government, to be known as the Permanent Claims Commission, which shall be composed of the Minister of Finance, who shall be chairman, the Minister of Justice, the Minister of Local Government, Rural Development and Urban Reconstruction, the Minister of Public Works, and the Auditor General, who shall be secretary of the Commission.<sup>253</sup>

### **§ 59.2. Kinds of claims which may be determined.**

The Commission shall have the exclusive power and authority to consider and determine the validity and amount of all claims against the Republic of Liberia, if they are founded upon the Constitution or any laws of its Legislature, upon any regulation or executive order, or upon any contract expressed or implied with the Liberian Government, or if such claims are for damaged, liquidated or unliquidated, in cases not sounding in tort. The Commission shall not determine any claim which the claimant or his assignee has heretofore prosecuted in any court of Liberia, unless such court has not rendered

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<sup>253</sup> *Prior legislation:* L. 1967-68, ch. (An act to amend the Executive Law with respect to the Permanent Claims Commission); L. 1961-62, ch. XXXIV, § 2(13:140); 1956 Code 13:140; L. 1929, ch. XII, § I, art. 1.

## EXECUTIVE LAW

a decision and the claimant, on order of the court, has transferred jurisdiction of the claim to the Commission.<sup>254</sup>

### **§ 59.3. Time of sessions.**

The Commission shall meet in regular session on the first legal working day of each quarter for the consideration of such claims against the Government as may come before it. Such regular session may be prolonged from day to day at its discretion.<sup>255</sup>

### **§ 59.4. No compensation for members.**

Members of the Commission shall serve without compensation other than that regularly provided by law for the respective positions held by its members.<sup>256</sup>

### **§ 59.5. Records and files.**

The Secretary of the Commission shall record and file each claim together with all supporting papers and documents in numerical order as received. All documents, books, or other papers filed with the Commission to support claims shall become the property of the Government, and shall be kept in the permanent files of the

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254 *Prior legislation:* L. 1967-68, ch. (An Act to amend the Executive Law with respect to the Permanent Claims Commission); L. 1961-62, ch. XXXIV, § 2(13:145); 1956 Code 13:145; L. 1929, ch. XII, art. 1, § 2, 4, 5, 6.

255 *Prior legislation:* L. 1967-68, ch. (An act to amend the Executive Law with respect to the Permanent Claims Commission); L. 1961-62, ch. XXXIV, § (13:141); 1956 Code 13:141; L. 1929, ch. XII, § II, art. 1.

256 *Prior legislation:* L. 1967-68, ch. (An Act to amend the Executive Law with respect to the Permanent Claims Commission); L. 1961-62, ch. XXXIV, § 2(13:142); 1956 Code 13:142; L. 1929, ch. XII, § II, art. 2.



## EXECUTIVE LAW

Commission; provided, however, that private books of accounts may be returned to the claimant after the secretary of the Commission has verified a transcript of such entries therein as pertain to claims pending before the Commission.<sup>257</sup>

### **§ 59.6. Determination of set-offs and counterclaims.**

The Commission shall have full power to hear and decide all set-offs and counterclaims, liquidated or unliquidated, or any other monetary demands of the Government against the claimant.<sup>258</sup>

### **§ 59.7. Additional powers of Commission.**

The Commission shall have power:

- (a) To direct claimants to appear for examination regarding their claims;
- (b) To call upon heads of ministries and other agencies of the Government for papers, books, and documents or certified copies thereof in their official files concerning pending claims, and upon any officials of Government for information or evidence which may be in their official files, or within their knowledge;
- (c) To formulate rules for its procedure in conformity with the

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<sup>257</sup> *Prior legislation:* L. 1967-68, ch. (An act to amend the Executive Law with respect to the Permanent Claim Commission), L. 1961-62, ch. XXIV, § 2(13:144); 1956 Code 13:144; L. 1929, ch. XII, § II, arts. 4, 5.

<sup>258</sup> *Prior legislation:* L. 1967-68, ch. (An act to amend the Executive Law with respect to the Permanent Claims Commission); L. 1961-62, ch. XXIV, § 2(13:146); 1956 Code 13:146; L. 1929, ch. XII, § I, art. 5.

## EXECUTIVE LAW

### Administrative Procedure Act.<sup>259</sup>

#### **§ 59.8. Issuance of notes as evidence of indebtedness on validated claims.**

The Minister of Finance, with the approval of the President, is hereby authorized to issue Permanent Claims Commission notes as evidence of the Government's indebtedness to any claimant whose claim has been validated by the Permanent Claims Commission. Such notes shall be negotiable, and shall be payable at a date no later than five years after the determination by the Commission of the validity of the claim. The notes shall bear interest at the rate of four per cent per annum. The Minister of Finance shall indicate in each of his annual reports to the Legislature the amount in the form of Permanent Claims Commission notes issued and outstanding so that a sufficient sum will be provided in the annual budget for redemption of the notes coming due for payment.<sup>260</sup>

### **Chapter 60. JOHN F. KENNEDY MEDICAL CENTER**

- § 60. 1. Agency Created.
- § 60. 2. General Provision.
- § 60.3. Purposes.
- § 60.4. Composition of the Center
- § 60.5. Powers and Functions of the Board.
- § 60.6. Composition of the Board.

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159 *Prior legislation:* L. 1967-68, ch. (An act to amend the Executive Law respect to the Permanent Claims Commission); L. 1961-62, ch. XXXIV, § 2(13:147); 1956 Code 13:147; L. 1929, ch. XII, sec. 1, art. 7; § II, arts. 6, 7, 8.

260 *Prior legislation:* L. 1967-68, ch. (An act to amend the Executive Law with respect to the Permanent Claims Commission); L. (13:168-171); L. 1961-62, ch. XXXIII, § 1; L. 1958-59, ch. XXIII.

## EXECUTIVE LAW

§ 60.7. Officers

§ 60.8. Reports.

§ 60.9. Indemnification of Directors or Officers.

§ 60.10. Exemption from Taxation.

§ 60.11. Exemption of Personnel from Civil Service Act

§ 60.12. Employees to be Governed by Merit System

### **§ 60.1. Agency Created.**

There is hereby created and established as an agency of Government, an entity to be known as the JOHN F. KENNEDY MEDICAL CENTER, hereinafter referred to as the "Center", which shall be maintained for the treatment of human illness, training in the medical, paramedical and public health fields and shall be under the authority of the BOARD OF DIRECTORS, hereinafter referred to as the "Board", with succession of members to be appointed as hereinafter provided and with such powers as are herein prescribed.

### **§ 60.2. General provision.**

The principal office of the Center shall be in Monrovia, Liberia. It may establish such other offices within the Republic as the Board may from time to time consider necessary to efficiently administer the affairs of the Center. It shall have a common seal and may sue and be sued, plead or be impleaded, in its own name.

### **§ 60.3. Purposes.**

The purposes of the Center shall be:

- (a) To establish and maintain a Medical Center for care of persons from illnesses and disabilities that require the services and facilities of a hospital;

EXECUTIVE LAW

(b) To carry on educational activities for the purpose of training persons in the medical and paramedical fields for utilization in the health services throughout the Nation;

(c) To promote and conduct scientific research related to the care of the sick and injured insofar as such research can be conducted in, or in connection with, the activities of the Center; and

(d) To participate insofar as the circumstances may warrant in assisting the Ministry of Health and Social Welfare to promote the general health of the Nation.

**§ 60. 4. Composition of the Center.**

The Center shall initially consist of four distinct functioning organizations (and such other organizations which the President of Liberia may deem appropriate to form a part of the Center) all inter-related and under the jurisdiction of the Board:

(a) John F. Kennedy Memorial Hospital

(b) Tubman National Institute of Medical Arts

(c) Maternity Hospital

(d) Catherine Mills Rehabilitation Hospital

All properties, real and/or personal, now held by the four entities listed above shall vest in the Board as of the date that this Act shall take effect.

**§ 60.5. Powers and Functions of the Board.**

The powers and functions of the Board shall include the following:

## EXECUTIVE LAW

- (a) To govern and control the administration and management of all business affairs and operations of the Center, including but not limited to the recruitment, employment, control and supervision of all officers, agents and employees;
- (b) To formulate and approve general policies relating to the development of the Center, its operations and administration;
- (c) To recommend an annual budget for the Center.
- (d) To take and hold property in fee simple by purchase, gifts, grant, devise or bequest or by lease or otherwise, in lands, tenements or other estates whether real or personal; and to apply the income therefrom to the development and support of the Center in such manner as shall most effectually promote primarily the health and well being of the Nation; provided, further, that in the application of any property or estate, which may be given, devised or bequeathed for any particular object connected with the Center, the Board shall conform to the extent reasonably feasible, to the will of the donor; and the Board shall have the right to mortgage or otherwise dispose of the real and personal property, and in pursuance thereof all deeds, bills of sale or other instruments in writing, sealed with the common seal of the Center, and signed by act of the Board shall be considered in law as the acts of the Center when made in its name;
- (e) To enter into, perform, and modify contracts, leases, agreements, or other transactions, on such terms as may be deemed appropriate;
- (f) Subject to the concurrence of the Minister of Health and Social Welfare to enter into, perform, and modify contracts and agreements with foreign governments or foreign government

## EXECUTIVE LAW

agencies, international bodies or agencies for the purpose of furthering the objectives of the Center;

(g) To make appropriate provision for the welfare of employees of the Center and of their dependents;

(h) To open deposit account(s) with any bank or trust Company;

(i) To make regulations dealing with those matters not provided for herein in the nature of by-laws and/or rules and regulations and amend the same from time to time as the need arise; and

(j) Such other powers and functions as may be proscribed by the President of Liberia.

### **§ 60.6. Composition of the Board.**

The Center shall be under the authority of the Board which shall have perpetual succession of members. The President of Liberia shall be the Grand Councillor of the Board. The Board shall be composed of not more than eleven (11) members, six (6) of whom shall be permanent members, and five (5) non-permanent members to be appointed by the President of Liberia as follows and for terms as specified:

#### **Permanent Members:**

(a) The Minister of Health and Social Welfare, who shall serve as Chairman of the Board.

(b) The Minister of Finance.

(c) The Minister of Planning and Economic Affairs.

(d) The General Administrator of the Center, who shall serve as

EXECUTIVE LAW

Secretary-Treasurer of the Board.

(e) The Chief Medical Officer of the Center.

(f) The Dean of the Medical School, University of Liberia.

**Non-Permanent Members:**

(a) One (1) representative of the Liberia Medical Association whose appointment shall be for a term of two (2) years, provided that the same representative shall not serve two (2) consecutive terms;

(b) One (1) representative of the Liberian Nurses Association who shall for a first term be appointed for three (3) years,

provided that the same representative shall not serve for two consecutive terms;

(c) One (1) representative of the private sector interested in health, who shall for a first term be appointed for one (1) year;

(d) One (1) lawyer who shall for a first term be appointed for three (3) years; and

(e) For the duration of active participation by the United States Government in the administration of the Center, one (1) official of US AID appointed by His Excellency the United States Ambassador to Liberia, who shall for a first term be appointed for two (2) years. Except as otherwise noted above, after the initial appointment, members of the Board who are not permanent members shall each be appointed for terms of three (3) years. Each permanent member of the Board may designate an alternate to represent the interest of such member with plenary authority to exercise all powers given that member.

## EXECUTIVE LAW

### **§ 60.7. Officers.**

The Officers of the Center shall be:

(a) An Administrative head of the Center, who shall have authority and responsibility for implementing and executing the policies set by the Board, shall have the title of General Administrator. He shall be appointed by the President of Liberia, with the advice and consent of the Senate.

(b) A clinical head of the Center with the title of Chief Medical Officer shall have responsibility and authority for the functioning of the clinical organization and shall keep or cause to be kept a careful supervision over the clinical work in all of the departments of the Center. He shall be appointed by the President of Liberia, with the advice and consent of the Senate.

(c) Such other Officers of the Center as may be prescribed in the by-laws.

### **§ 60.8. Reports.**

The Board shall submit to the President of Liberia annually, a complete report on the conditions, operation and management of the Center, and such other matters as may be required.

### **§ 60.9. Indemnification of Directors and Officers.**

The Center shall indemnify any and all of its Directors and Officers or former Directors or Officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been Directors or



## EXECUTIVE LAW

Officers of the Center, except in relation to matters as to which any such Director or Officer shall be judged in such action, suit or proceeding to be liable for gross negligence or misconduct in performance of duty. Such indemnification shall not be deemed exclusive of any rights to which those indemnified may be entitled under any by-laws, agreements or otherwise provided by the Center to its Officers or employees.

### **§ 60.10. Exemption from taxation.**

The Center and all of its real and personal property shall be exempt from taxes and levies of every description, including consular fees.

### **§ 60.11. Exemption of personnel from Civil Service Act.**

Personnel currently or hereafter employed by the Center may be exempted from the provisions of the Civil Service Act as included in the Liberian Code of Laws of 1956 and subsequent amendments.

### **§ 60.12. Employees to be governed by Merit System.**

The Board of Directors shall formulate, approve and install a comprehensive personnel system which shall be based upon recognized merit principle and plans, including but not limited to recruitment and promotion, competitive examination, a position classification plan, job description and specifications for each position class, a uniform pay plan and appropriate rules and regulations for the fair and impartial administration of all personnel matters.

## ***Chapter 62.* NATIONAL SCIENTIFIC INSTITUTE**

### **§ 62.1. Institute created.**

EXECUTIVE LAW

- § 62.2. Director.
- § 62.3. Purposes and power of Institute.
- § 62.4. Employment of foreign scientists.

**§ 62.1. Institute created.**

The President is hereby authorized and empowered to create a specialized agency of Government for the promotion and carrying on of scientific study and research within the Republic of Liberia which agency shall bear the name National Scientific Institute, hereinafter referred to in this chapter as the "Institute." The Institute shall function as a subsidiary of the University of Liberia. The Government shall provide for its activities by annual budgetary appropriations which shall be paid into a fund to be administered by the University.<sup>261</sup>

**§ 62.2. Director.**

*1. Appointment.* The Institute shall be under the control and supervision of a Director, who shall be appointed by the President with the advice and consent of the Senate. The Director shall be immediately responsible to the Board of Trustees of the University of Liberia, and may be dismissed by the President of Liberia on recommendation of the trustees.

*2. Duties.* The Director shall perform the following duties in addition to supervising all activities of the Institute:

- (a) He shall be the chairman of all group and subgroup meetings of the scientists employed by the Institute;
- (b) With the approval of the trustees of the University, he shall solicit the employment of and employ scientists for conducting

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<sup>261</sup> *Prior legislation:* L. 1959-60, ch. XXVII, XXVIII.

## EXECUTIVE LAW

research within the Institute;

(c) He shall coordinate the activities of the different fields of applied sciences within the Institute.<sup>262</sup>

### § 62.3. Purposes and powers of Institute.

The purposes and powers of the Institute shall be as follows:

- (a) To devote its operations to basic scientific research;
- (b) To collect from existing organs of Government, or acquire through research or otherwise, specialized scientific studies and coordinate the same;
- (c) To send, during the embryonic states of its development, qualified nationals of Liberia to the institutions of foreign nations where scientific research is carried out on a broad scope, to observe the methods of organization of such institutions;
- (d) To do basic research with respect to the determination of such scientific standards as are applicable to conditions that exist within the Republic and establish standards for use within the Republic;
- (e) To carry on research relating to nuclear and thermonuclear energy for devising means of increasing the economic power of the nation;
- (f) To do research in the field of geo-physics and geo-

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<sup>262</sup> *Prior legislation: L. 1959-60, ch. XXVIII, § 2.*

## EXECUTIVE LAW

chemistry.<sup>263</sup>

### § 62.4. Employment of foreign scientists.

Until such time when all the scientific positions within the Institute can be adequately occupied by Liberians, professionals may be obtained from without the Republic, provided, however, that the non-Liberian scientists agree to the following conditions:

- (a) To give scientific loyalty to their employer, the Institute;
- (b) To accept as full compensation for their inventions during their employment at the Institute the salaries agreed to be paid to them and to permit all patents and trademarks granted in connection with such inventions to be owned by and bear the name of the Republic.<sup>264</sup>

## *Chapter 63.* INSTITUTE OF PUBLIC ADMINISTRATION

- § 63.1. Established.
- § 63.2. Power of Institute.
- § 63.3. Functions of Institute.
- § 63.4. Board of Directors.
- § 63.5. Superintendent, Assistant Superintendent and personnel of the Institute.
- § 63.6. Financial Provisions.

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<sup>263</sup> *Prior legislation:* L. 1959-60, ch. XXVII, § 2; ch. XXVIII, § 3.

<sup>264</sup> *Prior legislation:* L. 1959-60, ch. XXVII, § 3; ch. XXVIII, § 4.

EXECUTIVE LAW

**§ 63.1. Establishment.**

There is hereby created in the Executive Branch of the Government an autonomous agency to be known as the Institute of Public Administration, hereinafter referred to as "the Institute."<sup>265</sup>

**§ 63.2. Power of Institute.**

The Institute shall have power to:

- (a) organize and conduct conferences and discussions for the purpose of exchanging opinions and views on the critical issues in the public service of the Government of Liberia; and
- (b) in the performance of its functions to solicit and receive assistance from any Ministry or Agency or Government official or employee or other party.<sup>266</sup>

**§ 63.3. Functions of Institute.**

The Institute shall be primarily concerned with improving the administrative performance and professional capabilities of the Government public service through training of personnel, research in problems of public administration and consultation in public administration with the purpose of developing, for maximum utilization, the potential sources of talent of the manpower of the Country.

The functions and duties of the Institute shall include but not be limited to:

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<sup>265</sup> *Prior legislation:* L. 1968-69.

<sup>266</sup> *Prior legislation* L. 1968-69.

## EXECUTIVE LAW

- (a) Operating training programs for public servants in all its forms (pre-entry service training, in-service training, initial post-entry service training, on-the-job training, etc.) including the provision for basic academic background; such training programmes shall cover the whole range of Government positions, and shall extend, in particular, to:
- (i) Organizing a broad-based top-to-bottom in-service training program for Government employees;
  - (ii) Developing training programs for middle grade and upper-level employees;
- (b) Creating and improving the capability needed for administering economic and social development programs;
- (c) Enunciating a career-development program by identifying specific career ladders, encouraging in-service training, management interns and executive development programs, and promotional programs based on merit, etc.;
- (d) Providing leadership and guidance to the agencies of Government in developing more and better quality on-the-job training programs, serving as a research study group to study particular governmental organizational and management problem areas;
- (e) Studying and reviewing the indigenous situations and practices which affect social, economic and administrative development in Liberia;
- (f) Performing studies of systems and procedure and assisting in making improvements (a) government-wide, (b) inter-departmental in such matters as record-keeping, forms control, document flow, work simplification, public relations, and improving

## EXECUTIVE LAW

the administrative inter-relationships with national and international technical cooperation bodies;

(g) Conducting research in administration in order to provide adequate, systematic and precise information in critical areas of Government for the purpose of planning and administration with the overall view towards improvement;

(h) Development of a library suitable for the needs of the research program and for use of public officers;

(i) Performing such other functions as may be prescribed by the President, in accordance with the general policy of Government and the intent and purpose of this act.<sup>267</sup>

### § 63.4. Board of Directors.

The formulation of policies for the overall development, management and operation of the Institute as well as the exercise of, and responsibility for, general supervision over the Institute shall be carried out by a Board of Directors consisting of seven persons, all of whom shall be appointed by the President. The activities of the Board, however, shall be subject to the general policies of Government.

A member of the Board of Directors in his appointment as such shall be designated Chairman of the Board by the President of Liberia.

The members of the Board, in their capacity as such, shall not receive salaries or stipends.<sup>268</sup>

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<sup>267</sup> *Prior legislation:* L. 1968-69.

<sup>268</sup> *Prior legislation:* L. 1968-69.

**§ 63.5. Superintendent, Assistant Superintendent and Personnel of the Institute.**

The Institute shall be headed by a Superintendent who shall be appointed by the President upon the recommendation of the Board of Directors. The Superintendent shall be charged with the overall day-to-day management and operation of the Institute and be responsible to the Board of Directors.

The Superintendent shall be assisted in his work by an Assistant Superintendent and other officers and personnel determined by the Board of Directors to be required for the efficient operation of the Institute.<sup>269</sup>

**§ 63.6. Financial provisions.**

The salaries and other compensation for the Superintendent, the Assistant Superintendent, and other personnel of the Institute shall be included in the National Budget.<sup>270</sup>

***Chapter 64. THE LIBERIAN BANK FOR DEVELOPMENT AND INVESTMENT***

- § 64.1. Establishment and membership.
- § 64.2. General provision.
- § 64.3. Purposes.
- § 64.4. Government participation in commercial enterprise.
- § 64.5. Rules and Provisions for operations of the Bank
- § 64.6. Powers.
- § 64.7. Indemnification of Directors.

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<sup>269</sup> *Prior legislation: L. 1968-69.*

<sup>270</sup> *Prior legislation: L. 1968-69.*



## EXECUTIVE LAW

- § 64.8. Capital stock.
- § 64.9. Classes of shares.
- § 64.10. Restriction on transfer of voting common shares.
- § 64.11. Subscription.
- § 64.12. Shares to be subscribed for before commencement of business.
- § 64.13. Lost or destroyed certificate of shares.
- § 64.14. Voting.
- § 64.15. Control of Bank.
- § 64.16. New shares.
- § 64.17. Officers of the Bank.
- § 64.18. Board of Directors.
- § 64.19. Vacancies.
- § 64.20. Election of Board of Directors.
- § 64.21. Government Director.
- § 64.22. Quorum and Affirmative Vote of the Board.
- § 64.23. Resignation, death or disability of a Director:  
how vacancy to be filled.
- § 64.24. Special election of Directors for either class.
- § 64.25. Executive Committee of the Board.
- § 64.26. Bylaws of the Bank.
- § 64.27. Ratification of By-laws.
- § 64.28. Amendment of By-Laws.
- § 64.29. Rights of Directors.
- § 64.30. Government contracts.
- § 64.31. Appointment of Chief Executive officer.
- § 64.32. Other Officers.
- § 64.33. Government Subscription and Loans.
- § 64.34. Accounts.
- § 64.35. Audit.
- § 64.36. Annual Report.
- § 64.37. Reserves.
- § 64.38. Confidential nature of Bank's business.
- § 64.39. Exemption from taxation.

EXECUTIVE LAW

§ 64.40. How Chapter may be cited.

**§ 64.1. Establishment and membership.**

There is hereby created a corporation to be known as the Liberian Bank for Development and Investment, hereinafter referred to as the "Bank". Until such time as there are shareholders, the Bank shall consist of Directors, and when there are shareholders it shall consist of the Directors and the shareholders of the Bank. All contractual arrangements and undertakings of the former Liberian bank for Industrial development and Investment are valid and remain binding on the Liberian Bank for Development and Investment.<sup>271</sup>

**§ 64.2. General provisions.**

The principal office of the Bank shall be in Monrovia. Such branch offices of the Bank as the Board of Directors may consider necessary may be established within and without the Republic. It shall have perpetual succession and a common seal and may sue and be sued, plead or be impleaded, in its name. Wherever consistent with the purposes of this Chapter and not provided for herein or in the by-laws or any regulation of the Bank, provisions of the Liberian Corporation Law of 1948, as amended, shall apply.<sup>272</sup>

**§ 64.3. Purposes.**

The purposes of the Bank shall be:

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<sup>271</sup> *Prior legislation:* L. 1964-65, ch. XIV. The Liberian Bank for Development and Investment was originally chartered as the Liberian Bank for Industrial Development and Investment. The name was changed from LBIDI to LBDI, along with other changes affecting the operation of the Bank, by amendment to Chapter 64, approved July 8, 1974 and published September 13, 1974.

<sup>272</sup> *Prior legislation:* L. 1966-65, ch. XIV.

## EXECUTIVE LAW

- (a) To assist in the establishment, expansion, and the modernization of private productive business and industrial enterprises in Liberia;
- (b) To encourage and promote the development of internal and external private and public capital availabilities in the financing of such enterprises;
- (c) To encourage, sponsor and facilitate private establishment, acquisition, or ownership of productive business and industrial investment, shares and securities and in particular by:
  - (i) Providing finance in the form of long or medium term loans, purchase of convertible debentures, or share participation;
  - (ii) Guaranteeing and counter-guaranteeing loans and obligations of borrowers and others, and underwriting issues of shares and securities of all kinds;
  - (iii) Making funds available for reinvesting by causing transfers of shares and securities, and by revolving investments, as rapidly as prudent;
  - (iv) Furnishing technical advice and assistance on the formulation, financing and execution of development plans and projects including the furnishing of technical and administrative advice and services to Liberian enterprises;
  - (v) Investigating, carefully selecting, determining the size and character of the market for, and the technical feasibility and economic soundness of, documenting, promoting and advertising, and otherwise publicizing at home and abroad, and advising the Government concerning projects for private

## EXECUTIVE LAW

industrial enterprises in Liberia; and, for this purpose, to employ consultants and independent research organizations and enter into agreements with other national or international institutions, either public or private; and

(vi) Establishing, in conjunction with the Government and with other appropriate agencies, priorities for productive businesses and industrial enterprises to receive development assistance according to the extent to which they utilize resources or possess other economic advantages.

(d) To assist in the establishment, expansion and the modernization of public productive business and industrial enterprises in Liberia provided they are commercially operated and preferably under private management, and provided also the aggregate amount of the Bank's financing of such an enterprise does not at any time exceed thirty (30%) percent of the aggregate of the Bank's total cumulative commitments at the time of such financing.<sup>273</sup>

### **§ 64.4. Government participation in commercial enterprises.**

1. A nominal share participation in, or the loan of money to any commercial enterprise by the Government of Liberia or of a county, or any political subdivision thereof (whether direct or indirect) shall not by itself be deemed to remove such enterprise from the private sector, so long as such enterprise is privately operated and managed.

2. Any enterprise in which the Government of Liberia, or any political sub-division thereof has controlling interest, shall not by itself be deemed a public enterprise and removed from the private sector, and such enterprise may obtain financing from the Bank so

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<sup>273</sup> *Prior legislation:* L. 1964-65, ch. XIV.

EXECUTIVE LAW

long as it is commercially operated, preferably under private management, and the aggregate amount of the Bank's financing of such enterprise does not at any time exceed thirty (30%) percent of the aggregate of the Bank's total cumulative commitments at the time of such financing.<sup>274</sup>

**§ 64.5. Rules and Provisions for operations of the Bank.**

(a) The Bank is hereby authorized to make loans, credits or guaranties, or to engage in other financing operations or transactions, to or with such persons, organizations, or other legal entities, and on such terms and conditions as it may determine, taking into account,

(i) whether financing could be obtained in whole or in part from other sources on reasonable terms.

(ii) the economic and technical soundness of the activity to be financed; and

(iii) whether the activity gives reasonable promise of contributing to the development of economic resources or to the increase of productive capacities in furtherance of the purpose of this Chapter.

(b) To make loans only upon the basis of firm commitments of repayment by the borrowers, upon adequate security and upon a finding that there are reasonable prospects of repayment. The Bank shall have the right to require that the proceeds of the loan or other financing will be used to purchase equipment supplies

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<sup>274</sup> *Prior legislation:* L. 1964-65, ch. XIV. Paragraph 1 of section 64.4 was amended to delete certain portions from the original wording. Paragraph 2 was added by the same amendment, which was approved on July 8, 1974 and published on September 13, 1974.

## EXECUTIVE LAW

and services necessary to carry out projects financed by the Bank.

(c) The Bank shall have the right to require the operation of the enterprise to which it provides assistance with due diligence and efficiency and in accordance with sound engineering and financial standards, including the maintenance of adequate records.

(d) The Bank shall be administered so as to support and encourage private investment and other private participation furthering the purposes of this Chapter and not to compete with other banks in Liberia or with other private capital otherwise available on reasonable terms.<sup>275</sup>

### § 64.6. Powers.

The Bank is hereby authorized to exercise all or any one of the following powers:

(a) Enter into, perform, and modify contracts, leases, agreements, or other transactions, on such terms as may be deemed appropriate, with any agency or instrumentality of the Government of the Republic, with any foreign government or foreign government agency, with any international body, agency, instrumentality or financial institution, or with any person, partnership, association, corporation, organization or other entity, public or private, singly or in combination;

(b) Accept and use gifts or donations of services, and funds, or property, (real, personal or mixed, tangible or intangible);

(c) Contract for the services of attorneys;

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<sup>275</sup> *Prior legislation: L. 1964-65, ch. XIV.*

## EXECUTIVE LAW

(d) Acquire, own and dispose of, within and without the Republic, upon such terms and conditions and for such consideration as the directors of the Bank shall determine to be reasonable, through purchase, exchange, discount, re-discount, public or private sale negotiator, assignment, exercise of option or conversion rights, or otherwise, for cash or credit, with or without endorsement or guaranty, any property, real, personal, mixed, tangible or intangible, including, but not limited to, mortgages, bonds, debentures (including convertible debentures), stock options and contingent or variable interest bonds, liens, pledges, and other collateral or security, contracts claims, currencies, notes, drafts, bills of exchange, acceptances (including banker's acceptances), cable transfers and all other evidences of indebtedness or ownership (it being understood that equity securities may be directly purchased or otherwise acquired), and guarantee payment against any instrument above specified;

(e) Issue letters of credit and letters of commitment;

(f) Collect or compromise any obligations assigned or held by, and enforce any legal or equitable rights accruing to, the Bank, and enter suit in court for collection of such obligation or enforcement of such rights;

(g) Otherwise take any and all actions determined by the directors to be necessary or desirable in making, carrying out servicing, compromising, liquidating, or otherwise dealing with or realizing any transaction or operation beneficial to the Bank and authorized under this Charter or permitted under the Liberian Corporation Law of 1948, as amended;

(h) Make appropriate provision for the welfare of employees or former employees of the Bank and of their dependents;

## EXECUTIVE LAW

- (i) Open deposit accounts with any bank or trust company; and
- (j) The directors may from time to time at their discretion borrow any sum or sums of money for the purposes of the Bank within the limitation fixed from time to time in the by-laws of the Bank, and, to this end, execute and issue its bonds, debentures or other obligations (including demand notes) and evidence of indebtedness payable at a specified time, in such form, whether secured or unsecured, and if secured, secured in such manner and subject to such terms of redemption with or without premium, and to sell the same at public or private sale for such prices, all as may be determined by the directors.<sup>276</sup>

### **§ 64.7. Indemnification of directors.**

The Bank shall indemnify any or all of its directors and officers or former directors or officers or any other person who may have served at its request as a director or officer of another bank or other entity, public or private, in which it owns shares of capital stock or of which it is a creditor against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them are made parties, or a party, by reason of being or having been such directors or director or officer, except in relation to matters as to which any such director or officer shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in his performance of duty. Such indemnification shall not be deemed exclusive of any rights to which those indemnified may be entitled under the bylaws or under any agreement, vote of stockholders, or otherwise.<sup>277</sup>

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<sup>276</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 1(970).

<sup>277</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 1(971).



EXECUTIVE LAW

**§ 64.8. Capital stock.**

The initial authorized capital stock of the Bank shall total \$1,000,000 divided into 100,000 voting common shares having a par value of \$10 each, but the capital stock may be increased, through the issue of additional voting shares or shares carrying with them preferences, by resolution of the Board of Directors approved by a two-thirds majority vote of the shares of each class of the then outstanding voting common stock of the Bank. All shares issued by the Bank shall be nominative in form; and bearer shares shall not be issued.<sup>278</sup>

**§ 64.9. Classes of shares.**

The voting common stock shall be divided into two classes:

- (a) Class A, which shall always represent not less than majority of the voting common stock of the Bank; and
- (b) Class B, which shall represent the balance of the voting common stock of the Bank.<sup>279</sup>

**§ 64.10. Restriction on transfer of voting common shares.**

Class A shares shall at all be owned by Liberian citizens or corporations, the Liberian Government, international institutions of which Liberia is a member or such other persons or entities who, under appropriate Liberian regulation, are qualified to own such shares, and Class A shares may not be transferred to members of other classes of persons or entities; Class B shares may be owned by any person or entity, whether a Liberian citizen or corporation or not.

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<sup>278</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 1(972).

<sup>279</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 1(973).

## EXECUTIVE LAW

Proper notations of transferability shall be placed on each class of shares.<sup>280</sup>

### **§ 64.11. Subscription.**

The directors shall offer the voting common for subscription at such time or times, in such amounts and in such manner, as the directors shall determine. The directors may determine the time or times at which subscribers to such stocks shall be called upon to pay in the amounts due with respect to their subscriptions. Amounts subscribed may be called in installments, and the Bank may provide in its by-laws for the issue of either fully or partially paid-in shares and, if partially paid-in shares are issued, for appropriate liens on such shares, running to the Bank, to secure the unpaid balance of the subscription price of such shares. When any share is fully paid-in, it shall be non-assessable.<sup>281</sup>

### **§ 64.12. Shares to be subscribed for before commencement of business.**

The Bank shall not transact any business until the full amount of its initial authorized capital stock shall have been subscribed and the full \$1,000,000 of such capital shall have been paid-in.<sup>282</sup>

### **§ 64.13. Lost or destroyed certificate of shares.**

If any certificate of shares be lost or destroyed, then, upon proof thereof to the satisfaction of the directors and on such indemnity as the directors deem adequate, a new certificate shall be given to the

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280 *Prior legislation:* L. 1964-65, ch. XIV, § 1(974).

281 *Prior legislation:* L. 1964-65, ch. XIV, sec. 1(975).

282 *Prior legislation:* L. 1964-65, ch. XIV, sec. 1(976).

## EXECUTIVE LAW

party entitled to such lost or destroyed certificate.<sup>283</sup>

### § 64.14. Voting.

(a) Every holder of record of shares of the voting common stock of the Bank shall be entitled at each meeting of stockholders thereof and upon each proposal presented at such meeting to one vote, which may be exercised by such stockholder in person or by proxy, for each share of voting common stock standing in his name on the books of the Bank, in respect of which he is not in arrears in the payment of any call made by the directors.

(b) Except as otherwise provided in this Chapter, whenever any vote of the Bank to be by affirmative vote of the stockholders, it shall mean a two-thirds majority of the outstanding shares of the voting common stock (without differentiation between classes of stock) represented at any duly constituted meeting of stockholders.

(c) Two-thirds of the voting common stock of the Bank (without differentiation between classes), the holders of which being present in person or by proxy, shall constitute a quorum for any meeting of stockholders.<sup>284</sup>

### § 64.15. Control of Bank.

The directors are authorized to exercise their powers to prevent any one individual or group from acquiring control of the Bank.<sup>285</sup>

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283 *Prior legislation:* L. 1964-65, ch. XIV, § 1(977).

284 *Prior legislation:* L. 1964-65, ch. XIV, § 1(978).

285 *Prior legislation:* L. 1964-65, ch. XIV, § 1(979).

## EXECUTIVE LAW

### § 64.16. New shares.

In the event the Bank's authorized capital is increased and newly authorized voting common stock is offered for subscription, stockholders of each class of voting common stock shall have such priority to purchase new shares of the same class of stock owned by them as is from time to time provided in the by-laws.<sup>286</sup>

### § 64.17. Officers of the Bank.

The Bank shall have a Board of Directors, a Chief Executive Officer, and such other officers and staff as the directors may consider necessary.<sup>287</sup>

### § 64.18. Board of Directors.

1. There shall be not less than eight nor more than sixteen directors of the Bank, as shall be determined from time to time by affirmative vote of the stockholders of the Bank, provided that there always be an even number of directors.
2. Four or more members of an interim Board of Directors shall be recommended by the Ministry of Finance and appointed by the President of Liberia as follows:

(a) One half of the Board to be citizens of Liberia or representatives of international institutions in which Liberia is a member, provided that no more than one such citizen shall be an officer of the Government of Liberia; and

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<sup>286</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 1(980).

<sup>287</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 1(981).

EXECUTIVE LAW

(b) One half of the Board to be selected from a list of candidates of any nationality unanimously submitted by the subscribers (if any) of the Class B shares.<sup>288</sup>

**§ 64.19. Vacancies.**

Until the first election of the Board by the stockholders, all vacancies on the Board shall be filled in the same manner as provided in paragraph 2 of section 64.18.<sup>289</sup>

**§ 64.20. Election of Board of Directors.**

At the first annual meeting of the stockholders of the Bank, and thereafter at each annual meeting, the Board of Directors shall be elected by the holders of the voting common shares as follows:

(a) one-half of the entire Board for the time being shall be elected by holders of Class A shares; and

(b) one-half of the entire Board for the time being shall be elected by holders of Class B shares.

At all elections of directors:

(a) each class A shareholder shall be entitled to as many votes as shall equal the number of his Class A shares multiplied by the number of directors to be elected by Class A shareholders, and each such Class A shareholder may cast all of such votes for a single director to be elected by Class A shareholders or may distribute them among the number of such directors to be voted

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288 *Prior legislation:* L. 1964-65, ch. XIV, § 1(982).

289 *Prior legislation:* L. 1964 -65, ch. XIV, § 983.

## EXECUTIVE LAW

for or any two or more of them as he may see fit.

(b) each Class B shareholder shall be entitled to as many votes as shall equal the number of his Class B shares multiplied by the number of directors to be elected by Class B shareholders, and each such Class B shareholder may cast all of such votes for a single director to be elected by Class B shareholders or may distribute them among the number of such directors to be voted for or any two or more of them as he may see fit.<sup>290</sup>

### **§ 64.21. Government directors.**

No more than two members of the Board shall, at any given time, be officers of the Government of Liberia.<sup>291</sup>

### **§ 64.22. Quorum and affirmative vote of the Board.**

A majority of the directors shall constitute a quorum for any meeting of the Board of Directors. Unless otherwise provided in this Chapter, any Board action, to be valid, must receive the affirmative vote of the Board, and an affirmative vote of the Board shall mean a simple majority of the directors present in person or by proxy. The Chairman of the Board, who shall be elected annually by the directors, shall not have the casting vote in cases of a tie vote.<sup>292</sup>

### **§ 64.23. Resignation, death or disability of a director: how vacancy to be filled.**

Any director may resign at any time by giving notice in writing to the

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290 *Prior legislation:* L. 1964-65, ch. XIV, § 984.

291 *Prior legislation:* L. 1964-65, ch. XIV, § 985.

292 *Prior legislation:* L. 1964-65, ch. XIV, § 986.

## EXECUTIVE LAW

Chairman of the Board. Upon the death, resignation or disability of any director, the resulting vacancy shall be filled by the vote of the remaining directors who shall have been elected holders of shares of the Class by which such director was elected. A director so elected to fill a vacancy shall be elected for the unexpired term of his predecessor.<sup>293</sup>

### **§ 64.24. Special election of directors for either class.**

Any provision herein to the contrary notwithstanding, a special election of the directors representing either Class of the voting common stock may be demanded at any time, with or without cause, by any holder or holders of such number of shares of such class as would be capable, automatically, of electing at least one director for such class under the procedure set forth in section 64.20. An election of all the directors representing the other Class of the voting common stock shall continue in office until the next annual meeting of stockholders or until a special election shall have been held in respect of their seats on the Board. Any retiring director shall be eligible for re-election.<sup>294</sup>

### **§ 64.25. Executive Committee of the Board.**

The Board of Directors shall, in accordance with the by-laws of the Bank, appoint an Executive Committee to which powers may be delegated.<sup>295</sup>

### **§ 64.26. By-laws of the Bank.**

The Board of Directors shall adopt by-laws dealing with those matters

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<sup>293</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 987.

<sup>294</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 988.

<sup>295</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 989.

## EXECUTIVE LAW

not provided for herein.<sup>296</sup>

### **§ 64.27. Ratification of By-laws.**

The bylaws of the Bank shall be approved by affirmative vote of the stockholders at the first regular meeting after an opportunity has been provided for their study.<sup>297</sup>

### **§ 64.28. Amendment of By-laws.**

The By-laws of the Bank shall be amended only by an affirmative vote of the directors and an affirmative vote of the stockholders at a regular meeting called for that purpose.<sup>298</sup>

### **§ 64.29. Rights of directors.**

Subject to the restrictions imposed by this section, no director shall be disqualified by his office from contracting with the Bank either as vendor, purchaser, agent, broker or otherwise; nor shall any contract or arrangement entered into by or on behalf of the Bank in which any director shall be in any way interested be, by reason only of such relationship (if properly disclosed), avoided, nor shall any director, so contracting or being interested, be liable to account to the Bank for any profit realized by such contract or arrangement by reason only of such director holding that office, or of the fiduciary relation thereby established; but it is declared that the nature of his interest must be disclosed by him at the meeting of the directors at which the contract or arrangement is being voted upon, if his interest then exists, or at the first meeting of the directors after the acquisition of his interest,

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<sup>296</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 990.

<sup>297</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 991.

<sup>298</sup> *Prior legislation:* L. 1964-65, ch. XIV, § 992.



## EXECUTIVE LAW

and that no director shall, as a director, vote in respect of any contract or arrangement in which he is so interested; and if he does, his vote shall not be counted. A contract or arrangement entered into with any director or company in which any director has an interest must be unanimously approved by the other directors of the Bank. A contract or arrangement entered into with any director or any company in which any director has an interest without the Board having been informed of such interest in the manner above provided shall be voidable by the Bank, at the option of the Board.<sup>299</sup>

### **§ 64.30. Government contracts.**

In the performance of, and with respect to the functions, purposes and powers enumerated in section 64.6 of this Chapter, the directors may enter into contracts with the Government under which special services are to be furnished by the Bank to the Government, and the Government is authorized so to contract with the Bank and to appropriate and make available to the Bank the sum or sums to be paid to the Bank under such contract.<sup>300</sup>

### **§ 64.31. Appointment of Chief Executive Officer.**

The Chief Executive Officer of the Bank shall be appointed and may be removed at any time by a two-thirds majority of the Board of Directors. Such office shall carry with it the powers so provided in the by-laws.<sup>301</sup>

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299 *Prior legislation:* L. 1964-65, ch. XIV, § 993.

300 *Prior legislation:* L. 1964-65, ch. XIV, § 994.

301 *Prior legislation:* L. 1964-65, ch. XIV, § 995.

EXECUTIVE LAW

**§ 64.32. Other officers.**

Other officers and the members of the staff of the Bank shall be appointed in the manner provided in the bylaws.<sup>302</sup>

**§ 64.33. Government subscription and loans.**

(a) Of the initial shares of the Bank offered for subscription, the Government shall subscribe and pay for out of general funds in the Treasury such Class A shares of the initial authorized capital of the Bank as shall not have been subscribed by other persons or entities qualified to hold such shares. Such shares, which may be registered in the name of the Government, any Agency of the Government, or any corporation which is wholly owned by the Government, shall be held for re-sale by the Government to Liberian citizens or to entities other than agencies of the Government or corporations controlled directly or indirectly by the Government, it being the declared intention of the Government to encourage and promote actively the widest distribution of ownership of Class A shares. Any shares of the Bank paid for out of Treasury funds shall be deemed to be shares held by the Government and subject to the special provisions of this section pertaining to shares of the Bank held by the Government of Liberia. The Minister of Finance, upon approval by the President of Liberia shall determine in whose name shares held by the Government shall be registered.

(b) The Bank may borrow from the Government and the Government may lend to the Bank on such terms as the Government and the directors may deem advisable, other funds of the Treasury and funds borrowed from foreign governments, governmental agencies or public corporations or international institutions. Any

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302 *Prior legislation:* L. 1964-65, ch. XIV, § 996.

## EXECUTIVE LAW

loan made under this authorization may be interest-free, fully subordinated to all of the debts of the Bank and to the equity of the Bank, and long-term.

(c) In the event of the voluntary or involuntary dissolution of the Bank, loans made by the Government to the Bank or the balance thereof for the time being remaining unpaid shall rank for payment after the payment of all other outstanding debts and liabilities of the Bank and the repayment to stockholders (other than the Government) of the paid-up share capital of the Bank and shall be paid only after the payment of all such debts and liabilities and after repayment to such stockholders of such paid-up share capital. If any assets of the Bank shall remain after the payment of such debts and liabilities and the repayment of the paid-up share capital, the loans made by the Government to the Bank or the balance thereof for the time being outstanding, shall next be repaid, and, if there shall then remain any undistributed assets, such assets shall be divided among the holders (including the Government) of the common stock of the Bank in proportion to the amount of common stock owned by each stockholder at the time of dissolution.

(d) No dividend shall be declared in any one year for share of the Bank held by the Government of Liberia until a six percent cash dividend shall have been declared and paid to the other holders of common shares of the Bank.

(e) The Government is hereby authorized to guarantee from time to time, on such terms and conditions as the Government shall determine, loans made to the Bank from domestic and foreign nationals, private and public sources and from international institutions and agencies. All sums payable by the Bank in respect of principal, interest or other charges on any loan to the Bank from any foreign source or from an international institution

## EXECUTIVE LAW

or agency or by the Government under any guarantee given under this section shall, notwithstanding any law of Liberia to the contrary, be paid:

(i) Without deduction for, and free from, any taxes, duties or fees now or hereafter imposed by or under any law of Liberia or any political subdivision thereof; and

(ii) free from any restriction now or hereafter imposed by or under any law of Liberia or any political subdivision thereof.<sup>303</sup>

### **§ 64.34. Accounts.**

The Board of Directors shall cause the accounts of the Bank to be kept in such form and manner as may be determined by such Board.<sup>304</sup>

### **§ 64.35. Audit.**

The accounts of the Bank shall be audited by a firm of public accountants annually appointed by the directors and ratified by an affirmative vote of stockholders at their annual meeting. The auditors shall annually audit the books of the Bank and, for this purpose, shall have full access to the books, accounts and vouchers of the Bank, and shall be entitled to require from the directors and Officers of the Bank such information and explanations as shall be necessary for the performance of their duties. The auditors shall make a written report as to the Bank's affairs, which shall be transmitted to the directors.<sup>305</sup>

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303 *Prior legislation:* L. 1964-65, ch. XIV, § 997.

304 *Prior legislation:* L. 1964-65, ch. XIV, § 998.

305 *Prior legislation:* L. 1964-65, ch. XIV, § 999.

EXECUTIVE LAW

**§ 64.36. Annual Report.**

The Board of Directors shall cause to be printed a copy of the auditor's report, together with a copy of the balance sheet of the Bank and profit and loss account, in the form of an Annual Report of the Bank for transmittal to the Minister of Finance and to each of the stockholders.<sup>306</sup>

**§ 64.37. Reserves.**

(a) Before the Bank may determine the profits available for dividends, the Bank shall set aside in each year in a Special Reserve Fund a sum equal to not less than twenty-five percent of the net profits of the Bank as shown in the Bank's financial statement for that year, until the aggregate of the amounts so set aside equals the amount of the loans to the Bank then outstanding.

(b) In addition to amounts set aside for the Special Reserve Fund, the directors shall set aside from any profits otherwise available for the payment of dividends such other reserves as they shall deem prudent.<sup>307</sup>

**§ 64.38. Confidential nature of Bank's business.**

Every director, officer, employee or auditor of the Bank shall pledge himself in writing to observe strict secrecy respecting all transactions of the Bank, except when required in the performance of his duties or by matter of law.<sup>308</sup>

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306 *Prior legislation:* L. 1964-65, ch. XIV, § 1000.

307 *Prior legislation:* L. 1964-65, ch. XIV, § 1001.

308 *Prior legislation:* L. 1964-65, ch. XIV, § 1002.

EXECUTIVE LAW

**§ 64.39. Exemption from taxation.**

The bank, its property, other assets, income and the operations and transactions it carries out under this Chapter shall be immune from all taxation and from all customs duties, and all interest or dividends paid by the Bank shall be exempt from taxation.<sup>309</sup>

**§ 64.40. How Chapter may be cited.**

This Chapter may be cited as "The Liberian Bank for Development and Investment Act of 1974."<sup>310</sup>

***Chapter 65. THE NATIONAL HOUSING AND SAVINGS BANK***

- § 65.1. Establishment.
- § 65.2. General provisions.
- § 65.3. Object and Purpose.
- § 65.4. Powers.
- § 65.5. Loans.
- § 65.6. Capital Stock.
- § 65.7. Shares to be subscribed for before commencement of business.
- § 65.8. Board of Directors.
- § 65.9. Powers of the Board.
- § 65.10. Quorum and affirmative vote of the Board.
- § 65.11. Rights of Directors.
- § 65.12. Officers to be bonded.
- § 65.13. Escrow Fund Account.
- § 65.14. Bylaws and Regulations.

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309 *Prior legislation:* L. 1964-65, ch. XIV, § 1003.

310 *Prior legislation:* L. 1964-65, ch. XIV, § 1004.

## EXECUTIVE LAW

- § 65.15. Annual Audit.
- § 65.16. Annual Report.
- § 65.17. Reserves.
- § 65.18. Exemption from taxation.
- § 65.19. How chapter may be cited.

### **§ 65.1. Establishment.**

There is hereby created a corporate entity to be known as the National Housing and Savings Bank, hereinafter referred to as the "Bank".<sup>311</sup>

### **§ 65.2. General Provisions.**

The principal office of the Bank shall be in Monrovia, Liberia. Such branch offices or agencies of the Bank as the Board of Directors may consider necessary may be established within and without the Republic. The Bank shall have perpetual existence and a common seal, and it may sue and be sued in its name. Wherever consistent with the purpose of this Chapter and not provided for herein or in the by-laws or any regulation of the Bank, provisions of the Liberian Corporation Law and the Financial Institutions Act shall apply.<sup>312</sup>

### **§ 65.3. Object and Purpose.**

The object and purpose of the Bank shall be to provide the financing required to satisfy the housing needs of the citizens of Liberia, including the making of long term loans for home ownership. Housing as used in this paragraph shall include single and multiple family dwelling units intended for ownership and occupancy on a permanent basis, realty development, infrastructure including utilities, and community facilities incident to sound community development.<sup>313</sup>

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311 *Prior legislation:* L. 1971-72; 1972.

312 *Prior legislation:* L. 1971-72.

313 *Prior legislation:* L. 1971-72.

## EXECUTIVE LAW

### § 65.4. Powers.

The Bank is hereby authorized to exercise all or any the following powers:

1. To do, conduct and transact generally the business of a savings bank; to accumulate, loan and invest the funds of its stockholders and depositors; receive deposits of money; loan, invest and collect the same with interest; to repay depositors with or without interest; invest such funds in such property, securities and obligations as are or may be prescribed or permitted under the Chapter; to declare and pay dividends on its shares, and a stipulated rate of interest on deposits made for a stated period, or upon special terms, and to do all of the things in this subsection consistent with the purpose, objects, and powers of the Bank and the laws of the Republic of Liberia;
2. Enter into, perform, and modify contracts, lease, agreements, or other transactions, on such terms as may be deemed appropriate, with any agency or instrumentality of the Government of the Republic, with any foreign government or foreign government agency, with any international body, agency, instrumentality or financial institution, or with any person, partnership, association, corporation, organization or other entity, public or private, singly or in combination;
3. Accept and use gifts or donations of services, funds, or property (real, personal or mixed, tangible or intangible);
4. Acquire, own and dispose of, within and without the Republic, upon such terms and conditions and for such consideration as the Directors of the Bank shall determine to be reasonable, through purchase, exchange, discount, re-discount public or private sale, negotiations, assignment, exercise of option or conversion rights, or otherwise, for cash or credit, with or without endorsement or guaranty, any property, real, personal, mixed, tangible or intangible, including, but not limited to mortgages, bonds, debentures (including convertible debentures), stock options and contingent or variable interest bonds, liens, pledges, and other collateral or security, contracts, claims, currencies, notes, drafts, bills of exchange, accep-tances (including banker's acceptances), cable transfers and all other



## EXECUTIVE LAW

evidences of indebtedness or ownership (it being understood that equity securities may be directly purchased or otherwise acquired), and guarantee payment against any instrument above specified;

5. To conduct the business of a commercial bank, savings bank, and trust company, as hereinbefore set forth, in and as separate or different departments of said corporation or bank, in manner authorized by the laws of the Republic of Liberia.

6. To combine the business of a commercial bank, savings bank, trust company and safe deposit company, or any of them, in the manner authorized by the laws of the Republic of Liberia.

7. To do all acts and things that a banking corporation, having a commercial department, savings department, trust department, or safe deposit department, or either or any of said departments, may lawfully do.

8. To enter into contracts and commercial transactions with any person, agency of the Government of the Republic of Liberia or foreign government, international organization, financial institution, foreign or domestic corporation, or any other legal entity.

9. To accept and use gifts, services, or both.

10. To purchase, convey and hold real property in accordance with the relevant laws of the Republic of Liberia, as shall be necessary for the Bank's accommodation in the transaction of its business, mortgaged to it in good faith by way of security for debts contracted, conveyed to it in satisfaction of debts contracted, purchased at sales under judgments, decrees, or mortgages held by the Bank.

11. Collect or compromise any obligations assigned or held by, and enforce any legal or equitable rights accruing to the Bank, and enter suit in court for collection of such obligation or enforcement of such rights.

12. To otherwise take any and all actions determined by the Directors to be necessary or desirable in making, carrying out, servicing, compromising,

## EXECUTIVE LAW

liquidating, or otherwise dealing with or realizing any transaction or operation beneficial to the Bank and authorized under this Chapter or permitted under the laws of the Republic.

**13.** Open deposit accounts with any bank or trust company.

**14.** To do all and everything lawfully necessary and proper for the accomplishment of the objects enumerated in this Chapter or necessary to the protection and benefit of the Bank and in general to carry on any lawful business necessary to the protection and benefit of the Bank and in general to carry on any lawful business necessary to the attainment of the objects of the Bank.

**15.** To borrow any sum or sums of money for the purposes of the Bank within the limitation fixed from time to time in the By-Laws of the Bank, and, to this end execute and issue its bonds, debentures or other obligations (including demand notes) and evidences of indebtedness payable at a specified time, in such form, whether secured or unsecured, and if to such terms of redemption with or without premiums, and to sell the same at public or private sale for such prices, all as may be determined by the Directors.

**16.** To issue long-term investment certificates, the interest on which shall be exempt from all taxes whatsoever; provided the investment shall be for a period of not less than two years.

**17.** The foregoing clauses shall be construed as both purposes and powers and the matters expressed in each clause shall, except as otherwise expressly provided, be in no wise limited by reference or inference by the terms of any other clause, but shall be regarded as independent purposes and powers; and the enumeration of specific purposes and powers shall not be construed to limit or restrict in any manner the meaning of general terms of the general powers of the Corporation; nor shall the expression of any one thing be deemed to exclude another, although it be of like nature, not expressed.<sup>314</sup>

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314 *Prior legislation: L. 1971-72.*

## EXECUTIVE LAW

### § 65.5. Loans.

(a) The Bank is hereby authorized to make loans, credits or guaranties, or to engage in other financing operations or transaction to or with such persons, organizations or other legal entities, and on such terms and conditions as it may determine, provided, however, that the Bank will give first priority to loans for programs of the National Housing Authority. Programs of the National Housing Authority shall include constructing of single and multiple family dwelling units for sale rent; land and land development, including reclamation, and improvements necessary for integrated community development.

(b) Loans on first liens on freehold or leasehold interest in real property shall be made by the Bank for the construction or purchase of new houses only, until savings deposits have exceeded and remained above the amount of \$500,000 during a period of one year. New houses as used in this paragraph are houses that are certified as such by the National Housing Authority.

(c) The Bank is hereby authorized to make loans according to the following priorities:

1. To mortgagor/applicants with a monthly income of \$250.00 or less;
2. To mortgagor/applicants with a monthly income of more than \$250.00 but less \$400.00;
3. To mortgagor/applicants with a monthly income of over \$400.00.

(d) Only one loan shall be made by the Bank to a mortgagor/ applicant on first liens on freehold or leasehold interest in real property.<sup>315</sup>

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315 Prior legislation: L. 1971-72.

## EXECUTIVE LAW

### § 65.6. Capital Stock.

1. The maximum number of shares of stock that the bank is authorized to have outstanding at any time is five million (5,000,000) shares of common stock of the par value of ten dollars (\$10.00) per share. These shares of stock shall be divided into two classes:

(a) Three million (3,000,000) Class A shares which shall always be owned by the Government of the Republic of Liberia;

(b) Two million (2,000,000) Class B shares which may be purchased or owned by any person, company, or corporation.<sup>316</sup>

### § 65.7. Shares to be subscribed for before commencement of business.

The Bank shall not transact any business until one tenth (1/10) of the amount of its initial authorized capital stock shall have been subscribed and ~~one~~<sup>one</sup> tenth (1/10) of such initial capital or \$100,000 shall have been paid-in.-

### § 65.8. Board of Directors.

(a) The business of the Bank shall be managed by a Board of Directors; consisting of not less than seven nor more than nine Directors. The President shall appoint five directors, one of whom shall be designated Chairman of the Board of Directors. The five directors so appointed shall represent the interest and shareholding of the Government of Liberia and shall serve at the discretion of the President. Other directors shall be elected annually by the non-government shareholders based upon their share-holding in the

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316 *Prior legislation:* L. 1971-72; An Act to amend the Executive Law to create the National Housing and Savings Bank, ch. 65, sec. 65.6. The wording of the section, as currently appears, was done by amendment by People's Redemption Council decree no. 84, issued on march 12, 1984.

317 *Prior legislation:* L. 1971-72.

## EXECUTIVE LAW

Bank.<sup>318</sup>

(b) The President of Liberia shall appoint all other Directors of the Bank for non-current terms of three years and they shall serve at the discretion of the President of Liberia. The Board of Directors of the Bank shall include at least two appointed members representing the private sector.<sup>319</sup>

### § 65.9. Powers of the Board.

The Board of Directors is hereby authorized:

- (a) To develop and adopt policies, plans and strategies to effectively achieve the objective and purpose of the Bank;
- (b) To determine the organizational structure and operational procedures of the Bank;
- (c) To appoint and to remove Officers of the Bank as provided in the By-laws;
- (d) To appoint by resolution an Executive Committee from among its membership which shall have and exercise the powers of the Board between meetings of the Board;
- (e) To fix the compensation of Officers and other employees of the Bank;
- (f) To determine interest rates on savings deposits and on loans;
- (g) To allocate earnings of the Bank to dividends, to reserves, and to

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318 The current wording of the sub-section, which restructured the appointment of the Board of Directors to conform to the new provision regarding share ownership of the Bank, was done by People's Redemption Council decree no. 84, issued on march 12, 1984.

319 *Prior legislation:* L. 1971-72.

## EXECUTIVE LAW

surplus in accordance with the By-laws.

(h) To approve or reject applications for loans;

(i) To exercise any and all powers not prohibited by law that are necessary for effective and efficient management of the Bank.

### **§ 65.10. Quorum and affirmative vote of the Board.**

A majority of the Directors shall constitute a quorum for any meeting of the Board of Directors.

Any Board action to be valid must be upon an affirmative vote of the Board which shall mean a simple majority of the number of Directors of the Board present in person and voting.

### **§ 65.11. Rights of Directors.**

(a) No Director shall receive any remuneration in whatever form from the Bank, except that a Director may receive a fee for attending meetings of the Board, reasonable travel, hotel and other allowances, in connection with the business of the Bank, if approved by the Board of Directors.

(b) Subject to the restrictions imposed by this section, no Director shall be disqualified by his office from contracting with the Bank either as vendor, purchaser, agent, broker or otherwise; nor shall any contract or arrangement entered into by or on behalf of the Bank in which any Director shall be in any way interested be, by reason only of any such relationship (if properly disclosed), avoided; nor shall any Director, so contracting or being interested, be liable to account to the Bank for any profit realized by such contract or arrangement by reason only of such Director holding that office, or of the fiduciary relation thereby established; but it is declared that the nature of his interest must be disclosed by him at a meeting of the Directors at which the contract or arrangement is being voted upon, if his interest then exist, or that the first meeting of the Directors after the acquisition of his interest, and that no Director shall, as a Director, vote in respect of any

## EXECUTIVE LAW

contract or arrangement in which he is so interested; and if he does, his vote shall not be counted. A contract or arrangement entered into with any Director or company in which and Director has an interest must be unanimously approved by the other Directors of the Bank. A contract or arrangement entered into with any Director or any company, in which any Director has an interest without the Board's having been informed of such interest in the manner above provided shall be voidable by the bank, at the option of the Bank.<sup>320</sup>

### **§ 65.12. Officers to be Bonded.**

As security for the faithful performance of the duties of his office, each Officer of the Bank shall give a bond in a sum, not less than ten thousand dollars, to be specified by the board of Directors in each case.<sup>321</sup>

### **§ 65.13. Escrow Fund Account.**

The Bank is authorized to maintain as Escrow Fund Account for holding payments by borrowers for mortgage insurance premium concerned with borrower loans, property taxes and assessments and other charges and fees incurred by the borrower. The Bank will pay the obligations related to the payments from the Escrow Fund as required.<sup>322</sup>

### **§ 65.14. By-Laws and Regulations.**

The Bank shall be governed by bylaws and regulations adopted by the Board of Directors.<sup>323</sup>

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320 *Prior legislation: L. 1971-72.*

321 *Prior legislation: L. 1971-72.*

322 *Prior legislation: L. 1971-72.*

323 *Prior legislation: L. 1971-72.*

## EXECUTIVE LAW

### **§ 65.15. Annual Audit.**

The account of the Bank shall be audited annually by the Auditor General of the Republic of Liberia or his designee.

### **§ 65.16. Annual Report.**

The Board of Directors shall prepare a report annually of its operations and activities, including the Bank's operation and financial conditions. The report shall be submitted to the Minister of Finance and copies shall be kept on file.<sup>324</sup>

### **§ 65.17. Reserves.**

The Bank shall maintain reserves for the purpose of meeting obligations and losses. The amount of reserves shall be specified by the Minister of Finance.<sup>325</sup>

### **§ 65.18. Exemption from taxation.**

The Bank, its property, other assets, income, and the operations and transactions it carries out under this Chapter shall be exempt from all taxation and from customs duties.<sup>326</sup>

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324 *Prior legislation: L. 1971-72.*

325 *Prior legislation: L. 1971-72.*

326 *Prior legislation: L. 1971-72.*



EXECUTIVE LAW

**§ 65.19. How Chapter may be cited.**

This Chapter may be cited as "The National Housing and Savings Bank Act of 1976."<sup>327</sup>

***Chapter 66. CIVIL SERVICE AGENCY***<sup>\*328</sup>

AN ACT REPEALING THE PUBLIC EMPLOYMENT LAW AND  
AMENDING THE EXECUTIVE LAW TO CREATE A CIVIL  
SERVICE AGENCY

*It is enacted by the Senate and House of Representatives of the  
Republic of Liberia, in Legislature assembled:*

**§ 1.** Title 30 of the Liberian Code of Laws of 1956 entitled "Public Employment Law" as amended through the Fourth Regular Session of the Forty-Fifth Legislature is hereby repealed and the New Executive Law, passed and approved May 11, 1972, is hereby amended by adding thereto a new chapter to be Chapter 66 to read as follows:

***CHAPTER 66. CIVIL SERVICE AGENCY.***

- § 66.1. Civil Service Agency established
- § 66.2. Purpose of the Agency
- § 66.3. Duties, functions and responsibilities of the Agency
- § 66.4. Personnel of the Agency

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<sup>327</sup> *Prior legislation:* L. 1971-72.

<sup>328</sup> Approved July 19, 1973, published October 23, 1973.

## EXECUTIVE LAW

- § 66.5. Duties of the Director-General of Civil Service
- § 66.6. Duties of the Deputy Director General of Civil Service
- § 66.7. Duties of the Assist. Director General of Civil Service
- § 66.8. Administrative organization of the Agency
- § 66.9. Functions of the Recruitment, Examination and Certification Division
- § 66.10. Functions of the Position Classification, Salary Scale and Promotion Division
- § 66.11. Functions of the Personnel Records and Research Division
- § 66.12. Functions of the Retirement and Pensions Division
- § 66.13. Functions of the Administrative Division
- § 66.14. Applicability of the Civil Service Agency Act
- § 66.15. Exemptions from the civil service
- § 66.16. Establishment of civil service grades and categories
- § 66.17. Eligibility for admission to, promotion and transfer in the civil service
- § 66.18. Disqualification for examination
- § 66.19. Civil service examination
- § 66.20. Filling of vacancies
- § 66.21. Examining Boards
- § 66.22. Penalty for influencing results of examinations
- § 66.23. Board of Appeal
- § 66.24. Establishment of Examining Committee; method of appeal
- § 66.25. Functions of Examining Committee
- § 66.26. Compensation plan
- § 66.27. Vacation leave
- § 66.28. Sick leave
- § 66.29. Leave
- § 66.30. Leave with pay
- § 66.31. Study leave
- § 66.32. Reporting of leave

## EXECUTIVE LAW

- § 66.33. Employee training
- § 66.34. Resignation
- § 66.35. Layoff
- § 66.36. Suspension
- § 66.37. Demotion
- § 66.38. Dismissal
- § 66.39. Rules and regulations

### **§ 66.1. Civil Service Agency established:**

There shall be established in the Executive Branch of Government an Agency to be known as the "Civil Service Agency". Provisions for salaries of its officers and employees and for other expenses of its operation shall be included in the Annual Appropriations Act. The Civil Service Agency shall be independent of all other Ministries and Agencies of Government and reports concerning its operation shall be rendered to the President.

### **§ 66.2. Purpose of the Agency.**

The purpose of the Civil Service Agency is to increase the efficiency of the Public Service and to secure for deserving employees a reasonable tenure of office and an opportunity for advancement according to merit and seniority and to place the personnel employed by Government on a competitive merit system.

### **§ 66.3. Duties, functions and responsibilities of the Agency.**

Except as otherwise provided herein, the Civil Service Agency shall have the following duties, functions and responsibilities:

- (a) To recruit, examine, classify, certify and place all Civil Servants; provided, however, civil servants under category A,

## EXECUTIVE LAW

Section 66.14 shall be only subject to classification but not to recruitment, examination and certification for employment.

(b) To keep an accurate and up-to-date record of every individual employed in the Civil Service system.

(c) To establish, with the approval of the President, a classification plan in accordance with the provisions of this Act based on the duties, responsibilities, and nature of work in the Government Service, and to ensure the continued maintenance and administration of the classification plan.

(d) To issue, with the approval of the President, rules and regulations setting forth the conditions of employment for all Civil Servants.

(e) To protect the interests and rights of Civil Servants through the objective administration and enforcement of the provisions of this Act and any rules and regulations promulgated thereunder.

(f) To formulate and establish effective liaison between the Civil Service and the National Social Security Agency.

(g) To maintain a record of all Personnel Action Notices of all Civil Servants to ensure that the person so employed is a classified Civil Servant.

(h) To establish and maintain Eligibility Lists of all Civil Servants.

(i) To conduct research and studies designed to improve the Service.

EXECUTIVE LAW

**§ 66.4. Personnel of Agency.**

The President, by and with the advice and consent of the Senate, shall appoint as head of the Civil Service Agency a Director-General of Civil Service who shall hold office at the pleasure of the President. In addition, he shall appoint with the advice and consent of the Senate a Deputy Director-General and such Assistant Director-Generals as may be necessary for the effective operation of the Agency. Other employees necessary for the efficient operation of the Agency shall be recommended by the Director-General for approval and appointment by the President.

**§ 66.5. Duties of the Director-General of Civil Service.**

- (a) To supervise and direct the administration of the affairs of the Agency, under the direction of the President.
- (b) To submit to the President for transmission to the regular session of the Legislature, an annual report in writing giving an account of all moneys received and disbursed by him and the Agency, describing the work done by the Agency during the preceding year, and make any recommendations deemed necessary for the more effectual accomplishment of the purposes of the Agency.
- (c) To specify the duties of the officers of the Agency whose functions are not stated in this Act.
- (d) To discharge such other duties as the President may from time to time prescribe.

EXECUTIVE LAW

**§ 66.6. Duties of the Deputy Director-General of Civil Service.**

The Deputy Director-General shall be the principal assistant to the Director-General and shall perform such specific duties as may be delegated to him by the Director-General. In the event of disability, death, resignation or removal from office of the Director-General of Civil Service, the Deputy Director-General shall succeed to the duties of the Director-General of Civil Service until the Director-General shall return or until a successor is appointed. The Deputy Director-General may, at the discretion of the Director-General, sit as Chairman of Examining Boards whenever they are in session.

**§ 66.7. Duties of the Assistant Director-General of Civil Service.**

The Assistant Director-General shall be responsible for Personnel Administration in the Agency and may be assigned any other duty at the discretion of the Director-General.

**§ 66.8. Administrative Organization of the Agency.**

The Civil Service Agency shall consist of, but shall not be limited to the following Divisions:

- (a) Recruitment, Examination and Certification
- (b) Position Classification, Salary Scale and Promotion
- (c) Personnel Records and Research
- (d) Retirement and Pensions
- (e) Administrative

**§ 66.9. Functions of the Recruitment, Examination and Certification Division.**

The duties of this Division shall include but not be limited to:

## EXECUTIVE LAW

Devising suitable aptitude and forms of tests and examination for both entrance and promotional levels for all classifications of work in the Civil Service; Conduct periodic examinations and tests throughout the Country; Ensure that classified eligible lists are maintained, and to conduct a recruiting program which has as its prime objective the attraction of qualified persons in each and every class and area of the Civil Service.

### **§ 66.10. Functions of the Position Classification, Salary Scale and Promotion Division.**

It shall be the function of this Division to maintain both the classification and the salary plans by constant review and where necessary, revision. This Division shall be responsible for conducting periodic comparative salary studies. It shall also take what action is required in respect of promotion.

### **§ 66.11. Functions of the Personnel Records and Research Division.**

Functions of the Personnel Records and Research Division shall be the maintenance of personnel history records of all classified Government Employees and all classified positions in the Government and to conduct all research necessary for the operation of the Agency.

### **§ 66.12. Functions of the Retirement and Pensions Division.**

It shall be the function of this Division to establish and maintain proper record to assist the National Social Security [and Welfare Corporation] to administer the National Social Security Scheme.

EXECUTIVE LAW

**§ 66.13. Functions of the Administrative Division.**

The functions of this Division shall include, but not be limited to the administration of the internal affairs of the Agency, including maintenance of budget and personnel records of the Agency itself.

**§ 66.14. Applicability of the Civil Service Agency Act.**

Except as hereinafter provided in 66.15, this Act shall be applicable to all Officials and employees in the employ of the Liberian Government, or hereafter created, of whatever function or designation, compensated by fixed salary. The following Categories of Civil Servants are established: GENERAL, CLERICAL, LAW ENFORCEMENT AND SECURITY OFFICERS, PROFESSIONAL, FISCAL AND ADMINISTRATIVE. The established Categories shall include but not be limited to:

**A. GENERAL**

- (a) Bailiffs
- (b) Messengers
- (c) Chauffeurs
- (d) Caretakers
- (e) Matrons
- (f) Janitors

**B. CLERICAL**

- (a) General Clerical
- (b) Clerks of Court
- (c) Office Equipment Operators
- (d) Supply Officers
- (e) Customs and Revenue Officer



## EXECUTIVE LAW

- (f) Purchasing Officers
- (g) Record Clerks

### **C. FISCAL**

- (a) Collectors of Customs
- (b) Collectors of Internal Revenues
- (c) Bookkeepers

### **D. PROFESSIONAL**

- (a) Engineers
- (b) Educators
- (c) Medical Doctors
- (d) Social and Natural Scientists
- (e) Lawyers
- (f) Auditors
- (g) Accountants
- (h) Librarians
- (i) Social Workers
- (j) Career Foreign Service Officers
- (k) Nurses
- (l) Artisans and Craftsmen.

### **E. ADMINISTRATIVE**

- (a) Administrative Assistants
- (b) Executive Secretaries
- (c) Directors
- (d) Assistant Directors
- (e) Chief Clerks

### **§ 66.15. Examinations from the Civil Service.**

Those exempted from the Civil Service Agency Act are as follows:

EXECUTIVE LAW

- (a) Members of Legislature
- (b) Other elected Officials
- (c) Justices of the Supreme Court
- (d) Judges of subordinate courts
- (e) All appointed members of Boards and Commissions
- (f) Cabinet Ministers
- (g) Deputy Cabinet Ministers
- (h) Assistant Cabinet Ministers
- (i) Heads of Autonomous Agencies and Bureaux
- (j) Ambassadors
- (k) County Superintendents
- (l) Territorial Superintendents
- (m) County, Territorial and other Commissioners
- (n) Sheriffs
- (o) All Commissioned and Non-Commissioned Officers and enlisted men of the Regular Armed Forces
- (p) Law Enforcement & Security Officers
- (q) All contract employees of Government

**§ 66.16. Establishment of Civil Service Grades and Categories.**

The following Civil Service Grades and Categories are established:

<u>Category</u>	<u>Grade</u>
General	1 - 4
Clerical, Law Enforcement and Protective Officers	5 - 9
Fiscal, Professional and Administrative	10 - 25

**§ 66.17. Eligibility for Admission to, Promotion and Transfer in the Civil Service.**

Any person of Liberian citizenship, either sex, of good character, who

## EXECUTIVE LAW

is not less than 17 years of age and who is not disqualified under Section 20 hereof may enter the Civil Service by examination.

No person shall be admitted to the Civil Service or certified as eligible for original appointment unless he/she shall have passed a competitive examination.

No Civil Servant shall receive permanent promotion in a higher class of the Civil Service than that occupied unless he shall have established fitness for such promotion by competitive examination. A Civil Servant may be transferred from one ministry/agency/ bureau to another without an examination provided that the grade he is transferring to is the same as the one he is leaving.

### **§ 66.18. Disqualification for Examination.**

The Director-General of Civil Service shall refuse to accept for examination applicants disqualified by reasons of:

- (a) Dismissal from Public Service for delinquency with six months preceding the date of application for the examination.
- (b) Physical or mental unfitness for the position for which the examination is to be given:
- (c) Criminal conviction for crimes involving moral turpitude, infamous and dishonest conduct.
- (d) Intentionally making a false statement in respect of any material fact, or practicing any fraud or deception in securing the examination.

## EXECUTIVE LAW

### **§ 66.19. Civil Service Examination.**

Civil Service Examinations shall be both written and oral. Examinations for admission to the Civil Service shall be theoretical and practical in character and framed for the purpose of testing the fitness of applicants for public service and the position for which application is sought.

Civil Service examination shall be held on the 2nd Monday in December, March, June and September of each year and shall be continued from day to day until completed. Such examinations shall be held principally in Monrovia. However, the Director-General of Civil Service is authorized to hold examinations once each year at Harper, Greenville, Buchanan, Robertsport, Voinjama, Gbarnga, Sanniquellie and Zwedru, as and when necessary.

Rating in Civil Service Examinations shall be on the scale of 100%. All competitors rated at 75% or more in each subject shall be eligible for an appointment, promotion, or transfer, and their names shall be listed in order of rating.

### **§ 66.20. Filling of Vacancies.**

All vacancies in the Civil Service shall be filled by original appointments, promotional appointments, provincial appointments, re-employment, or transfer. Whenever a vacancy in a position in the Civil Service is to be filled, the Administrative Head shall indicate by written request whether the position is regular or temporary. If the position is regular, he may request that the position be filled by original appointment, promotional appointment, re-employment, or transfer.

EXECUTIVE LAW

**§ 66.21. Examining Boards:**

The Director-General of Civil Service is authorized to request heads of ministries, bureaux or agencies to designate suitable representatives to serve on Examining Boards. In addition, when examinations are being conducted for positions in a particular ministry or agency, the Director-General of Civil Service is authorized to request the heads of such ministry or agency to designate such representatives of the ministry/bureau or agency as may be necessary to assist in devising, administering and grading such tests or examinations.

**§ 66.22. Penalty for influencing results of examinations.**

No person employed in the Civil Service Agency shall aid or discredit either directly or indirectly any person who has taken an examination, by falsely marking, grading, estimating or reporting the examination.

Any officer or employee of the Civil Service Agency or persons temporarily assigned to the Agency as examiners who shall be found guilty of violating this section shall be summarily dismissed.

**§ 66.23. Board of Appeal.**

*(a) Establishment of the Board of Appeal.*

There shall be established a Board of Appeal.

*(b) Functions of the Board.*

It shall be the duty of the Board of Appeal to hear all appeals from decisions of the Examining Committee hereinafter established, arising out of any action affecting employee status, or grievances arising out of the conditions of employment of any

EXECUTIVE LAW

employee or any other matter affecting his welfare.

*(c) Composition of the Board.*

The Board shall consist of seven members, including the Director-General, a decision by a majority of whom shall be final in all matters of Appeal except in cases of dismissal which shall be subject to approval by the President. The President shall appoint as members of the Board the following:

Two Cabinet members  
One Educator  
Two Lawyers  
The Director-General of Civil Service  
One Senior Civil Servant

The President shall designate the Chairman of the Board.

*(d) Eligibility for Membership.*

No member of the Board shall hold an elective Public Office.  
All members of the Board shall be Liberian Citizens.

**§ 66.24. Establishment of Examining Committee; Method of Appeal.**

There is hereby established a Committee to be known as the Examining Committee of the Board of Appeal. The Examining Committee shall consist of three persons who shall include the Director-General as the permanent member and two other members of the Board of Appeal to be designated by the Board from time to time. No person shall serve on the Committee to examine an appeal affecting his Ministry/Bureau/Agency. If the matter being heard involves the

## EXECUTIVE LAW

### **§ 66.31. Study leave.**

Any Civil Servant designated by his Ministry/Agency/Bureau to pursue a course of study which would enable him to better perform his duties upon his return should, with the approval of the President, be granted Study Leave which shall include full salary for a maximum period of 6 (six) months and ½ (one-half) salary for over 6 (six) months, and in no case will any portion of the salary be continued after a maximum period of 24 months. If he refuses to return to the ministry which designated him, he shall be required to return his salary to Government for the period received even though he might be working for another Government Agency, unless approved by the designating Ministry or Agency. The Civil Servant shall be required to file an appropriate bond.

### **§ 66.32. Reporting of leave.**

All leave taken by classified Civil Servants shall be reported to the Civil Service Agency on a quarterly basis. All agencies shall keep records of Classified Civil Servants and report to the Civil Service Agency quarterly on forms to be provided by the Civil Service Agency.

### **§ 66.33. Employee training.**

In order that employees may perform their work more efficiently and that they may be able to qualify for positions of increasing difficulty and responsibility, the Director-General of Civil Service may develop and prescribe training programs or refresher courses for persons in the Civil Service. Employees' participation in programs shall be on a voluntary basis and training meetings and courses may be held on employees' own time or, with the approval of appointing authorities,

## EXECUTIVE LAW

during official working hours.

### **§ 66.34. Resignation.**

Any employee in good standing wishing to leave the Civil Service shall file with his Administrative Head at least one month before leaving, a written resignation stating the date the resignation shall become effective and the reason for leaving. Failure to comply with this procedure may be considered cause of denying such employee future employment by the Government. Unauthorized absence from work for a period of fourteen consecutive days may be considered by the Administrative Head as a resignation. Ministry heads shall forward a certified copy of every notice of resignation to the Civil Service Agency as early as possible.

### **§ 66.35. Layoff.**

The Administrative Head of any Ministry, Bureau or Agency may lay off an employee in the Civil Service whenever such action is made necessary by reason of shortage of work or funds, the abolition of a position, or because of changes in organization. However, no regular employee shall be laid off while there are temporary, provisional or probationary employee serving in the same class of position in the ministry or agency for which the regular employee is eligible and available. The Director-General of Civil Service shall prescribe procedures whereby layoff may be accomplished, which procedures shall include a consideration of length of service and level of performance. The name of the employee laid off for any of the above reasons shall be placed on a re-employment list for a period of one year. If the position is recreated, the employee shall be reappointed according to his position on the reemployment list, or the Civil Service Agency might find a comparable position for him elsewhere.



## EXECUTIVE LAW

### **§ 66.36. Suspension.**

The Administrative Head may suspend a regular employee without pay for disciplinary reasons. Such suspension shall not exceed 30 days in any-one calendar year. A written statement of the reason for the suspension shall be submitted to the Director-General of Civil Service and to employee affected in each case, such report to be submitted within 48 hours of the time the suspension becomes effective.

### **§ 66.37. Demotion.**

An Administrative Head may demote an employee for inefficient performance of his duty. A written statement of reasons for the demotion shall be submitted to the Director-General of Civil Service and to the employee affected in each case, such statement to be submitted prior to the effective date of the action.

### **§ 66.38. Dismissal.**

Any regular employee may be recommended for dismissal by the Head of any Ministry, Bureau or Agency with approval of the President but a written statement of reasons for the dismissal shall be submitted to the Civil Service Agency and to the employee affected in each case at least one month prior to the effective date of such dismissal or one month's payment in lieu of notice.

### **§ 66.39. Rules and Regulations.**

The Director-General is, subject to the approval of the President, hereby authorized to issue rules and regulations for the effective implementation of this Act.

EXECUTIVE LAW

**Chapter 66. AGRICULTURAL AND COOPERATIVE  
DEVELOPMENT BANK\*<sup>329</sup>**

DECREE BY THE PEOPLE'S REDEMPTION COUNCIL OF THE  
ARMED FORCES OF THE REPUBLIC OF LIBERIA TO AMEND  
THE NEW EXECUTIVE LAW TO CREATE AN  
AGRICULTURAL AND COOPERATIVE DEVELOPMENT BANK

WHEREAS, in furtherance of the Policy of the Government of the  
Republic of Liberia to promote integrated rural development through  
balanced regional planning by:

- (a) the development of its rural economy through the building of  
appropriate institutions;
- (b) providing incentives for the flow of private investment capital  
into the agricultural sector;
- (c) facilitating the creation of a climate favourable to integrated rural  
development;
- (d) developing the land and human resources in the rural areas;
- (e) increasing the productive capabilities for the resources in the rural  
area; and
- (f) generating economic development activities in the rural areas with  
a view of providing additional employment and higher living  
standards for the rural people; and

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329 \*People's Redemption Council (PRC) decree no. 78, amending the previous Chapter  
66 of the new Executive Law, approved November 1, 1976, published December 23, 1976.

## EXECUTIVE LAW

Director-General or any other member of the Committee, he shall recuse himself and another member of the Board shall be appointed in his stead.

### **§ 66.25. Functions of Examining Committee:**

The Examining Committee of the Board of Appeal shall first hear the appeals of a Civil Servant who feels that his suspension or dismissal is in violation of the Civil Service Law. If either party is dissatisfied with the ruling of the Examining Committee, he may appeal to the Board of Appeal.

### **§ 66.26. The Compensation plan.**

The salary scale for all classes of positions held by civil servants shall be reflected in the annual budget based upon the projected revenue intake.

### **§ 66.27. Vacation leave.**

Each full time Civil Servant shall accumulate vacation leave with pay at the rate of three working weeks per full year's service. Vacation with pay will not be scheduled during an employee's first year of service in the Civil Service. Vacations shall be scheduled by the Administrative Head so as to meet the operating requirements of the ministry or agency concerned and the seniority and preference of employees. Vacation leave shall not be cumulative.

### **§ 66.28. Sick leave.**

Sick leave with pay for all full-time Civil Servants may be granted for a period not exceeding fifteen days in any calendar year. Sick leave may be granted only for absence from duty because of personal illness

## EXECUTIVE LAW

or legal quarantine.

Additional sick leave may be granted in excess of the 15 days mentioned above but without pay. In case the civil servant has to receive extensive medical attention sick leave may be granted for a period of not more than 60 days with pay but such requests for sick leave must be accompanied by a medical certificate from a recognized medical doctor showing that physical incapacity of the civil servant warrants sick leave for the extended period.

Employees claiming sick leave in excess of two working days are required to file a certificate from a physician stating the nature of the sickness or injury and that the employee has been incapacitated to perform his duties. Claiming sick leave when physically fit shall be cause for dismissal.

### **§ 66.29. Maternity leave.**

An Expectant mother shall be granted 60 days leave of absence with full pay to commence before and expire after confinement or 90 days leave on the recommendation of the attending physician subject to concurrence by a medical designee of the Ministry of Health and Social Welfare where such concurrence is deemed necessary. Such leave shall be separate and distinct from any other to which she may be entitled by virtue of her position in the Service.

### **§ 66.30. Leave with pay.**

Attendance of official meetings and conferences approved by the appropriate official of Government where the good of the Government service is involved shall be considered as time on duty within the meaning of this rule except that such attendance at meetings and conferences abroad must be approved by the President.

## EXECUTIVE LAW

It being the desire of the Government of the Republic of Liberia to establish a permanent institution to:

- (a) provide short, medium and long-term credit to individual farmers either directly or through Co-operatives or other farmers' organizations to facilitate the investment of capital for productive purposes;
- (b) encourage development of Co-operatives, or other farmers' organizations at the county, district, and village levels;
- (c) provide credit for marketing output, and increasing the supply of inputs for the rapidly growing agricultural sector;
- (d) promote the establishment of agricultural enterprises to generate additional production in the rural areas to meet the growing consumption requirements of the urban sector, and for exports; and
- (e) mobilize savings in the rural areas; and

WHEREAS, it is necessary to establish a Bank for Agricultural and Cooperative Development for these purposes;

It is hereby decreed by the People's Redemption Council of the Armed Forces of Liberia, as follows:

§ 1. The New Executive Law is hereby amended by adding thereto a new chapter to be entitled Chapter 66, to read as follows:

### ***Chapter 66.* THE AGRICULTURAL AND COOPERATIVE DEVELOPMENT BANK**

#### §66.1. Definition

## EXECUTIVE LAW

- §66.2. Establishment
- §66.3. General Provisions
- §66.4. Purposes
- §66.5. Powers
- §66.6. Capital Stock
- §66.7. Shares to be subscribed for before commencement of Business
- §66.8. Voting and Quorum
- §66.9. Management
- §66.10. Quorum and Affirmative Vote of the Board
- §66.11. Executive Committee of the Board
- §66.12. Bylaws of the Bank
- §66.13. Rights of Directors
- §66.14. Appointment of Chief Executive Officer
- §66.15. Government Guarantee
- §66.16. Prohibited operation of the Bank
- §66.17. Annual Audit
- §66.18. Declaration of Fidelity and Security
- §66.19. Exemption from Taxation
- §66.20. How Chapter may be cited

### **§ 66.1. Definitions.**

In this Act, unless the context otherwise requires:

- (a) "Agriculture" includes the raising of crops, horticulture, forestry, fishery, animal husbandry, bee-keeping and other agriculturally based enterprises;
- (b) "Agriculturalist" means any person engaged in agriculture, farming or in the development of agriculture or agricultural produce, or in the storage, warehousing, marketing or processing of agricultural produce;

EXECUTIVE LAW

- (c) "Bank" means the Agricultural and Cooperative Development Bank;
- (d) "Board" means the Board of Directors of the Bank;
- (e) "Chairman" means the Chairman of the Board of Directors;
- (f) "Bylaws" means the Bylaws of the Bank;
- (g) "Co-operative Society" means a Society registered under Title 5, Chapter 42 of the Liberia Code of Laws Revised of 1976 or under any cooperative society laws then in force at the time of registration;
- (h) "County Branch Office" means the Branch Office of the Bank established in a county;
- (i) "County Co-operative Federation" means the Federation of the District Co-operative Societies in a county;
- (j) "Director" means one of a body of persons chosen to control or govern the affairs of the Bank;
- (k) "Executive Committee" means the Executive Committee of the Bank;
- (l) "Farmers Association" means an Association of Farmers;
- (m) "Government" means the Government of the Republic of Liberia;
- (n) "Immovable Property" means any property which by its nature, destination, or object to which it is applied, cannot move

## EXECUTIVE LAW

itself, or be removed;

(o) "Movable Property" means personal as opposed to real property;

(p) "President" means the chief executive officer of the Bank;

(q) "Minister" means the Minister of Agriculture;

(r) "Minister of Finance" means the Chief Finance Officer of the Republic of Liberia;

(s) "Prescribed" means prescribed by Bylaws, rules or regulations made under this Act;

(t) "President of Liberia" or "Head of State" means the Chief Executive of the Republic of Liberia.

### **§ 66.2. Establishment.**

There is hereby created a corporation to be known as the Agricultural and Cooperative Development Bank, hereinafter referred to as the "Bank".

### **§ 66.3. General provisions.**

The principal office of the Bank shall be located in Monrovia, and the Board of Directors, when necessary, shall establish branch offices or agencies of the Bank within the Republic or outside the territorial limits of the Republic. The Bank shall have perpetual existence and common goal. Whenever consistent with the purpose of this Chapter and not provided for herein or in the by-laws or any regulation of the Bank, provisions of the Liberian Business Corporation Act and



## EXECUTIVE LAW

Financial Institutions Act or in the alternative, the provisions of the national bank Act, shall apply.<sup>330</sup>

The Bank shall have power to:

1. Sue and be sued, plead or be impleaded in its own name;
2. Acquire, hold and dispose of property, whether moveable or immovable;
3. Enter into contracts and issue obligations as may be expedient;
4. Exercise all powers specifically granted it by provisions of this Act and such incidental or implied powers as shall be necessary to carry out the powers so granted;
5. Encourage and promote agricultural related activities generally, and to this end the Bank may purchase or subscribe to shares of any company or body corporate engaged in agricultural related activities.<sup>331</sup>

### **§ 66.4 Purposes.**

The purposes of the Bank shall be:

1. To provide financing in the form of short, medium and long-

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330 The wording of the section was done by amendment to Chapter 66 of the Executive Law, approved July 31, 1989 and published, August 18, 1989.

331 The provisions of sub-section 5 were added by amendment to Chapter 66 of the Executive Law, approved July 31, 1989, published August 18, 1989.

## EXECUTIVE LAW

term loans to individuals, farmers' cooperatives or farmers' organizations to facilitate the establishment of agricultural enterprises and the development of rural industries in Liberia;

2. To encourage and promote the development of cooperatives, farmers' organizations, cottage industries as well as mobilize savings in the rural areas;

3. To provide credit and such other facilities as shall be conducive to the development of training in the rural agricultural economy;

4. To render technical advice and assistance to individuals, farmers cooperatives and farmers' organizations, conduct research on agricultural credit, marketing or agricultural products and co-operative societies engaged in agriculture, provide training facilities for farmers and co-operatives and assist in the promotional work in organizing and establishing co-operative societies.

### **§ 66.5. Powers.**

The Bank is hereby authorized to exercise all or any of the following powers:

1. To do, conduct and carry on the business of banking, to grant short medium and long-term loans and advances for the development of agricultural enterprises, and cottage industries to individuals, agriculturalists, farmers' associations and co-operative societies; to accept money on deposit and maintain accounts, borrow money for the purposes of the Bank's business against the security of its assets or otherwise, issue and sell bonds and debentures of the Bank and generally provide banking facilities for the rural agricultural economy;

## EXECUTIVE LAW

2. To finance the purchase of goods, agricultural machinery, implements and equipment, fertilizers, insecticides and pesticides and other chemical materials used in agriculture as well as to act as agent for any organization for such goods;
3. To loan or advance the funds of the Bank and accept such security as shall be acceptable to the Board;
4. To invest its funds in such securities and in such manner as may from time to time be determined by the Board including the subscribing to the debentures of any body corporate concerned with agriculture or cottage industries or the financing of agriculture or cottage industries;
5. To acquire, own and dispose of within and without the Republic, upon such terms and conditions and for such consideration as the Directors of the Bank shall determine to be reasonable through purchase, exchange, discount, rediscount, public or private sale, negotiation, assignment, exercise or option or conversion rights, or any property, real, personal, mixed, tangible, reasonably required for its business, including, but not limited to, mortgages, bonds, debentures (including convertible debentures), stock options and contingent or variable, interest bonds, liens, pledges and other collateral or security, contracts, claims currencies, notes, drafts, bills of exchange, acceptances (including Banker's acceptances), cable transfers and all other evidences of indebtedness or ownership (it being understood that equity securities may not be directly purchased or otherwise acquired) and guarantee payment against any instrument above specified;
6. To take over, with the prior approval of the Board, the

## EXECUTIVE LAW

business, including assets and liabilities of any other agricultural financing institution which have heretofore been established for the purpose of promoting investment in agricultural and Co-operatives, and to make direct investments in cooperatives and establish subsidiaries and/or invest in other Corporations engaged in agricultural related activities.<sup>332</sup>

7. To enter into, perform and modify contracts, leases, agreements, or other transactions, on such terms as may be deemed appropriate, with any agency of instrumentality of the Government of the Republic, with any foreign government agency, with any international body, or agency, instrumentality or financial institution, or with any person, partnership, association, corporation, organization, or other entity, public or private, single or in combination;

8. To collect or compromise any obligation assigned or held by and enforce any legal or equitable rights accruing to the Bank, and generally to deal with any right, title or interest in any property, movable or immovable which may be the Bank security for any advance or loan which may be connected with any such security;

9. To accept and use gifts of donation of services and funds or property (real, personal or mixed, tangible or intangible);

10. To facilitate the activities of institutions actively engaged in the development of agriculture and ancillary enterprises including assisting in the setting up of supply and consumer services and cooperative societies as well as providing marketing

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<sup>332</sup> Sub-section 6 of section 66.5 was expanded as appears by amendment to the Executive Law, approved July 31, 1989, published August 18, 1989.

## EXECUTIVE LAW

intelligence services;

11. To open deposit accounts with any bank or trust company;

12. The Board may from time to time at their discretion borrow any sum or sums of money for the purpose of the Bank within the limitation fixed in the Bylaws of the Bank, and to this end, execute and issue its bonds, debentures or other obligations, including demand notes and evidence of indebtedness payable at a specified time, in such form, whether secured or unsecured, in such manner and subject to such terms or redemption with or without premium, and to sell the same by public or private sale for such prices as may be determined by the directors;

13. The Bank shall require, and as far as possible, ensue that a loan is spent for the purpose for which it is made, and if this requirement is not complied with by the borrower, the Bank may require the repayment of the loan forthwith;

14. Notwithstanding any agreement to the contrary, the Bank may by notice require any borrower to pay forthwith his debt to the Bank in full if;

(a) he has failed to comply with any provisions of the agreement under which the relevant loan, advance or credit has been granted;

(b) false or misleading information has been given in the application for a loan, advance or credit, or in any other statement or communication made in connection with the loan, advance or credit granted to him;

(c) the property mortgaged, hypothecated or assigned to the

## EXECUTIVE LAW

Bank as security for the loan, advance or credit is not kept in proper condition to the satisfaction of the Bank, or its value as estimated by the Bank has depreciated by more than twenty percent, and further security for the satisfaction of the Bank is not given within the time specified by the Bank;

(d) without the permission of the Bank any property pledged, or mortgaged, hypothecated or assigned to the Bank is leased or rented to a third party or is in any way changed, disposed or removed from the place where it was at the time the loan, advance or credit was granted.

15.1 Where any borrower who is liable to the Bank under any agreement, makes default in repayment or otherwise fails to comply with the terms of his agreement with the Bank, such default or failure not being due to natural calamity, the Bank may, subject to its rules take over the management of the business of the borrower, sell and realize any property pledged, mortgaged, hypothecated or assigned by the borrower to secure his liability to the Bank after the due process of law;

15.2 Subject to the prior claim of the Government for taxes, any debt or liability owed to the Bank by any borrower as specified in sub-section (1) of this section, shall be a first charge;

(a) upon any crop or other agricultural produce raised or goods processed or manufactured in whole or in part by means of the loan, advance or credit obtained from the Bank by the borrower; and

(b) Upon any cattle, fodder cattle, agricultural or industrial implements or upon workshops, machinery, stores or places of business purchased by such borrower in whole or in part

## EXECUTIVE LAW

with the proceeds of such loan, advance or credit.

15.3 Sums due from a co-operative society and recoverable under sub-section (1) of this section may be recovered in accordance with the provisions of the law in force relating to the recovery of such sums.

16. To issue long-term investment certificates, the interests on which shall be exempt from all taxes whatsoever; provided, the investment shall be for a period of not less than two years.

17. To take any and all actions determined by the directors to be necessary or desirable in dealing with or realizing any transaction or operation beneficial to the Bank and generally to do all such acts and things as may be necessary, incidental or conducive to the attainment of the objects of the Bank.

### **§ 66.6. Capital Stock.**

(a) The initial authorized capital stock of the Bank shall total Five Million (L\$5,000,000.00) in Liberian Dollars divided into Fifty Thousand (50,000) voting common shares having a par value of One Hundred (\$100.00) Liberian Dollars each. The capital stock shall be subscribed and held by the Liberian Government, Federation of Cooperative Societies, Liberia Credit Union National Association, Liberian Produce Marketing Corporation, or by any other interested parties, local or foreign, in the proportion of 65%, 10%, 10%, and 15% respectively.

(b) Notwithstanding the provision of Section 66.6 (a), the Government of Liberia may purchase the entire Capital Stock but shall surrender same to the Statutory Shareholders upon demand and payment for same to Government.

## EXECUTIVE LAW

### **§ 66.7. Share to be subscribed for before commencement of business.**

The Bank shall not transact any business until One Million Seven Hundred Fifty Thousand (\$1,750,000) Dollars of its capital stock shall have been subscribed to and paid-up.

### **§ 66.8. Voting and quorum.**

At any meeting of the shareholders, each shareholder entitled to vote and shares on any matter to be voted upon at such meeting shall be entitled to one vote on such matter for each such share and may exercise such voting right either in person or by proxy, and at all meetings of shareholders, there must be present either in person or by proxy, shareholders of record holding at least a majority of the share issued and outstanding and entitled to vote at such meeting in quorum is present, the majority of those share present, either in person or by proxy, shall have power to adjourn the meeting and to authorize the directors to call a future meeting with the same agenda within fourteen (14) calendar days. At such subsequent meeting, the majority of those shares present shall constitute a quorum.

### **§ 66.9. Management.**

The general direction and control of the affairs and business of the Bank shall be vested in a Board of Directors which shall consist of nine directors including the Minister who shall be Chairman of the Board and the President of the Bank. One Director shall each be appointed by the Ministries of Agriculture, Finance, Planning and Economic Affairs, and Internal Affairs, the National Federation of Co-operative Societies, the Liberia Credit Union National Association, the Liberian Produce Marketing Corporation. In discharging its



## EXECUTIVE LAW

functions, the Board shall act on commercial considerations but with due regard to Government's policy of agricultural, rural and social development, and the development of co-operatives. The directors other than the President shall serve non-current terms of three years and shall be eligible for reappointment.

### **§ 66.10. Quorum and affirmative vote of the Board.**

A majority of the directors shall constitute a quorum for any meeting of the Board of Directors. Any Board action to be valid must receive the affirmative vote of the Board shall mean a simple majority of the directors present.

### **§ 66.11. Executive Committee of the Board.**

There shall be an Executive Committee which shall exercise such powers and deal with such matters as are specified in the By-Laws or delegated to it by the Board and the minutes of every meeting of the Executive Committee shall be submitted to the Board at its meeting next following the meeting of the Committee. The Executive Committee shall consist of five (5) members, including the Chairman, the Minister of Finance and the President of the Bank. Three (3) members of the said Committee shall constitute a quorum.

### **§ 66.12. By-Laws of the Bank.**

The Board shall, as early as possible, adopt Bylaws not inconsistent with the provisions of this or any other law to provide for matters not provided herein. Bylaws shall be approved by an affirmative vote of the shareholders at their next regular meeting after adoption by the Board.

**§ 66.13. Rights of Directors.**

(a) No Director shall receive any remuneration in whatever form from the Bank, except that a director may receive a fee for attending meetings of the Board, reasonable travel, hotel and other allowances, in connection with the business of the Bank, if approved by the Board of Directors;

(b) Subject to the restrictions imposed by this Section, no director shall be disqualified by virtue of his office from contracting with the Bank either as vendor, purchaser, agent broker or otherwise, nor shall any contract or arrangement entered into by or on behalf of the Bank in which any director shall be in any way interested by reason only of any such relationship, and if properly disclosed, voided, nor shall any director so contracting or having vested interest, be liable to account to the Bank for any profits realized by such contract or arrangement by reason only of such director holding that office or of the fiduciary relation thereby established; but it is declared that the nature of his interests must be disclosed by him at a meeting of the directors at which the contract or arrangement is being voted upon, if his interest then exists or at the first meeting of the directors after the acquisition of his interest, and that no director shall vote in respect of any contract or arrangement in which he is so interested, and if he does, his vote shall not be counted. A contract or arrangement entered into with any director of company in which any director has interest must be unanimously approved by the other directors of the Bank. A contract or arrangement entered into with any director or any company in which any director has in interest without the Board having been informed of such interest in the manner above provided shall be voidable, at the option of the Board.

## EXECUTIVE LAW

### **§ 66.14. Appointment of Chief Executive Officer.**

There shall be a Chief Executive Officer, who shall be the President of the Bank. He shall be appointed by the President of Liberia or Head of State of Liberia upon the recommendation of the Board. He shall direct and control the day-to-day affairs of the Bank, subject to such regulations as may from time to time be established by the Board.

### **§ 66.15. Government guarantee.**

The Government shall guarantee from time to time, and on such terms and conditions as the Government shall determine, loans made to the Bank from domestic and/or foreign, private or public sources and from international institutions and agencies. All sums payable by the Bank with respect to principal, interest or other charges on any loans made to the Bank from foreign sources or from international institutions or agencies or by the Government of Liberia under any guarantee given under this Section shall, notwithstanding any law of Liberia to the contrary, be paid:

- (a) Without deduction for, and free from any taxes, duties or fees now or hereafter imposed by or under any law of Liberia or any political subdivision thereof; and
- (b) Shall be free from any restriction now or hereafter imposed by or under any law of Liberia or any political subdivision thereof.

### **§ 66.16. Prohibited operations of the Bank.**

The Bank shall not:

## EXECUTIVE LAW

(a) make any advance or open any credit upon the security of the shares of the Bank, by such shares or allow its shareholders to set off their debts or part of their debts to the Bank against such shares;

(b) discount or buy or advance or lend or open any credit on the security of any negotiable instrument payable in the town or at the place where it is presented for discount, which does not carry on it the several responsibilities of at least two persons unconnected with each other;

### **§ 66.17. Annual audit.**

The accounts of the Bank shall be audited annually by a firm of independent auditors appointed by the Board.

### **§ 66.18. Declaration of fidelity and secrecy.**

Every director, officer, auditor or employee of the Bank, shall before entering upon his duties, pledge himself in writing to observe secrecy concerning all transactions of the Bank, except when required in the performance of his duties or as a matter of law. Whosoever shall disclose or make known in any manner or to any extent not authorized by law any information coming to him in the course of his employment or official duties or by reason of any examination or investigation made by, or return, report or record made to or filed with the Bank, or such person, which information concerns the operations, or the identity, amount or source of any income, profits, losses, or expenditures of any person; or permit such information to be sent or examined by any person except as provided by law, is guilty of any offense and shall be liable on conviction in a court of law to a fine not exceeding One Thousand (\$1,000.00) Dollars or to imprisonment.

EXECUTIVE LAW

**§ 66.19. Exemption from taxation.**

The Bank, its property, other assets, incomes, and the operations and transactions it carries out under this Chapter shall be immune from all taxation and from all customs duties, and dividends paid by the Bank shall be exempt from taxation.

**§ 66.20. How chapter may be cited.**

This Chapter may be cited as "The Agricultural and Cooperative Development Bank Decree of 1983."

**PRC DECREE NO. 77**

**DECREE BY THE PEOPLE'S REDEMPTION COUNCIL OF THE ARMED FORCES OF LIBERIA TO REPEAL "AN ACT TO GRANT A CHARTER AND CREATE THE LOFA RURAL AND COMMERCIAL BANK", APPROVED NOVEMBER 1, 1976, AND PUBLISHED DECEMBER 9, 1976, AND TO CONFIRM THE TRANSFER OF ALL ASSETS AND LIABILITIES OF THE LOFA RURAL AND COMMERCIAL BANK TO THE AGRICULTURAL AND COOPERATIVE DEVELOPMENT BANK**

*It is hereby decreed by the People's Redemption Council of the Armed Forces of Liberia as follows:*

**§ 1.** An act to grant a Charter and create the Lofa Rural and Commercial Bank approved November 1, 1976 and published December 9, 1976, is hereby repealed in its entirety.

EXECUTIVE LAW

§ 2. Transfer of all assets and Liabilities of the Lofa Rural and Commercial Bank to the Agricultural and Cooperative Development Bank is hereby confirmed.

This Decree shall take effect immediately upon the signature of the head of State of the Republic of Liberia.

ANY LAW TO THE CONTRARY NOTWITHSTANDING.

Date Issued: August 8, 1983

**MISCELLANEOUS:**

**AN ACT TO REPEAL SECTION 37.5 OF CHAPTER 37 OF AN ACT CREATING THE MINISTRY OF TRANSPORT, PLACING THEREUNDER THE BUREAU OF MARITIME AFFAIRS AND ITS STAFF, AND TO TRANSFER SAID BUREAU FROM THE MINISTRY OF TRANSPORT AND GRANTING IT AN AUTONOMOUS AGENCY OF GOVERNMENT WITHIN THE EXECUTIVE BRANCH OF GOVERNMENT.**

*Whereas*, the Bureau of Maritime Affairs administers an International ship register services aimed at generating revenues for Government; and

*Whereas*, the International ship register business has in recent years attracted many new competitors, including several developed nations of the world; and

*Whereas*, the Liberian Maritime registry has during the same period experienced a drastic decline in tonnage, partially due to such an intensified competition; and

EXECUTIVE LAW

Whereas, the transfer of the administrative functions of the Bureau of Maritime Affairs to the Ministry of Transport and the financial administration with the Ministry of Finance, has led to conflict of authority in the implementation of Maritime policies by the two Ministries; and

*Whereas*, the Government of Liberia has considered that it can improve the competitiveness of its Maritime registry by making it less bureaucratic, more responsible and responsive to the commercial environment in which it must operate;

*NOW, THEREFORE*, it is enacted by the Senate and House of Representatives of the Republic of Liberia in Legislature Assembled:

- §1. Bureau as Autonomous Agency
- §2. Transfer of Power and Functions
- §3. Reorganization of Bureau
- §4. Effective Date

**§1. Bureau as autonomous agency.**

That from and immediately after the passage of this Act, the Bureau of Maritime Affairs is hereby granted an autonomous status within the Executive Branch of Government and shall function and administer the Maritime Programs and policies within and without the confines of the Republic of Liberia as an autonomous agency of government being administratively accountable and directly amenable and responsible to the President of Liberia.

**§2. Transfer of power and functions.**

The powers and functions of the Bureau of Maritime Affairs formerly exercised by the Ministries of Transport and Finance, res-

## EXECUTIVE LAW

pectively, are hereby transferred and devolved upon the new autonomous Bureau of Maritime Affairs to be administered by the Commissioner of Maritime Affairs of the Republic of Liberia and such other officials of the Bureau as provided by law.

### **§ 3. Reorganization of Bureau.**

The President of the Republic of Liberia is hereby authorized and empowered to re-organized the Bureau of Maritime Affairs as he may think fit and proper, and appoint such other officials of the Bureau to perform their respective duties in conformity with the Maritime Law and in manner as would achieve the purposes and objectives of this Act.

### **§ 4. This Act shall take effect immediately upon publication in handbills.**

Any law to the contrary notwithstanding.

Approved: June 20, 1989.

## ***Chapter 80. MANAGEMENT AND DISPOSAL OF GOVERNMENT PROPERTY***

§ 80.1. Definitions.

§ 80.2. Duties of heads of executive agencies.-

§ 80.3. Disposal of surplus property.

§ 80.4. Uniform practices to be followed in property management.

### **§ 80.1. Definitions.**

As used in this chapter --



## EXECUTIVE LAW

(a) The term "Director General" means Director General of the General Services Agency;

(b) The term "excess property" means any property under the control of any Government agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof;

(c) The term "surplus property" means any excess property not required for the needs and the discharge of responsibilities of any Government agency, as determined by the Director General.

(d) The term "property" means any interest in property of any kind except --

(i) the public domain and lands reserved or dedicated for the national forest or national parks;

(ii) naval or Coast Guard vessels;

(iii) records of the Government.

(e) The term "executive agency" means any executive *Ministry* or independent agency in the Executive Branch of the Government, including any wholly owned Government corporation, but exclusive of public authorities.

### **§ 80.2. Duties of heads of executive agencies.**

1. *Absolute duties.* The head of each executive agency shall:

(a) Maintain adequate inventory controls and accountability systems for the property under his control;

## EXECUTIVE LAW

(b) Continuously survey property under his control to determine which is excess property, and promptly report such property to the Director General;

(c) Transfer or dispose of excess property as promptly as possible in accordance with authority delegated and regulations prescribed by the Director General.

2. Duties as far as practicable. The head of each Executive Agency shall as far as practicable:

(a) Make reassignments of property among activities within the agency when such property is determined to be no longer required for the purposes of the appropriation from which it was purchased

(b) Transfer excess property under his control to other Government agencies; and

(c) Obtain excess property from other Government agencies which will be useful in its activities.

3. *Regulations governing reporting of transfers.* The Director of the Budget shall prescribe regulations providing for the reporting to said director by executive Agencies of such reassignments or transfers of property between activities financed by different appropriations as he shall deem appropriate, and the reassignments and transfers so reported shall be reported to the Legislature in the annual budget or otherwise as said Director may determine.

### **§ 80.3. Disposal of surplus property.**

1. *Supervision and direction.* Except as otherwise provided in this section, the Director General shall have supervision and direction

## EXECUTIVE LAW

over the disposal of surplus property.

2. *Agency for disposal.* The care and handling of surplus property pending its disposal and the disposal of surplus property may be performed by the Director General or, when so determined by that official, by the head of any other Executive Agency consenting thereto.

3. *Method of disposal.* The head of any Executive Agency designated or authorized by the Director General to dispose of surplus property may do so by sale, exchange, lease, permit, or transfer for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Director General deems proper.

4. *Validity of bill of sale, lease, or other instrument.* A bill of sale, lease or other instrument executed by or on behalf the head of any Executive Agency purporting to transfer title or any other interest in surplus property under this chapter shall be conclusive evidence of compliance with the provisions of this chapter in so far as concerns title or other interest of any bona fide grantee or transferee for value and without notice of lack of such compliance.

5. *Necessity of bids for disposal; procedure.* All disposals or contracts for disposal of surplus property (other than by abandonment, destructions donation or through contract brokers) made or authorized by the Director General shall be made after publicly advertising for bids, under regulations prescribed by the Director General, except as provided in paragraph 6 of this section. Whenever public advertising for bids is required under this paragraph:

(a) Advertisement for bids shall be made by such time previous to the disposal or contract, through such methods, and on such terms and conditions as shall permit that full and free competition which is consistent with the value and nature of the

EXECUTIVE LAW

property involved;

(b) All bids shall be publicly disclosed at the time and place stated in the advertisement;

(c) Award shall be made with reasonable promptness by notice to the responsible bidder, whose bid, conforming to the invitation for bids, will be most advantageous to the Government, price and other factors considered; provided, that all bids may be rejected when it is in the public interest to do so.

*6. When disposal of property may be made without bids.*

Disposal and contracts for disposal may be negotiated under regulations prescribed by the Director General, without regard to paragraph 5 of this section but subject to obtaining such competition as is feasible under the circumstances, if --

(a) The public health, safety, or national security will thereby be promoted by a particular disposal of property;

(b) The estimated fair market value of the property involved does not exceed \$1,000;

(c) Bid prices after advertising therefor are not reasonable or have not been independently arrived at in open competition;

(d) Disposal without bids is necessary in the public interest during a national emergency;

(e) Negotiated sales of personal property at fixed prices may be made by the Director General either directly or through the use of disposal contractors if such sales are publicized to the extent of the value and nature of the property involved and the prices established reflect the estimated fair value thereof, if the Director

## EXECUTIVE LAW

General determines that such method of disposal will best serve the interests of the Government.

7. *Disposal by other Methods.* The Director General may authorize the abandonment, destruction, or donation to public bodies of surplus property which has no commercial value or of which handling would exceed the estimated proceeds from its sale.

### **§ 80.4. Uniform practices to be followed in property management.**

1. *Establishment of practices by Director General.* As he may deem necessary for the effectuation of his functions under this chapter, and after adequate notice to the Executive Agencies affected, the Director General is authorized --

(a) To make surveys of Government property management practices and obtain reports thereon from Executive Agencies;

(b) To cooperate with Executive Agencies in the establishment of reasonable inventory levels for property stocked by them and from time to time to report any excessive stocking to the Legislature and to the Director of the Budget;

(c) To establish and maintain such uniform Government supply catalogue systems as may be appropriate to identify and classify personal property under the control of Government Agencies; and

(d) To prescribe standardized forms and procedures.

2. *Standard system to be used by agencies.* The head of each government agency shall utilize such uniform Government catalogue system and standard purchase specifications, except as the Director

## EXECUTIVE LAW

General, taking into consideration efficiency, economy, and other interests of the Government, shall otherwise provide.

*3. Audit of property accounts and transactions.* The General Auditing Office shall audit all types of property accounts and transactions at such times and in such manner as determined by the Auditor General.

### **Chapter 81. MANAGEMENT OF GOVERNMENT RECORDS**

- § 81.1. Definitions.
- § 81.2. Duties of agency heads as to records management
- § 81.3. Reports of heads of agency; action in case of violations.
- § 81.4. Legal status of reproductions.
- § 81.5. Fees for copies and reproductions.
- § 81.6. Continuance of Government agency restrictions on use of transferred records.
- § 81.7. Regulations relating to disposal of records.
- § 81.8. Procedure for disposal of records.
- § 81.9. Preservation of records pertaining to claims by or against Government.
- § 81.10. Procedure for disposal of records as exclusive.

#### **§ 81.1. Definitions.**

As used in this chapter --

- (a) The term "records" shall be defined as in section 20.50(2) of this title.
- (b) The term "Director" refers to the Director of National Archives and Records Service.

## EXECUTIVE LAW

(c) The term "Government agency" includes every ministry, bureau, board, commission, institution, authority, organization, corporation wholly owned by the Government, officer, employee, or other instrumentality of all branches of the Government.

### **§ 81.2. Duties of agency heads as to records management.**

*1. Records which are to be preserved.* The head of each Government agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, function, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

*2. Program of management to be established.* The head of each Government agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall among other things, provide for:

(a) effective controls over the creation, maintenance and use of records in the conduct of current business;

(b) cooperation with the Director in applying standards, procedures, and techniques designed to improve management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records temporary value; and

(c) compliance with the provisions of this chapter.

*3. Storage, processing and servicing of records.* Whenever the head of a Government agency determines that substantial economies or increased efficiency can be effected thereby, he shall provide for the

## EXECUTIVE LAW

storage, processing, and servicing of records that are appropriate therefor in a records center maintained and operated by the Director or, when approved by the Director, in a records center operated by the head of such Government agency.

*4. Safeguards against loss of records.* The head of each Government agency shall establish such safeguards against the removal or loss of records as he shall determine to be necessary and as may be required by regulations of the Minister of Foreign Affairs. Such safeguards shall include making it known to all officials and employees of the agency (a) that no records in the custody of the agency are to be alienated or destroyed except in accordance with the provisions of section 81.8 of this title and (b) the penalties provided by law for the unlawful removal or destruction of records.

*5. Duty in case of unlawful removal or destruction of records.* The head of each Government agency shall notify the Director of any actual impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the agency of which he is the head that shall come to his attention, and with the assistance of the Director shall initiate action through the Minister of Justice for the recovery of records he knows or has reason to believe have been unlawfully removed from his agency, or from any other Government agency whose records have been transferred to his custody.<sup>333</sup>

### **§ 81.3. Reports of heads of agency; action in case of violations.**

*1. Reports.* The Director is authorized, whenever he deems it necessary, to obtain reports from a Government agency on its activities under the provisions of this chapter.

*2. Violations of law by heads of agencies.* The Director shall,

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<sup>333</sup> *Prior legislation: L. 1971-72.*



## EXECUTIVE LAW

whenever he finds that provisions of this chapter or regulations promulgated thereunder have been or are being violated, inform in writing the head of the agency concerned of such violations and recommendations regarding means of correcting them. Unless corrective measures satisfactory to the Director are inaugurated within a reasonable time, the Director shall submit a written report thereon to the President and to the Legislature.

### **§ 81.4. Legal status of reproductions.**

Whenever any records that are required by statute to be retained indefinitely have been reproduced by photographic, microphotographic, or other processes, in accordance with standards established by the Director, the indefinite retention of such reproductions will be deemed to constitute compliance with legal requirements for the indefinite retention of such original records. Such reproductions shall have the same legal status as the originals thereof.

### **§ 81.5. Fees for copies and reproductions.**

Except where otherwise provided by law, the Director may charge a fee not in excess of ten cents per page or fraction of a page for making or authenticating copies of reproductions of records transferred to his custody. All such fees shall be paid to the Minister of Finance for deposit in the general treasury. There shall be no charge for making or authenticating copies of reproductions of such records for official use by the Government of Liberia.

### **§ 81.6. Continuance of Government agency restrictions on use of transferred records.**

*1. Statutory restrictions.* Whenever records, the use of which is subject to statutory limitations and restrictions, are transferred to the custody of the Director, the permissive and restrictive statutory

## EXECUTIVE LAW

provisions with respect to the examination and use of such records applicable to the head of the Government agency having custody of them or to the employees of that agency, shall thereafter likewise become applicable to the Director and the employees of the national Archives and Records service.

2. *Restrictions imposed by head of agency.* Whenever the head of any Government agency shall specify in writing restrictions that appear to him to be necessary or desirable in the public interests on the use or examination of records being transferred from his custody to that of the Director, the Director shall impose such restrictions on the records so transferred. The restrictions so imposed shall not be removed or relaxed by the Director without the concurrence in writing of the head of the agency from which the material was transferred, or if the existence of such agency has been terminated, without the concurrence in writing of the successor in function, if any, of such agency head.

### **§ 81.7. Regulations relating to disposal of records.**

The Minister of Foreign Affairs shall promulgate regulations establishing:

- (a) procedures for compiling and submitting to the Director lists and schedules of records proposed for disposal;
- (b) procedures for disposal of records authorized for disposal; and
- (c) standards for the reproduction of records by photographic or microphotographic processes with a view to the disposal of the original records. Such regulations shall be binding on all agencies of the Liberian Government.

EXECUTIVE LAW

**§ 81.8. Procedure for disposal of records.**

*1. Submission to Director of lists of records for disposal.* The head of each agency of the Liberian Government shall submit to the Director, in accordance with regulations issued by the Minister of Foreign Affairs, subject to approval of the President,

(a) lists of any records under the custody of the agency that have been photographed or microphotographed in accordance with such regulations and that, as a consequence thereof, do not appear to have sufficient value to warrant their further preservation by the Government; and

(b) lists of any other records in the custody of the agency that are not needed by it in the transaction of its current business and do not appear to have sufficient administrative, legal, research, or other value to warrant their further preservation by the Government.

*2. Submission of lists to National Archives and Records Council.* The Director shall submit to the National Archives and Records Council at such times as he shall deem expedient, the lists or schedules submitted to him in accordance with the provisions of paragraph 1 of this section, or parts of such lists or schedules, and lists or schedules of any records in his legal custody, insofar as it shall appear to him that the records listed in such lists or schedules do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government; provided, that the Director shall not submit to the Council for approval for disposition any lists or schedules of records of any existing agency of the Government in his legal custody without having first obtained the written consent of the head of such agency.

*3. Disposal on approval by National Archives and Records Council.*

## EXECUTIVE LAW

The National Archives and Records Council shall examine the list or schedules submitted to it under the provisions of paragraph 2 of this section. If the Council reports that any of the records listed do not have sufficient administrative, legal, research, other value to warrant their continued preservation by the Government, the Director shall notify the agency or agencies having such records in their custody of the action of the Council and such agency or agencies shall cause such records to be disposed of in accordance with regulations promulgated as provided in section 81.7 of this title.

### **§ 81.9. Preservation of records pertaining to claims by or against Government.**

Records pertaining to claims by or against the Government or which may give rise to such claims, or pertaining to any accounts in which the Government is concerned, either as debtor or creditor, shall not be disposed of by the head of any agency under any authorization granted pursuant to the provisions of this chapter until such claims, demands, and accounts have been fully adjusted and settled.

### **§ 81.10. Procedure for disposal of records as exclusive.**

The procedures prescribed in this chapter are exclusive and no records of the Liberian Government shall be alienated or otherwise disposed of except in conformity with the provisions of this chapter.

## ***Chapter 82. ADMINISTRATIVE PROCEDURE ACT***

- § 82.1. Definitions.
- § 82.2. Hearing officers.
- § 82.3. Appearance.
- § 82.4. Notice and hearing.

## EXECUTIVE LAW

- § 82.5. Determinations and orders.
- § 82.6. Reasonable dispatch.
- § 82.7. Licenses.
- § 82.8. Judicial review of contested matters.
- § 82.9. Enforcement of agency order.
- § 82.10. Application of chapter.
- § 82.11. Title of act.

### **§ 82.1. Definitions.**

As used in this chapter --

- (a) "Agency" means each Ministry, board, Commission, or officer of the central Government of Liberia, other than the Legislature or the courts of either the regular judicial or the tribal court system, or courts martial, or military commissions, authorized by law to determine the legal rights, duties, or privileges of a person;
- (b) "Contested matter" means a proceeding, including, but not restricted to licensing, in which the legal rights, duties or privileges of a party are determined by an agency after an opportunity for hearing;
- (c) "License" includes the whole or part of any agency permit, certificates, approval, registration, charter or similar form of permission required by law;
- (d) "Licensing" includes the agency process respecting grant, denial, renewal, revocation, suspension, annulment, withdrawal, or amendment of a license;
- (e) "Party" means each person or agency named or admitted as a party, or properly seeking and entitled as of right to be admitted

## EXECUTIVE LAW

as a party;

(f) "Person" means any individual, partnership, corporation, association, governmental subdivision, or public or private organization of any character other than an agency;

(g) "Hearing officer" means an officer of an agency who is designated by statute or the head of the agency to hold hearings either prior to the making of a determination by the agency or subsequent thereto.<sup>334</sup>

### **§ 82.2. Hearing officers.**

The head of every Ministry or other autonomous agency of the Executive Branch of the Government shall designate as many qualified officers employed by the agency as may be necessary to hold hearings required by law; but the head of a Ministry or other autonomous agency is not required to designate hearing officers as to matters for which the agency is itself designated by statute. Officers designated to hold hearings, either by statute or by the head of an agency, shall perform no duties inconsistent with their duties and responsibilities as hearing officers.<sup>335</sup>

### **§ 82.3. Appearance.**

Any person compelled to appear in person, before any agency or representative thereof shall be accorded the right to be accompanied, represented, and advised by counsel, or, if permitted by the agency, by other qualified representative. Every party shall be accorded the right to appear in person or by or with counsel or other duly qualified

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334 *Prior legislation:* L. 1971-72.

335 *Prior legislation:* L. 1971-72.

## EXECUTIVE LAW

representative in any agency proceeding.

### **§ 82.4. Notice and hearing.**

*1. Notice.* A person entitled by law to a hearing before an agency determination becomes final shall be given reasonable notice thereof. Such notice shall include:

- (a) A statement of the time, place and nature of the hearing;
- (b) A statement of the legal authority and jurisdiction under which the hearing is to be held;
- (c) A reference to the particular sections of the statutes and rules involved;
- (d) A short and plain statement of the matters asserted,

If the agency or other party is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved. Thereafter, upon application, a more definite and detailed statement shall be furnished.

*2. Response.* Opportunity shall be afforded all parties to respond and present evidence and argument on all issues involved.

*3. Cross-examination.* Every party shall have the right to conduct such cross-examination as may be required for a full and true disclosure of the facts.

*4. Informal dispositions.* Unless precluded by law, informal dispositions may be made of any contested matter by stipulation, agreed settlement, consent order, or default.

EXECUTIVE LAW

5. *Record.* The record in a contested matter shall include:
- (a) All pleadings, motions, intermediate rulings;
  - (b) Whenever possible, a transcript of all testimony received at the hearing, or where this is not possible, an affidavit by the hearing officer or by each of the hearing officers or members of the agency hearing the evidence, which affidavit or affidavits shall set forth the substance of the testimony received;
  - (c) A statement of matters officially noticed;
  - (d) Questions and offers of proof, objections and rulings thereon;
  - (e) Proposed findings and exceptions;
  - (f) Any decision, opinion, or report by the officer presiding at the hearing;
  - (g) All staff memoranda or data submitted to the hearing officer or members of the agency in connection with their consideration of the case.
6. *Findings of fact.* Findings of fact shall be based exclusively on the evidence and on matters officially noticed.
7. *Who may preside.* There shall preside at the taking of evidence:
- (a) the agency; or
  - (b) one or more members of the body which comprise the agency; or
  - (c) one or more hearing officers. The functions of all presiding



## EXECUTIVE LAW

officers and of officers participating in determinations shall be conducted in an impartial manner.

8. *Powers of presiding officers.* Any officer or officers presiding at a hearing shall have authority, subject to provisions of law to the contrary, to

- (a) administer oaths and affirmations,
- (b) issue subpoenas authorized by law,
- (c) rule upon offers of proof and receive relevant evidence,
- (d) take or cause depositions to be taken whenever the ends of justice would be served thereby,
- (e) regulate the course of the hearing,
- (f) hold conferences for the settlement or simplification of the issues by consent of the parties,
- (g) dispose of procedural requests or similar matters,
- (h) make decisions or recommend decisions in conformity with section 82.5 of this title, and
- (i) take any other action authorized by agency rule consistent with this chapter.

10. *Evidence.* Except as statutes otherwise provide, the proponent of an order has the burden of proof. Any oral or documentary evidence may be received, but every agency shall as a matter of policy provide for the exclusion of irrelevant, immaterial, or unduly repetitious evidence. Agencies shall give effect to the rules of privilege

## EXECUTIVE LAW

recognized by law. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available.

*11. Official notice.* Notice may be taken of judicially cognizable facts. In addition, notice may be taken of generally recognized technical or scientific facts within the agency's specialized knowledge.

*12. Conduct of officials.* The same officers who preside at the reception of evidence shall make the initial determination required by section 82.5 of this title except where such officers become unavailable to the agency. Except to the extent required for the disposition of ex parte matters as authorized by law, no such officer shall consult any person or party on any fact in issue unless upon notice and opportunity to all parties to participate; nor shall such officer be responsible to or subject to the supervision or direction of any officer, employee or agent engaged in the investigative or prosecuting functions for any agency. No officer, employee, or agent engaged in the performance of investigative or prosecuting functions for any agency in any case shall, in that or a factually related case, participate or advise in the determination, recommended determination, or agency review pursuant to section 82.5 of this title, except as witness or counsel in public proceedings.

### **§ 82.5. Determinations and orders.**

*1. Examination of evidence by agency making determination.* In cases in which the agency itself has not presided at the reception of the evidence, the officer who presided shall initially determine the case or the agency shall require in specific cases or by general rule, the entire record to be certified to it for initial determination. Whenever an officer who presided makes the initial determination and in the absence of either an appeal to the agency or review upon motion of the agency within [the] time provided by rule, such determination shall without further proceedings then become the

## EXECUTIVE LAW

determination of the agency. On appeal from or review of the initial determinations of such officers, the agency shall, except as it may limit the issues upon notice or by rule, have all the powers which it would have in making the initial determination. Whenever the agency makes the initial determination without having presided at the reception of the evidence, the officer who presided shall first recommend a determination to the agency.

2. *Forms and procedures as to determination and orders.* A final determination or order by an agency adverse to party in a contested matter shall be in writing or stated in the record. A final determination shall include the findings of fact and conclusions of law, separately stated. Findings of fact, if set forth in statutory language, shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. If, in accordance with agency rules, a party submitted proposed findings of fact, the determinations shall include a ruling upon each proposed findings. Parties shall be notified either personally or by mail of any determination or order. Upon request, copy of the determination or order shall be delivered or mailed forthwith to each party and to his attorney of record.

### **§ 82.6. Reasonable dispatch.**

Every agency shall proceed with reasonable dispatch to conclude any matter presented to it, except that due regard shall be had for the convenience and necessity of the parties or their representatives.

### **§ 82.7. Licenses.**

1. *Application of chapter.* The provisions of this chapter concerning contested matters shall apply to the granting, denial, renewal, or revocation of a license.

## EXECUTIVE LAW

2. *Renewal of licenses.* When a license has made timely and sufficient application for the renewal of a license or a new license with reference to any activity of a continuing nature, the existing license does not expire until the application has been finally determined by the agency, and, in case the application is denied or the terms of new license limited, until the last day for seeking review of the agency order or a later date fixed by order of the reviewing court.

3. *Procedure prior to withdrawal, suspension, revocation or annulment.* No revocation, suspension, annulment, or withdrawal of any license is lawful unless, prior to the institution of agency proceedings, the agency gave notice to the licensee of facts or conduct which warrant the intended action, and the licensee was given an opportunity to show compliance with all lawful requirements for the retention of the license. If the agency finds that public health, safety, or welfare imperatively requires emergency action, summary suspension of a license may be ordered pending proceedings for revocation or other action. These proceedings shall be promptly instituted and determined.

### **§ 82.8. Judicial review of contested matters.**

1. *Right to review.* A person who has exhausted all administrative remedies available within the agency and who is aggrieved by a final determination in a contested matter is entitled to judicial review under this chapter. For contested matters in which the right to review provided by this section affords an adequate remedy, no other means of review, redress or relief shall be available. A preliminary procedural, or intermediate agency action or ruling is immediately reviewable if review of the final agency determination would not provide an adequate remedy.

2. *Instituting proceedings for review.* Unless otherwise expressly provided by law, proceedings for review shall be instituted by filing

## EXECUTIVE LAW

a petition requesting in the Circuit Court within 30 days after the final determination of the agency or, if a rehearing is requested, within 30 days after the determination thereon. Copies of the petition shall be served upon the agency and all parties of record.

3. *Stay.* The filing of the petition does not itself stay enforcement of the agency determination. The agency may grant, or the reviewing court may order, a stay upon appropriate terms.

4. *Record on review.* Within 30 days after the service of the petition, or within further time allowed by the court, the agency shall transmit to the reviewing court the original or a certified copy of the entire record of the proceedings, the record may be shortened. A party unreasonably refusing to stipulate to limit the record may be taxed by the court for the additional costs. The court may require or permit subsequent corrections or additions to the record.

5. *Additional evidence.* If, before the date set for hearing by the court, application is made to the court for leave to present additional evidence and it is shown to the satisfaction of the court that the additional evidence is material and that there were good reasons for failure to present it in the proceeding before the agency, the court may order that the additional evidence be taken before the agency upon conditions determined by the court. The agency may modify its findings and determination by reason of the additional evidence and shall file that evidence and any modifications, new findings, or determinations with the reviewing court.

6. *Proceedings before reviewing court.* The review shall be conducted by the court without a jury and shall be confined to the record. In cases of alleged irregularities in procedure before the agency, not shown in the record, proof thereon may be taken in the court. The court, upon request, shall hear oral argument and receive written briefs.

## EXECUTIVE LAW

7. *Decision by the court.* The court shall not substitute its judgment for that of the agency as to the weight of the evidence on questions of fact. The court may affirm the decision of the agency or remand the case for further proceedings. The court may reverse or modify the decision if substantial rights of the appellant have been prejudiced because the administrative findings, inferences, conclusions or the decisions are:

- (a) In violation of constitutional or statutory provisions;
- (b) In excess of the statutory authority of the agency;
- (c) Made upon unlawful procedure;
- (d) Affected by other error of law;
- (e) Clearly erroneous in view of the reliable, probative, and substantial evidence on the whole record; or
- (f) Arbitrary or capricious or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

### **§ 82.9. Enforcement of Agency order.**

1. *Instituting proceedings; powers of court.* Any final order by an agency or a hearing officer or hearing officers of such agency which is made to carry out a determination may, in the absence of any timely request for judicial review by the person against whom the order is directed, be enforced by a proceeding in the Circuit Court of the county in which the person resides against whom the order was issued, or in the county in which such person is regularly employed or has his regular place of business. A proceeding to enforce such an order shall be commenced when the head of the agency or authorized

## EXECUTIVE LAW

officer thereof files a petition for enforcement in the Circuit Court together with the certified record in the matter, or such portion thereof as the parties may stipulate. Such a stipulation may provide in an appropriate case that no record need be filed in the Circuit Court. The petition to enforce the order shall be filed within ten days after non-compliance with the order has occurred. Upon the filing of the petition to enforce, the court shall cause notice thereof to be served upon persons against whom the order is directed and thereupon shall have jurisdiction of the proceeding and shall have power to grant such temporary relief or restraining order as it deems just and proper. The court shall grant or refuse enforcement on the basis of the record or such part thereof as was filed with the court or on the basis of oral argument on issues within the allowable scope of the proceedings, as stated in paragraph 2 of this section.

*2. Scope of proceedings.* The court shall enter a decree enforcing the final order of the agency unless the court finds that such order was void or invalid for fraud or that compliance has occurred. The findings which were made by the agency with respect to questions of fact shall be conclusive on the court.

*3. Enforcement of administrative order for payment of money.* In a proceeding under this section to enforce a final order for a payment of money, the judge of the Circuit Court, if enforcement is granted, shall direct the clerk of his court to enter judgment for the amount of money to be paid. Such judgment shall have the same effect, and be enforceable through the same proceedings, as though rendered in a civil action before the Circuit Court, except that no appeal may be taken therefrom.

### **§ 82.10. Application of chapter.**

*1. Scope of application.* Subject to the limitations contained in paragraph 2 of this section, all contested matters shall be conducted

## EXECUTIVE LAW

in conformity with this chapter except as otherwise expressly provided by statute or regulation applicable to a particular agency.

2. *Application to subsequent Proceedings.* Subject to the limitations contained in paragraph 1 of this section, this chapter shall apply to all agency proceedings not expressly exempted, which are hereafter commenced, and to all further proceedings in pending cases, except to the extent that the agency determines that application in a particular pending case would not be feasible or would work injustice, in which event the former procedure applies.

### **§ 82.11. Title of act.**

This chapter may be cited as the "Administrative Procedure Act."

## ***Chapter 83. COLLECTION OF INFORMATION***

§ 83.1. Power of Government agency to collect information;  
penalty for refusal to cooperate.

§ 83.2. Confidential nature of information furnished.

### **§ 83.1. Power of Government Agency to collect information; penalty for refusal to cooperate.**

The head of every agency of the Executive Branch of the Government is hereby authorized to request, demand, and collect from any person, natural or legal residing within the Republic of Liberia, or from the head of any other agency of the Government all information necessary to enable it effectively to carry out its lawful functions. Any person, including any officer or employee of the Government, who refuses or willfully neglects, when requested by an authorized officer or employee of the Government, to answer truthfully and to the best of his knowledge any question addressed to him or to furnish any



## EXECUTIVE LAW

information which is reasonably within his power to furnish and which it is not contrary to the public interest to disclose, is subject to a fine of not more than \$200 or imprisonment of not more than 30 days or both; but no person shall be required under the provisions of this section to answer any question or furnish any information which would tend to incriminate him or subject him to a penalty or forfeiture. Any person who willfully furnishes false or inaccurate information to an officer or employee of the Government empowered to collect such information is subject to a fine of not more than \$500 or imprisonment for not more than six months, or both.<sup>336</sup>

### **§ 83.2. Confidential nature of information furnished.**

All information furnished an officer or employee of the Government authorized by law to collect, request, or demand such information shall be confidential and shall be divulged or published only to the extent necessary for such agency effectively to carry out its functions. Information furnished for statistical purposes shall be disclosed or published only in the form of a general economic or statistical report. A person who violates the provisions of this section is subject to a fine of not more than \$500 or imprisonment of not more than six months, or both.<sup>337</sup>

## **Chapter 84. MINISTRY OF YOUTH AND SPORTS<sup>\*338</sup>**

### **§ 84.1. Ministry created; appointment of Minister, Deputy**

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336 *Prior legislation:* L. 1960-61, ch. XIX (13:24-J; 27:121); L. 1961-63, ch. XXXVI (13:1151; 27:121)

337 *Prior legislation:* T. 1960-61, ch. XIX (13:24-K); L. 1962-63, ch. XXXVI (13:1152).

338 The Ministry was subsequently created by Act of the Liberian Legislature after being separated from the previous Ministry of Labour, Youth and Sports.

## EXECUTIVE LAW

Ministers, Assistant Ministers.

- § 84.2. Functions of the Ministry.
- § 84.3. Organization of the Ministry.
- § 84.4. Framework of youth activities.
- § 84.5. Licenses for Sports Organizations.
- § 84.6. Sham or collusive contests.
- § 84.7. Use of proceeds from sale of tickets.
- § 84.8. Bonds required of personnel handling tickets.
- § 84.9. Penalty for violation.
- § 84.10. Transfer of properties and budgetary appropriations.

### **§ 84.1. Commission created, appointment of Minister, Deputy Ministers, Assistant Ministers.**

There is hereby created and established in the Executive Branch of the Government a Ministry of Youth and Sports to be headed by a Minister who shall be appointed by the President with the advice and consent of the Senate. The Minister shall be charged with the administration, promotion, development, direction and supervision of all Government programs and activities relating to Youth and Sports in the Republic. The President shall appoint by and with the advice and consent of the Senate, a Deputy Minister for Administration who shall be the principal assistant to the Minister of the Youth and Sports and who shall act in the absence of the Minister. The President may also appoint, with the advice and consent of the Senate, such Directors as would be required for the effective operation of the Ministry.

### **§ 84.2. Functions of the Ministry.**

The functions of the Ministry shall include the direction of the affairs of youths of the nation, to enable them to most effectively discharge their responsibilities as useful citizens of the Republic and promote, control and direct all programs and activities relating to Sports. To the achievement of these objectives, it shall:

## EXECUTIVE LAW

- (a) Develop the social and national consciousness of Liberian youths, male and female, and educate them to be ready morally and physically to answer the call of their country;
- (b) Initiate and develop plans and provide means and facilities to enable the youths of Liberia to perform public service to fulfill current needs;
- (c) Work with, and coordinate youth activities in all Liberian youth organizations in the interest of national consciousness;
- (d) Establish, maintain, and supervise the activities of the Liberian National Youth Organization according to the following aims:
  - (i) Training aimed at raising civic consciousness and increasing personal initiative;
  - (ii) Education aimed at training for constructive work;
  - (iii) Training to preserve and exploit properly the natural resources of Liberia;
  - (iv) Training to aid the unification process of the nation;
  - (v) Training to inculcate loyalty to the country;
  - (vi) Training to promote social and economic development and to raise the standard of living;
  - (vii) Education to aid in professional training for youth;
  - (viii) Training to develop a sense of responsibility and duty;and

EXECUTIVE LAW

- (ix) Training to improve physical fitness.
- (e) Subject to the approval of the President, promulgate rules and regulations governing all sports and sports events;
- (f) Administer all laws relating to the licensing of sport organizations;
- (g) Certify the qualification of all referees and umpires for public sport events;
- (h) Manage and control stadiums and playgrounds;
- (i) Issue and sell tickets for sport events;
- (j) Regulate the payment of a fair share of the gate receipts to the members of a team or individual contestant in a professional athletic match or sport event;
- (k) Provide and supervise all youth apprenticeship and vocational training in agriculture, business, industry and sports in the Republic; and
- (l) Perform such other functions as may from time to time be assigned by the President.

**§ 84.3. Organization of Ministry.**

The Ministry of Youth and Sports shall be organized in such manner and with such personnel as the Minister shall deem fit, subject to the approval of the President.

EXECUTIVE LAW

**§ 84.4. Framework of youth activities.**

With regards to the affairs of the Ministry, it shall operate within the framework of:

- (a) Schools in consultation with the Ministry of Education;
- (b) Clubs of the Liberian National Youth Organization;
- (c) Central Youth Village;
- (d) Agricultural and vocational training centers of the Liberian National Youth Organization;
- (e) Model farms of the Liberian National Youth Organization;
- (f) Autonomous villages; and
- (g) Existing Youth Organizations and Institutions serving children or youths.

**§ 84.5. Licenses for sports organizations.**

No organization shall be formed for the purpose of promoting an interest in sports or holding sports events, amateur or professional, unless it has procured a license from the Ministry. License procured under this section shall not require renewal, but may be revoked by the Ministry on the ground that the organization has promoted or held unfair athletic or sports events, violated the provisions of this chapter, or in other ways corrupted or impaired the public interest in sports. An administrative fee of \$10.00 may be charged by the Ministry for processing the application for the license. Sports teams connected with schools or charitable or other organizations which are not formed primarily for sporting purposes are not required to procure licenses under the provisions of this section. All fees charged accessible under this section shall be paid into the Revenue, Ministry of Finance and requisite receipts transmitted to the Ministry of Youth and Sports as a condition precedent to the Ministry's performing the required services.

EXECUTIVE LAW

**§ 84.6. Sham or collusive contests.**

Any person who shall knowingly conduct, hold, manage, or participate as contestant or otherwise in any sham or collusive sports event, whether amateur or professional, and whether admission is paid or free, shall forfeit on a finding of sham or collusion by the Ministry, any prize, remuneration, salary, purse or part thereof to which he might be entitled as a result of such participation. Any such person shall be subject in addition to a fine up to \$1,000.00 or imprisonment for up to one year, or both.

**§ 84.7. Use of proceeds from sale of tickets.**

Net proceeds from the sale of tickets for all sports events shall be deposited into a special account, Bureau of Internal Revenue, Government of Liberia.

**§ 84.8. Bonds required of personnel handling tickets.**

Each officer or employee of the Ministry of Youth and Sports who shall have as part of his duties the handling or anything relating to the printing and sale of tickets for sports events shall execute and file a sufficient Bond satisfactory to the Minister of the Ministry of Youth and Sports conditioned on the faithful performance of his duties. Such bonds shall be within the application of the provisions relating to the bonds of public officers contained in the Civil Service Law.

**§ 84.9. Penalty for violation.**

Any person, sport club or organization, violating rules or regulations pertaining to sports shall be subject to a fine of not more than \$2,000.00 and or suspended from participating in sports events.

EXECUTIVE LAW

**§ 84.10. Transfer of properties and budgetary appropriations.**

The properties and budgetary appropriations of the Ministry of the National Youth and Sports Commission in respect of all Youth and Sports activities and functions are hereby transferred to the Ministry of Youth and Sports.

***Chapter 86. NATIONAL COUNCIL FOR  
VOCATIONAL/TECHNICAL EDUCATION AND  
TRAINING***<sup>\*339</sup>

- § 86.1. Creation and appointment of Council.
- § 86.2. Functions and objectives.
- § 86.3. Vocational/Technical Education and Training Policy program.
- § 86.4. Agricultural and Industrial Training Bureau.
- § 86.5. Bylaws and Committees.
- § 86.6. Regulations.
- § 86.7. Meetings and Proxies.
- § 86.8. Transfer of properties and budgetary appropriations.

**§ 86.1. Creation and appointment of Council.**

There is hereby created and established in the Executive Branch of the Government a National Council for Vocational/Technical Education and Training hereinafter referred to as the "Council". The President shall appoint with the advice and consent of the [senate] the following persons as members of the Council in their official capacities as representatives of Government, Employers/ Management and Labour:

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339 The Council for Vocational/Technical Education and Training was created by People's Redemption Council decree no. 56, issued October 30, 1981.

EXECUTIVE LAW

**A. GOVERNMENT:**

1. Minister of Planning & Economic Affairs, (Chairman)
2. Minister of Finance
3. Minister of Justice
4. Minister of Education
5. Minister of Public Works
6. Minister of Agriculture
7. Minister of Commerce and Industry
8. Minister of Labour
9. Minister of Youth & Sports
10. Chairman, National Investment Commission

**B. EMPLOYERS/MANAGEMENT:**

1. President, Liberia Chamber of Commerce
2. The General Manager, LAMCO
3. The General Manager, Bong Mine
4. President, Mesurado Group of Companies
5. The General Manager, Liberia Timber & Plywood Corporation (VANPLY)
6. The Managing Director, Liberia Industrial Free Zone Authority (LIFZA)

**C. LABOUR:**

1. Secretary-General, Agricultural and Allied Workers Union
2. Secretary-General, Liberia Federation of Labor Unions

**§ 86.2. Functions and objectives.**

The Council shall promote, regulate and coordinate a balanced development and expansion of vocational/technical education and



## EXECUTIVE LAW

training consistent with the manpower needs and requirements of Liberia. To the achievement of these objectives, it shall:

- (i) Promote a balanced development of vocational/ technical education and training throughout Liberia;
- (ii) Develop a unified vocational/technical education and training policy;
- (iii) Formulate in collaboration with the concerned bodies policies and plans on vocational/technical education and training in response to National economic and social trends and projected changes in demand for different types of skills and knowledge;
- (iv) Ensure generation of a pool of trained manpower sufficient to meet the needs of the Liberian economy;
- (v) Formulate guidelines and procedures for institutions operating vocational/technical education and industrial training programs;
- (vi) Strengthen vocational/technical education and training capacities and facilities throughout the country;
- (vii) Monitor vocational/technical education and training programs;
- (viii) Initiate research and studies relating to vocational/ technical education and training;
- (ix) Coordinate vocational/technical education and training activities at all levels for industrialization generally and within the context of the Mano River Union;

## EXECUTIVE LAW

- (x) Ensure vocational/technical education and training and funding are balanced in order that training meets labor market requirements;
- (xi) Formulate plans and supervise the implementation of in-service training programs and schemes;
- (xii) Establish standards, testing procedures and criteria for certification; and
- (xiii) Perform such other functions as may from time to time be assigned by the President.

### **§ 86.3. Vocational/Technical Education and Training Policy Program.**

The Council shall prepare and submit to Government, consistent with national needs and requirements, a comprehensive policy/ program for implementation in respect of vocational/technical education and training.

### **§ 86.4. Agricultural and Industrial Training Bureau.**

There is hereby created within the Council an Agricultural and Industrial Training Bureau, to be headed by a director. The Bureau shall serve as the technical and administrative secretariat of the Council.

In implementing the decisions of the Government and Council, the Bureau shall, in respect of vocational/technical education and training, require and obtain the active cooperation and support of any government ministry, agency, public corporation, employers' organization, management, labour, trade or craftsman union.

The Bureau shall consist of such sections as may be required for the

## EXECUTIVE LAW

effective implementation of the aims and objectives of the Council, including the following:

1. Secretariat Administrative Unit;
2. Job Analysis and Occupational Standards Unit;
3. Curriculum and Instructional Aids Development Unit;
4. Vocational Guidance Unit;
5. Apprenticeship and In-plant Training Unit;
6. Testing and Certification Unit;
7. Vocational Training Centers Administration Unit;
8. Commercial Training Centers Administration Unit;
9. Agricultural and Rural Youth Training Unit;
10. Supervisory Training Unit; and
11. Other Units that may be required.

### **§ 86.5. Bylaws and Committees.**

The Council shall formulate and adopt Bylaws, consistent with this Decree and the laws of Liberia and appoint such committees as may be required to effectuate its objectives.

### **§ 86.6. Regulations.**

The Council shall promulgate and enforce regulations in aid of the

## EXECUTIVE LAW

lawful exercise of its authority. A violation of any regulation so promulgated shall constitute a misdemeanor of the first degree cognizable before any magisterial court.

### **§ 86.7. Meetings and Proxies.**

The Council shall hold at least two ordinary meetings biannually and may also hold such extraordinary meetings as it may deem necessary. Proxies attending Council meetings shall be of rank no lower than a junior minister, senior executive or senior administrator.

### **§ 86.8. Transfer of properties and budgetary appropriations.**

All properties and budgetary appropriations of the former Agricultural and Industrial Training Board, wherever found, are hereby transferred to the Agricultural and Industrial Training Bureau of the Council.

## **INTERIM NATIONAL ASSEMBLY (INA) DECREE NO. 8**

### **DECREE BY THE INTERIM NATIONAL ASSEMBLY OF THE REPUBLIC OF LIBERIA PROVIDING FOR THE ESTABLISH- MENT OF AN ECONOMIC AND FINANCIAL MANAGEMENT COMMITTEE, ITS SUBORDINATE INSTITUTIONS AND OTHER MATTERS RELATING THERETO**

*It is hereby decreed by the Interim National Assembly of the Republic of Liberia as follows:*

#### **ARTICLE I**

#### ***ECONOMIC AND FINANCIAL MANAGEMENT COMMITTEE***

§1. Creation of the Economic and Financial Management Committee

§2. General and specific functions

EXECUTIVE LAW

- §3. Membership of the Committee
- §4. Meetings of the Committee
- §5. Chairmanship of the Committee
- §6. Other matters

**§ 1. Creation of the Economic and Financial Management Committee.**

An Economic and Financial Management Committee (hereinafter called the "Committee") is hereby established.

**§ 2. General and specific functions.**

**2.1. General functions:**

The Committee shall be responsible for the coordination of economic and financial policies of the Government of Liberia and for advising the President on all executive matters relating to the Management of the economy.

**2.2. Specific functions:**

Without prejudice to Its functions under Section 2.1 above, the Committee shall be responsible for:

- (a) The review and determination of policy options to be approved by the Government;
- (b) The imposition of fiscal discipline through enforcement of strict compliance with the Government's recurrent and development budget guidelines;
- (c) Ensuring implementation of the Government's wages and employment policy with a view to achieving economy and

## EXECUTIVE LAW

efficiency in the public sector;

(d) Overall oversight of public enterprises in Liberia including the approval and promulgation of sector-wide policies for state enterprises and approval of performance targets for state enterprises;

(e) Advising the President on the appointment of the heads of the Committee's subordinate Institutions, members of the boards of directors and heads of public enterprises;

(f) Overall oversight of concessions in Liberia including administration of agreements relating to concessions and the formulation and implementation of sound concessions policies; and

(g) The supervision and evaluation of the performance of the Committee's subordinate institutions.

### **§ 3. Membership of the Committee.**

The Committee shall consist of the minister of Finance, the Minister of Planning and Economic Affairs, the Minister of Justice, the Minister of Agriculture, the Minister of Lands, Mines and Energy, the Budget Director and the Governor of the National Bank of Liberia. Other Cabinet Ministers shall be coopted from time to time as the efficient performance of the Committee's functions may require.

### **§ 4. Meetings of the Committee.**

The Committee shall meet at least once in every month and at such other times as the Chairman shall determine.

## EXECUTIVE LAW

### **§ 5. Chairmanship of the Committee.**

The Minister of Finance shall be the Chairman of the Committee. The Minister of Planning and Economic Affairs shall act as Chairman of the Committee in the absence of the Minister of Finance. In the absence of both the Ministers of Finance and Planning and Economic Affairs, the Acting Minister of Finance shall preside at meetings of the Committee.

### **§ 6. Other matters.**

(a) The Committee shall regulate its own proceedings.

(b) The Committee shall have an administrative secretariat to be headed by a senior official appointed by the Committee. The administrative secretariat shall be responsible for the day-to-day administration of the business of the Committee and for advising it on all matters relating to fiscal affairs.

(c) The Committee shall be advised by autonomous technical bodies including the Bureau of State Enterprises, the Bureau of Concessions and such other bodies as shall be necessary for the efficient performance of its functions.

## ARTICLE II

### ***THE BUREAU OF STATE ENTERPRISES***

- §1. Creation of the Bureau of State Enterprises (BSE)
- §2. General and Specific Functions of the Bureau
- §3. Leadership and Organization of the BSE
- §4. Functions of the Director General
- §5. Staffing of the BSE

## EXECUTIVE LAW

### **§ 1. Creation of the Bureau of State Enterprises.**

The Bureau of State Enterprises, hereinafter called "BSE" is hereby established.

### **§ 2. General and specific functions of the Bureau.**

#### **2.1. General functions.**

The Bureau of State Enterprises shall advise the Committee on all matters relating to the formulation and administration of the state enterprise sector, including the oversight of state enterprises, determination of forms of management for state enterprises individually and as a whole.

#### **2.2. Specific functions.**

Without limitation or restriction upon the Bureau of State Enterprises functions under paragraph 2.1 above, it shall be responsible for:

- (a) Advising the Committee on policies for state enterprises including the formulation of policy alternatives for state enterprises and analysis of sector-wide issues relating to state enterprises;
- (b) The carrying out for the Committee of secretariat work relating to state enterprises;
- (c) The collection of data necessary for the preparation of annual/periodic and special reports on the state enterprise sector summarizing the activities, performance, trends and problems relating hereto;
- (d) Assisting state enterprises to improve their performance



## EXECUTIVE LAW

including:

- (i) The development and implementation by such enterprises of management information and control systems by which the enterprises can monitor performance and detect possible problems.
  - (ii) The design for state enterprises of performance evaluation criteria and establishment of yearly performance procedures by which the Committee can assess the achievements of state enterprises.
  - (iii) The design and implementation of improved billing and collection systems for state enterprises.
  - (iv) Recommendation of suitable candidates for appointment to the board or other management bodies of state enterprises.
  - (v) Representation on the boards of state enterprises in an observer capacity, and
  - (vi) The establishment of accounting and auditing systems for state enterprises and monitoring of compliance with such systems;
- (e) Recommending to the Committee measures to improve the financial position of state enterprises including:
- (i) Overseeing settlement of arrears between state enterprises and government ministries and agencies, between state enterprises themselves and between state enterprises and the private sector, and

EXECUTIVE LAW

(ii) Designing measures to regulate arrears in the future;

(f) Recommending to the Committee measures for the coordination by state enterprises of action within the state enterprises sector; and

(g) Promotion of training programs for personnel of state enterprises.

**§ 3. Leadership and Organization of the Bureau of State Enterprises.**

The Bureau of State Enterprises shall be headed by a Director General whose status shall be on par with that of a deputy minister or above and shall have such division which shall be organized in such manner as the Committee shall approve.

**§ 4. Functions of the Director General.**

The Director General's functions shall be as set forth in the terms of reference attached hereto as Annex 1.

**§ 5. Staffing of the Bureau of State Enterprises.**

The Bureau of State Enterprises shall have such staff, facilities and resources as shall be necessary for the efficient performance of its functions.

**ARTICLE III  
BUREAU OF CONCESSIONS**

§1. Creation of the Bureau of Concessions (BOC)

§2. General and Specific Functions of the BOC

§3. Leadership and Organization of BOC

EXECUTIVE LAW

§4. Duties of the Director-General

§5. Staffing of the Bureau

**§ 1. Creation of the Bureau of Concessions.**

A Bureau of Concessions, hereinafter called "BOC", is hereby established.

**§ 2. General and specific functions of the Bureau of Concessions.**

**2.1. General functions:**

The Bureau of Concessions shall be concerned with the monitoring of industries operated under concessions and related agreements in Liberia, the development of appropriate policies for such industries, the enforcement of such policies and the promotion of new concessions and related investments in Liberia. BOC shall serve as a coordinating unit for ministries and agencies concerned with foreign investments in natural resources.

**2.2. Specific functions:**

Without limitation or restriction upon its functions under paragraph 2.1, above the Bureau of Concessions shall be responsible for:

- (a) The collection and analysis of information about our natural resources and the preparation of appropriate policy proposals;
- (b) Conducting negotiations with concessionaires at the request of the Committee;
- (c) Monitoring performance of concessionaires as well as the

## EXECUTIVE LAW

- collection of revenues due Government from concessionaires;
- (d) Promotion of new foreign investment in concession and related sectors in Liberia;
  - (e) Monitoring local and world-wide developments in the iron ore, plantation, forestry and related industries;
  - (f) Ascertaining that payments are actually made by concessionaires to Government and in conformity with the terms of the agreements under which concessions are operated;
  - (g) Preparation of an annual report summarizing the collections made from concessionaires operating iron ore, plantation, forestry and related industries by type of fiscal measures and specifying in detail any arrears or disputes about payments;
  - (h) Preparation of an annual report on the natural resources sector, summarizing activities, performance, trends and problems;
  - (i) Preparation of such additional studies and policy proposals concerning Liberia's natural resources as the Committee shall require and
  - (j) Advising the Committee on all natural resources related matters.

### **§ 3. Leadership and Organization of BOC.**

The Bureau of Concessions shall be headed by a Director-General whose status shall be on par with that of a Deputy Minister or above and shall be organized in such a manner as the Committee shall approve.

EXECUTIVE LAW

**§ 4. Duties of the Director-General.**

The functions of the Director-General shall be as set forth in the terms of reference attached hereto as Annex II.

**§ 5. Staffing of the Bureau.**

The Bureau of Concessions shall have such staff, facilities and resources as shall be necessary for the performance of its functions.

**ARTICLE IV  
RUBBER DEVELOPMENT COMMITTEE**

§2.1. Creation of Rubber Development Committee (RDC)

§2.2. Specific Functions

§2.3. Membership

§2.4. Secretariat

**§ 2.1. Creation of Rubber Development Committee.**

A Rubber Development Committee hereinafter called "RDC" is hereby established.

- (a) Bringing together the diverse interests engaged in the rubber industry;
- (b) Providing them with an appropriate forum for discussing important matters relating to the industry such as promotion, extension, sub-sectoral planning, pricing policy, input supply, research, processing, marketing and rubber collection; and
- (c) Recommending to the Committee plans, policies and programs for rubber development and promotion in Liberia.

## EXECUTIVE LAW

### **2.2. Specific functions.**

Without limitation or restriction upon its functions under paragraph 2.1 above, the Rubber Development Committee shall be responsible for:

- (a) Recommending to the Committee plans, policies and programs for rubber development and promotion in Liberia and when approved, the preparation of a report on the implementation of such plans, policies and programs;
- (b) Carrying out a study of rubber producer pricing policy together with other relevant policies and recommending appropriate incentives for Liberian rubber producers;
- (c) The review and recommendations of measures to improve linkage between concessionaires and small holders;
- (d) Advising the Committee on policies to provide appropriate incentives to existing concessionaires and to attract other private sector rubber producing, processing and marketing enterprises into Liberia.
- (e) The encouragement of rubber producers and the recommendation of appropriate measures to improve their operations;
- (f) The review and recommendation of policies affecting extension, input supply to rubber producers and rubber collection, transportation, processing and marketing;
- (g) Planning and supervising surveys and studies in the rubber industry;
- (h) The assessment of rubber research requirements, recommen-

## EXECUTIVE LAW

dation of overall research priorities and report on research progress; and

(i) Advising the Committee on all rubber-related matters as the Committee shall require.

### **2.3. Membership.**

The Rubber Development Committee shall consist of the Minister of Agriculture who shall be the Chairman of RDC, representatives from the Ministries of Planning and Economic Affairs and Finance, representatives of rubber concessionaires, three representatives of small holder rubber producers, two representatives of large rubber producers, the Project Manager of the Liberia Rubber Development Unit, the Manager of the Rubber Corporation of Liberia and the Director of the Rubber Research Institute of Liberia.

### **2.4. Secretariat.**

The Ministry of Agriculture shall serve as Secretariat to the Rubber Development Committee.

## **ARTICLE V** ***FUNDING***

### **§ 1. Funding.**

A budget shall be provided to the Economic and Financial Management Committee for its secretariat, sub-committees and subordinate institutions as necessary and proper for the performance of their functions under this Decree.

EXECUTIVE LAW

**ARTICLE VI**  
**MISCELLANEOUS**

**§ 1. Dissolution and abolishment.**

**1.1. Dissolution.**

Public Corporations within the Ministry of Finance are hereby dissolved.

**1.2. Abolishment.**

The functions of the National Investment Commission relating to concessions are hereby abolished.

**§ 2. By-Laws and Sub-Committees.**

The Committee may make rules and regulations not inconsistent with this Decree and the laws of Liberia and appoint such sub-committees as may be required for the efficient performance of its functions.

**ARTICLE VII**  
**DEFINITIONS**

For the purposes of this Decree, unless the context otherwise requires, the following terms shall have the following meanings:

- (a) "Committee" means the Economic and Financial Management Committee referred to in Article I of this Decree.
- (b) "BSE" means the Bureau of State Enterprises referred to in Article II of this Decree.
- (c) "BOC" means the Bureau of Concessions referred to in



EXECUTIVE LAW

Article III of this Decree.

(d) "Rubber Development Committee" means the Rubber Development Committee referred to in Article IV of this Decree.

(e) "State Enterprise" means enterprises established and operating under an Act or Decree or enterprises of which the Government of Liberia is the sole shareholder.

This Decree shall take effect immediately upon the signature of the Head of State of the Republic of Liberia.

Date Issued: July 16, 1985

ANNEX I

*TERMS OF REFERENCE FOR THE HEAD OF THE BUREAU OF STATE ENTERPRISE*

The Head of the Bureau of State Enterprises (BSE) shall carry out the following functions:

1. Plan and supervise the overall activities of BSE:

(a) Recommend to the Economic and Financial Management Committee (EFMC) the appointment and dismissal of, supervise and evaluate divisional chiefs with the goals of developing needed human resources as well as fostering the efficient operation of BSE.

(b) Approve divisional work plans and objectives; and

(c) Provide overall leadership to BSE staff that coordinates activities across divisions while trying to maintain independence

## EXECUTIVE LAW

from excessive political or external influence.

### 2. Represent BSE in relations with the Economic and Financial Management Committee on state enterprise matters:

(a) Submit to EFMC for approval, proposals for policy guidelines for the award of negotiated enterprises goals and evaluation criteria, and other BSE proposals with potential sector-wide implications; and

(b) Advise EFMC on the possibilities and the consequences of adopting different policy alternatives in the state enterprises sector.

### 3. Represent BSE with state enterprises;

(a) Represent BSE in setting goals and negotiating evaluation criteria with enterprises each year. These negotiations should be conducted in cooperation with BSE specialists in the enterprises;

(b) Convene quarterly performance review meeting with enterprises Managing Directors and relevant board members. These meetings may bring together related enterprises to discuss performance and performance problems; and

(c) Administer the bonus system that rewards state enterprises and their staff for meeting performance targets in the previous year.

### 4. Supervise and coordinate the activities of technical assistance resources:

(a) Work plans of technical assistance teams working directly with BSE; and

## EXECUTIVE LAW

- (b) Ensure coordination between technical assistance teams working with enterprises and BSE.

The Director-General of the Bureau of Concessions (BOC) shall carry out the following functions:

**1. Plan and supervise the overall activities of BOC:**

- (a) Recommend to EFMC the appointment and dismissal of, supervise and evaluate divisional chiefs with the goals of developing needed human resources as well as fostering the efficient operation of BOC;

- (b) Approve section work plans and objectives; and

- (c) Provide overall leadership to BOC staff that coordinates activities across divisions while trying to maintain independence from external influence.

**2. Represent BOC in relations with EFMC on natural resources matters:**

- (a) Submit to EFMC for approval, proposals for policy and detailed action on issues involving natural resources; and

- (b) Advise EFMC on the possibilities and the consequences of adopting different policy alternatives in the natural resources sector.

**3. Represent BOC in relations with concessionaires on natural resources:**

**4. Supervise and coordinate the activities of technical assistance resources:**

## EXECUTIVE LAW

- (a) Work plans and resource allocations of technical assistance teams working directly with BOC; and
- (b) Ensure coordination between technical assistance teams working with concession, plantation, forestry and related industries and BOC.

### **INA DECREE NO. 9**

DECREE BY THE INTERIM NATIONAL ASSEMBLY OF THE REPUBLIC OF LIBERIA TO RE-ENFORCE THE POWERS OF THE NATIONAL BIDDING COMMITTEE CREATED TOWARDS THE DEVELOPMENT AND UPLIFTMENT OF A LIBERIAN CONSTRUCTION INDUSTRY

*WHEREAS*, on the 20th day of August, 1984, an Agreement was made and entered into by and between the Government of Liberia and Tahal Consulting Engineers, Limited. Wherein the Government of Liberia obtained the services of the said consulting firm to advise the Ministry of Public works as to the development of a Liberian Construction Industry.

*WHEREAS*, the sole purpose of the agreement herein stated above being to improve and develop a viable Liberian Construction Industry. In it is hereby decreed as follows:

1. That by this Decree the authority and powers of the National Bidding Committee are hereby re-enforced.
2. That, the National Bidding Committee shall ensure that its guidelines which have already been circulated are strictly adhered to by all construction firms, based within the Republic of Liberia as well as international firms desiring to partake in any bid for the construction of projects in Liberia.

## EXECUTIVE LAW

3. That, any Contract (Construction and Engineering Consultancy), to be undertaken by Government through its Ministries, Agencies and Public Corporations shall be channeled through the National Bidding Committee, whether or not the project provided for in such contract is being financed by Government or external source. In the event this procedure is not followed, the National Bidding Committee is authorized to declare null and void the award of such contract.

4. That the National Bidding Committee shall at all time give preference to the award of contracts to Liberian Construction Firms that possess the capability and experience in the execution of projects covered under such contracts. The National Bidding Committee shall, as its criteria, consider a margin of 10% between the bid of an International Construction Firm and a Liberian Construction Firm. That is to say, where there exists a 10% margin between the bid of an International Construction Firm, the National Bidding Committee shall give consideration to the Liberian Construction Firm.

5. That under this Decree the term "Liberian Construction Firm" shall mean a firm that has shares in the amount of 51% or more owned by a Liberian Citizen.

Date Issued: July 25, 1985

### **PRC DECREE NO. 57**

DECREE BY THE PEOPLE'S REDEMPTION COUNCIL OF THE ARMED FORCES OF THE REPUBLIC OF LIBERIA TO PROVIDE FOR APPRENTICESHIP TRAINING, COORDINATE AND REGULATE MATTERS AFFECTING APPRENTICES

It is hereby decreed by the People's Redemption Council of the Armed Forces of Liberia as follows:

#### § 1.0. Definitions

## EXECUTIVE LAW

- § 2.0. Application of Decree
- § 3.0. Establishment of the Apprenticeship and Trade Standards Committee
- § 4.0. Regulations
- § 5.0. Trade Advisory Committees
- § 6.0. Qualification for Apprentices
- § 7.0. Contract of Apprenticeship
- § 8.0. Joint Contracts of Apprenticeship
- § 9.0. Discharge of Apprentice
- §10.0. Disputes
- §11.0. Status of Apprentice
- §12.0. Employment
- §13.0. Wages
- §14.0. Transfer of Apprentices
- §15.0. Supervision and Control of Apprentices
- §16.0. Directive of the Committee
- §17.0. Other Personnel to Implement this Decree
- §18.0. Employer to cooperate with Implementing Personnel
- §19.0. Records and Statistics
- §20.0. Holding of Tests and Granting of Certificates
- §21.0. Obligations of Employers
- §22.0. Obligations of Apprentices
- §23.0. Compensation for Occupation Injury, Disease or Death
- §24.0. Penalty

### **§ 1.0. Definitions.**

(i) "AITB" means the Agricultural Industrial Training Bureau of the National Council for Vocational/Technical Education and Training;

(ii) "Apprentice" means a person of either sex who undertakes apprenticeship training under a contract of apprenticeship entered into with an employer;

## EXECUTIVE LAW

(iii) "Committee" means the Apprenticeship and Trade Standards Committee;

(iv) "Contract of Apprenticeship" means a written agreement between an employer and an apprentice, whereby the employer undertakes to train the apprentice to have him trained in his chosen trade, and whereby the apprentice undertakes to learn the trade;

(v) "Council" means the National Council for Vocation/ Technical Education and Training;

(vi) "Employer" means any persons, corporation or other legal entity, the Government of Liberia, or any of its agencies, who employ persons to do work for remuneration;

### **§ 2.0. Application of Decree.**

This Decree shall apply to:

1. all employers in any industry;
2. all apprentices of such employers.

### **§ 3.0. Establishment of the Apprenticeship and Trade Standards Committee.**

There is hereby created and established an Apprenticeship and Trade Standards Committee, which shall have the following functions:

- (i) to determine which occupations are apprenticeable;
- (ii) to formulate, implement and supervise a program of training

EXECUTIVE LAW

for each designated trade;

(iii) to determine, formulate and set tests to be taken by apprentices and other employees so as to decide their proficiency in their trades or occupations and award appropriate certificates.

(iv) to estimate the requirement as to the number of apprentices necessary in any industry and recommend to the Council measures to be taken so as to ensure that the industry concerned can adequately meet its required manpower needs;

(v) to determine and prescribe apprenticeship training standards in respect of each designated trade relating to the following;

(a) the period of apprenticeship in such industry or trade;

(b) the minimum age at which a person may commence to serve as an apprentice in such industry or trade;

(c) the minimum standard of education required before a person may commence to serve as an apprentice in such industry or trade;

(d) where appropriate, the skills and operations to be taught to an apprentice in such industry or trade;

(e) training in a technical school or other approved institutions during or after the normal working hours;

(f) the number of apprentices in relation to an employer in such industry or proportion of such apprentices to tradesmen in the industry;

(g) the wages, hours and other conditions of employment to be



## EXECUTIVE LAW

specified in contracts of apprenticeship relating to such industry;

(h) the date on which the order is to come into force; and

(i) medical requirements for designated trades.

(vi) to appoint Trade Advisory Committees;

(vii) to perform such other duties as may be assigned by the President.

### **§ 3.1. Appointment and other activities of Committee.**

The President shall appoint with the advice and consent of the [Senate] the following members to the Committee:

(i) a representative of the Ministry of Youth and Sports Chairman;

(ii) a representative of the Ministry of Labour;

(iii) a representative of the Ministry of Education;

(iv) a representative of the Ministry of Public Works;

(v) a representative of the Ministry of Commerce and Industry;

(vi) the Managing Director of the Liberia Industrial Free Zone Authority;

(vii), from Labour: -

## EXECUTIVE LAW

(a) a representative from the Agricultural and Allied Workers Union;

(b) a representative from the Liberia Federation of Labour Union;

(viii) three representatives of employers, organizations; and

(ix) a representative of the AITB.

All members appointed to the Committee shall have experience in matters relative to vocational, technical or industrial training.

### **§ 3.2. Meetings of the Committee.**

The Committee shall hold at least four ordinary meetings annually and may also hold such extraordinary meetings as it may deem necessary.

### **§ 3.3. By-Laws and Sub-Committees.**

The committee shall formulate and adopt by-laws, consistent with this Decree and the Laws of Liberia and appoint such sub-committees as may be required to effectuate its objectives.

### **§ 3.4. Terms of office.**

Every member of the Committee shall, unless he vacates office by death or resignation, hold office for a period of two years, and shall be eligible for reappointment at the expiry of his term of office.

### **§ 4.0. Regulations.**

The committee shall promulgate and enforce regulations in aid of the

## EXECUTIVE LAW

Lawful exercise of its authority

### **§ 5.0. Trade Advisory Committees.**

The Trade Advisory Committees shall perform the following functions:

- (i) to advise on apprenticeship matters referred to it by the Committee;
- (ii) to make recommendations to the Committee in respect of apprenticeship matters relating to such designated trade and generally in respect of any apprenticeship matter;
- (iii) to investigate complaints made by any apprentice in such industry or parents, guardian or employer of such apprentice in respect of any matter relating to the contract of apprenticeship and report to the Committee;
- (iv) to foster and promote the ideals of apprenticeship in industries;
- (v) to inspect during working hours workshops and classrooms where apprentices are being trained;
- (vi) to exercise any functions conferred upon it by the Committee.

### **§ 6.0. Qualification for Apprentices.**

A person shall not be qualified for being engaged as an apprentice to undergo apprenticeship training in any designated trade unless:

- (i) the person has attained the age of sixteen years;

## EXECUTIVE LAW

(ii) the person satisfies such standards of education prescribed and physical fitness confirmed by a medical certificate for that designated trade.

### **§ 7.0. Contract of Apprenticeship.**

No person shall be engaged as an apprentice to undergo apprenticeship training in a designated trade unless such person or, if a minor, his parent or guardian has entered into a standard contract of apprenticeship with the employer.

**7.1.** The Committee shall prepare a standard contract for apprenticeship for each designated trade.

**7.2.** The conditions and period of apprenticeship shall be specified in each contract.

**7.3.** Every contract of apprenticeship and any amendment thereto shall be executed in triplicate and registered with the Ministry of Youth and Sports.

### **§ 8.0. Joint Contracts of Apprentices.**

Any two or more employers in an industry in the same locality may enter into joint contracts of Apprenticeship on such terms and conditions as the Committee may deem fit. Notwithstanding, the substantive elements of the standard contract of apprenticeship shall also be applicable to the joint employers.

### **§ 9.0. Discharge of Apprentice.**

Where an apprentice in a designated trade so misconducts himself or proves himself to be incapable that it would be reasonable for his employer to discharge him, the employer may suspend him pending

## EXECUTIVE LAW

results of an application which the employer shall submit to the committee with the relevant facts for leave to discharge him. The Committee, after giving each party to the contract an opportunity of being heard, shall make an order either dismissing or allowing the application for the termination of the contract.

### **§ 10.0. Disputes.**

Any dispute arising between the employer and the apprentice which cannot be mutually resolved shall be referred to the Advisory Committee of the designated trade. Any party dissatisfied with the decision of the Advisory Committee may within 50 days after receipt of the notification of such a decision file an appeal to the Committee whose decision in the matter shall be final and binding on the parties thereto.

### **§ 11.0. Status of Apprentice.**

Every apprentice in a designated trade shall be trainee and not subject to the Labour Laws except as specifically provided herein.

### **§ 11.1. Rights of Apprentices.**

Working hours, leave and holidays for apprentices shall be in conformity with the Labour Laws of the Republic of Liberia. An apprentice shall not be required to work overtime.

### **§ 11.2. Conduct and discipline.**

In all matters of conduct and discipline an apprentice shall be governed by the internal rules and regulations of the establishment in which he is undergoing training, provided they are not in conflict with the Labour Laws or his obligations under the Contract of Apprenticeship.

EXECUTIVE LAW

**§ 12.0. Employment.**

It shall not be obligatory on the part of any employer to offer employment to an apprentice on completion of his apprenticeship nor shall it be obligatory on the part of the apprentice to serve any employer after completion of his apprenticeship.

**§ 13.0. Wages.**

The minimum daily wage payable to an apprentice shall be the following percentages of the daily rate for a skilled worker in the trade.

- (i) for the first year 45 percent;
- (ii) for the second year 55 percent;
- (iii) for the third year 75 percent.

**§ 14.0. Transfer of Apprentices.**

An employer in an applied industry may make an application to the Committee for the transfer of an apprentice from himself to another employer in a similar industry who is willing and able to undertake the obligations of the original employer.

**14.1.** Any apprentice in an applied industry or guardian of any such apprentice under the age of twenty-one years may make an application to the Committee for a transfer from his employer to another employer who is willing and able to undertake the obligations of the original employer. Whenever such an application is made to the Committee it may, after proper investigation, grant or reject the application.

EXECUTIVE LAW

**§ 15.0. Supervision and control of Apprentices.**

Proper and efficient supervision, direction and control of apprentices and their training shall be ensured by the employer. For this purpose, the employer shall appoint a suitable person who shall be given specific responsibility to operate the apprenticeship training program efficiently.

**§ 16.0. Directive of the Committee.**

The Committee may, by notice in writing, require an employer to engage such number of apprentices within the ratio determined by the council for any designated trade in his establishment to undergo apprenticeship training in that trade and the employer shall be required to comply with such a directive. Where, having regard to the National interest, a number of apprentices in excess of the ratio determined by the Council should be trained the Committee may require employers to train additional numbers of apprentices. Any employer who is not satisfied with the directives of the Committee may appeal to the Council and the decision of the Council shall be final and binding.

**§ 17.0. Other personnel to implement this Decree.**

**17.1.** The Ministry of Youth and Sports shall employ the services of such professional and competent personnel as may be required to assist the Committee in the effective implementation and enforcement of this decree.

**17.2.** Such personnel shall include:

*1. A director.* The director shall among other duties perform the following:

EXECUTIVE LAW

- (a) Register, all contracts of apprenticeship;
- (b) Maintain a register of apprentices which shall comprise the registered copies of the contracts of apprenticeship filed with the Ministry of Youth and Sports.
- (c) Make sure endorsements on contracts of apprenticeship as the Committee may direct in writing or such other endorsements as may be required by this decree.

2. *Inspectors.* Every Inspector shall be furnished with appropriate identification and shall be empowered to perform all or any of the following acts:

- (a) to enter, inspect and examine any establishment or part thereof at all reasonable times by day or night;
- (b) to interview any apprentices employed therein or to require the production of any register, record or other documents maintained in pursuance of this Decree, and to take on the spot or otherwise any statement of any person which he may consider necessary for carrying out the purposes of this Decree.

**§ 18.0. Employer to cooperate with implementing personnel.**

**18.1.** Every employer or his agents shall at all times cooperate and assist any person concerned with the implementation and enforcement of this Decree.

**§ 19.0. Records and standards.**

**19.1.** Every employer shall maintain records of the progress of each apprentice undergoing training in his establishment in such form as



## EXECUTIVE LAW

may be prescribed by regulations.

**19.2.** Every such employer shall also furnish such statistics in such forms and at such intervals as may be prescribed by regulations.

### **§ 20.0. Holding of tests and granting of certificates.**

Every apprentice who has completed the period of training shall appear for a test to be conducted by the Committee to determine his proficiency in the designated trade.

(i) Every apprentice who passes the test referred to above shall be issued a certificate of proficiency in the designated trade by the Committee.

(ii) Where an apprentice is unable to complete the full apprenticeship course within the period prescribed or take the final test due to illness or other circumstances beyond his control, the establishment concerned shall with consent of the Committee extend the period of his apprenticeship until the next test is held. Similar extension of the period of training may also be allowed in the case of those apprentices, who, having completed the course, fail in the final test. An apprentice who fails the second test shall not be allowed any extension of the period of training.

### **§ 21.0. Obligations of employers.**

Without prejudice to the other provisions of this Decree, it shall be the duty of every employer of any apprentice:

(i) to provide the apprentice with the training in his trade in accordance with the provisions of this Decree and the regulations made thereunder;

EXECUTIVE LAW

(ii) to provide the apprentice with minimum tools for his trade;

(iii) to discharge all his obligations under the contract of apprenticeship.

**§ 22.0. Obligations of Apprentices.**

It shall be the duty of every apprentice undergoing training:

(i) to learn his trade conscientiously and diligently and endeavor to qualify himself as a skilled craftsman before the expiry of the period of training;

(ii) to carry out all lawful orders of his employer and superiors in the establishment;

(iii) to attend practical and instructional classes regularly;  
and

(iv) to carry out his obligations under the contract of apprenticeship.

**§ 23.0. Compensation for Occupation Injury, Disease or Death.**

If any injury, disease or death is incurred by an apprentice arising out of and in the course of his training, the employer shall pay to the apprentice or beneficiary in case of death compensation in accordance with the provision of the existing law for occupational injury, disease or death.

**§ 24.0. Penalty.**

Any person who violates any provision of this Decree or any

## EXECUTIVE LAW

regulation promulgated thereunder, or induces a party to a Contract of Apprenticeship to violate the terms of the Contract, or who incites, instigates, aids or abets such violation shall be guilty of a misdemeanor cognizable before any Magisterial Court. A person convicted of said offense under this Decree shall be fined not less than Five Hundred Dollars (\$500.00) or more than One Thousand Dollars (\$1,000.00).

Date Issued: December 31, 1981

### **AN ACT TO ESTABLISH A NATIONAL COMMISSION FOR RELIEF**

*WHEREAS*, the civil strife in Liberia which was begun on December 24, 1989, has caused massive destruction of lives and properties, as the extensive sufferings and displacement of hundreds of thousands of our people have been obliged to endure a situation that made it imperative for the Interim Government of National Unity of the Republic of Liberia to request the international community to come to the assistance of the people of Liberia; and

*WHEREAS*, in response to said urgent appeal, humanitarian assistance and cooperation from people of goodwill everywhere have been forthcoming from international relief organizations, such as the Catholic Relief Services, Medecins Sans Frontieres, the International Committee of the Red Cross, the World Food Program, United Nations Development Program, United Nations High Commission for Refugees, United Nations International Children's Emergency Fund, and other agencies as well as friendly countries such as Sierra Leone, Nigeria, Ghana, The Gambia, Guinea, France, United Kingdom, The Netherlands, United States of America, and others who have contributed directly or through the services of international, non-governmental and private volunteer organizations to this most

## EXECUTIVE LAW

commendable task of bringing relief to the suffering people of Liberia; and

*WHEREAS*, the Interim Government of National Unity of the Republic of Liberia does not intend to, and will not interfere with the work of the relief organizations - be it local or foreign - but is determined to serve only as the facilitator of the proper coordination within set guidelines in conjunction therewith, including United Nations and international agencies in Liberia to avoid duplication of efforts and working at crossroads, and to enhance the overall objectives of these organizations in a coordinated and concerted manner;

### **NOW, THEREFORE**

*It is enacted by the Interim Legislative Assembly of the Interim Government of National Unity of the Republic of Liberia, in Legislature Assembled:*

§ 1. There is hereby established a commission to be known and referred to as the National Commission on Relief, to be headed by the Interim Vice President of the Interim Government of National Unity of the Republic of Liberia.

§ 2. The Commission shall consist of Liberians drawn from government and non-Governmental institutions, representatives from the thirteen counties, relief agencies in the country, and other experts in the area of relief who shall be appointed by the Interim President.

### **§ 3. Functions of the Commission.**

The functions of the Commission shall be to:

- (a) Set guidelines and facilitate the work of relief organizations and address concern for security, accountability and efficiency;

EXECUTIVE LAW

(b) Monitor the work of, local and international relief agencies to ensure the smooth distribution of food, medical and other supplies throughout the country;

(c) Receive and investigate complaints from relief organizations and the general public on matters affecting the smooth and fair distribution of relief supplies;

(d) Establish contacts with, and solicit assistance from international humanitarian organizations, multilateral institutions, as well as foreign governments, to ensure the continuous in-flow of relief assistance;

(e) Create an enabling atmosphere within which the relief agencies and voluntary organizations can work to nurture and expand the kernel of hope that now exist, despite the depth of the current tragedy and distress of the Liberian people; and

(f) Coordinate the planning and promulgation of programs aimed at gradually phasing out the present welfare arrangement and instituting the relevant set of conditions that will enable the people to participate in other related arrangements as may be deemed expedient.

§ 4. All members of the Commission shall serve without compensation. However, traveling expenses actually incurred by members of the Commission in the interest of the Commission shall be paid out of the budget of the Commission.

§ 5. This Act shall take effect immediately upon publication in handbills.

Approved, July 19, 1991  
Published by Authority  
September 27, 1991

EXECUTIVE LAW

**AN ACT TO MAKE PROVISION FOR REFUGEES AND TO ESTABLISH THE LIBERIAN REFUGEE REPATRIATION AND RESETTLEMENT COMMISSION.**

**PREAMBLE**

*WHEREAS*, the Republic of Liberia is party to the Convention relating to the Status of Refugees, done at Geneva on the 28th of July, 1951; the Protocol thereto of the 31st of January 1967; and the Convention Governing the Specific Aspects of Refugee Problems in Africa, done at Addis Ababa on the 10th of September, 1969; and

*WHEREAS*, the Republic of Liberia is desirous to have the said Conventions apply as though they were part of the Laws of the Republic of Liberia; and

*WHEREAS*, the Republic of Liberia has been and continues to be a safe haven for refugees fleeing persecution and other conditions that cause persons to flee their countries and to seek refuge, notwithstanding the fact that the Republic of Liberia, itself, has been severely affected by a civil war since December 24, 1989; and

*WHEREAS*, the said civil war has brought upon Liberia and its people, as well as foreign nationals and sojourners residing in the Republic, such hardships and sufferings, as well as destruction of life and property; and

*WHEREAS*, hundreds of Liberians, including men, women and children, themselves also fled their country in order to seek refuge in neighboring countries, as a result of that war; and

*WHEREAS*, the foregoing circumstances motivated the sympathy of the international community, in particular the Economic Community

## EXECUTIVE LAW

of West African States (ECOWAS) that led to their intervention and that of the Organization of African Unity (OAU) and the United Nations Organization, to create conditions for the establishment of a democratically elected government through free and fair elections under international supervision with a view also to enabling the return of those who left the country in search of safety and also enabling those who became displaced throughout the country to return to their places of origin and choice in the country without let or hindrance; thereby reuniting families, relatives and friends once more; and

*WHEREAS*, the Republic of Liberia is desirous of according protection to those who may flee to Liberia in search of safety; and to assist persons in those circumstances to find durable solutions to their problems;

### **NOW, THEREFORE,**

It is enacted by the Interim Legislative Assembly of the Republic of Liberia, in Legislature Assembled:

#### **§ 1. Short Title and arrangement of Sections.**

This Act may be cited as the Refugee Act, 1993.

#### **Section and Title:**

1. Short title
2. Interpretation of terms
3. Meaning of "refugee "
4. Establishment of a Liberia Refugee, Repatriation and Resettlement Commission
5. Functions of the Commission
6. Executive Director of the Commission for Refugee, Repatriation and Resettlement
7. Recognition of refugees

## EXECUTIVE LAW

8. Residence in Liberia pending recognition as refugee after refusal of recognition
9. Cessation or stay of proceedings in respect of illegal entry by refugees and protected persons
10. Residence in Liberia of recognized refugees
11. Family of recognized refugees
12. Rights and duties of recognized refugees and protected persons within Liberia
13. Non-return of refugees, their families or other persons
14. Withdrawal of recognition of refugees
15. Expulsion of recognized refugees and protected person
16. Detention of recognized refugees and protected person pending expulsion
17. Authorized officers
18. Regulations
19. Date of Coming into Effect

### **§ 2. Interpretation of terms.**

In this Act-

"*authorized officer*" means a person who is an authorized officer in terms of section seventeen;

"*Executive Director*" means the Commissioner referred to in subsection (1) and (2) of section six responsible for directing the affairs of the Secretariat for the Commission on Refugee, Repatriation and Resettlement;

"*Commission*" means the Liberian Refugee, Repatriation and Resettlement Commission established by subsection (1) of section four;

"*Country of nationality*", in relation to a person who has more than one nationality, means each of the countries of which that person is



EXECUTIVE LAW

a national;

*"Member of his family"* in relation to a refugee, means

- (a) any spouse of the refugee; or
- (b) any unmarried child of the refugee under the age of eighteen years; or
- (c) any other person who is related to the refugee by blood or marriage and who is dependent upon the refugee;

*"protected person"* means -

- (a) a member of the family of a recognized refugee; or
- (b) a person who, in terms of subsection (3) or (4) of section eleven, is permitted to continue to remain within Liberia;

*"recognized refugee"* means a refugee who-

- (a) has been recognized as a refugee in terms of section seven; or
- (b) is a member of a class of persons declared to be refugees in terms of subsection (2) of section three;

*"refugee"* means any person who is a refugee in terms of section three.

**§ 3. Meaning of "Refugee".**

1. Subject to the provisions of this section, a person shall be a refugee for the purposes of this Act if-

EXECUTIVE LAW

(a) owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, he is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country; or

(b) not having a nationality and being outside the country of his former habitual residence, he is unable or, owing to well-founded fear of being persecuted for reasons of race, religion, membership of a particular social group or political opinion, is unwilling to return to it; or

(c) owing to external aggression, occupation, foreign domination or events seriously disturbing public order in either part or the whole of his country of origin or nationality, he is compelled to leave his place of habitual residence in order to seek refuge in another place outside his country of origin or nationality; or

(d) he has been considered a refugee under the Arrangements of the 12th May, 1926, and the 30th June, 1928, or under the Conventions of the 28th October, 1933, and the 10th February, 1938, the Protocol of the 14th September, 1939, or the Constitution of the International Refugee Organization; or

(e) he is a member of a class of persons declared in terms of subsection (2) to be refugees.

2. Subject to the provisions of subsection (3) if the Executive Director as defined in this Act considers that any class of persons are refugees as defined in Paragraph (a), (b), (c) or (d) of subsection (1), he may after consulting and obtaining the written concurrence of the Representative of the United Nations High Commissioner for Refugees declare such class of persons to be refugees, and may again subject to the written concurrence of the Representative of the United

EXECUTIVE LAW

Nations High Commissioner for Refugees, at any time amend or revoke such declaration; Provided that no such amendment or revocation shall affect the right of any person-

(a) who is a member of the class of persons concerned and who entered Liberia before the date of such amendment or revocation, to continue to be regarded as a refugee for the purposes of this Act; or

(b) who is a person such as is referred to in paragraphs (a), (b), (c) or (d) of subsection (1), to be recognized as a refugee for the purposes of this Act.

3. The Executive Director shall cause any declaration in terms of subsection (2), and any amendment or revocation thereof, to be published in the Gazette and in such other manner as he considers will best ensure that it is brought to the attention of authorized officers and persons to whom it relates.

4. A person shall not be a refugee for the purposes of this Act if:

(a) he has committed a crime against peace, a war crime or a crime against humanity, as defined in any international instrument to which Liberia is a party and which has been drawn up to make provision in respect of such crimes; or

(b) he has committed a serious nonpolitical crime outside Liberia prior to his admission to Liberia as a refugee; or

(c) he has been guilty of acts contrary to the purposes and principles of the United Nations Organization or the Organization of African Unity; or

EXECUTIVE LAW

(d) having more than one nationality, he has not availed himself of the protection of one of the countries of which he is a national and has no valid reason, based on well-founded fear of persecution or on a reason referred to in paragraph (c) of subsection (1), for not having availed himself of its protection.

5. A person shall cease to be a refugee for the purposes of this Act if:

(a) he voluntarily re-avails himself of the protection of the country of his nationality; or

(b) having lost his nationality, he voluntarily re-acquires it; or

(c) he becomes a citizen of Liberia or acquires the nationality of some other country and enjoys the protection of the country of his new nationality; or

(d) he voluntarily re-establishes himself in the country which he left, or outside which he remained owing to a reason referred to in paragraph (c) of subsection (1), as the case may be; or

(e) he can no longer, because the circumstances in connection with which he was recognized as a refugee have ceased to exist-

(i) continue to refuse to avail himself of the protection of his country of nationality; or

(ii) if he has lost his nationality, continue to refuse to return to the country of his former habitual residence:

Provided that the provisions of this paragraph shall not apply to a person who is referred to in paragraph (d) of subsection (1) and who satisfies the Executive Director and the Representative of the United Nations High Commissioner for Refugees that he has

## EXECUTIVE LAW

compelling reasons, arising out of previous persecution, for refusing so to avail himself or so to return, as the case may be; or

(f) he is a person referred to in paragraph (c) of subsection (1), or is a member of a class of persons declared in terms of subsection (2) to be refugees on the ground that they are refugees as described in paragraph (c) of subsection (1), and

(i) he has committed a serious non-political crime outside Liberia after his admission into Liberia as a refugee; or

(ii) he has seriously infringed the purposes and objectives of the Convention Governing the Specific Aspects of Refugee Problems in Africa, signed at Addis Ababa on the 10th September, 1969.

### **§ 4. Establishment of Liberia Refugee, Repatriation and Resettlement Commission.**

1. There shall be a Commission, to be known as the Liberia Refugee, Repatriation and Resettlement Commission, which shall consist of: -

(a) the Minister responsible for Internal Affairs of the State, who shall be the Chairperson.

(b) the Minister responsible for Planning and Economic Affairs;

(c) the Executive Director, who shall serve as Secretary of the Commission;

(d) a representative of the Ministry responsible for Foreign Affairs;

(e) a representative of the Ministry responsible for the adminis-

EXECUTIVE LAW

tration of the Police and the Immigration;

(f) the Representative of the United Nations High Commissioner for Refugees of his/her designated representative, who shall not be a voting member.

2. Except for the Representative of the United Nations High Commissioner for Refugees, a member of the Commission shall hold office for such period as the President may in his/her case fix.

3. Whenever the Minister, in terms of subsection (1)(a) of this section, is for any reason unable to perform the functions of Chairperson of the Commission, such functions shall be performed by the Minister responsible for the planning and economics of the State, who shall also be the Vice Chairperson of the Commission. In the absence of the Vice Chairman, that function shall be performed by any person to whom, in terms of subsections (5) and (6) of section six, such functions have been assigned as though, for that purpose, reference to the Executive Director were reference to the Chairperson.

4. Meetings of the Commission shall -

(a) be held regularly and whenever necessary, but in any case not less than one time every 30 days from the date of Presidential assent to this Act; and

(b) keep its records in accordance with such directions as may from time to time be given to it by the President.

5. At any meeting of the Commission three quarters of its membership shall constitute a quorum.

6. Except for the Secretariat established in terms of section six, members of the Commission shall not receive any remuneration by

EXECUTIVE LAW

reason of their being members of the Commission.

**§ 5. Functions of the Commission.**

**1. The functions of the Commission shall be:**

(a) to formulate policies on matters relating to refugees in the country.

(b) to exercise any other powers and to perform any other duties that may be assigned to the Commission by or in terms of this Act or by Executive directive.

(c) to assist the Secretariat in soliciting local and international assistance for refugee related activities in the country.

**2. There shall also be an Asylum Committee of the Commission.**

**3. The Asylum Committee shall consist of seconded representatives of the Commission established under sub-section (1) of Section four.**

**4. The Asylum Committee shall be chaired by the Executive Director or in his absence, his deputy or any person to whom in terms of sub-sections (5) and (6) of section six such functions have been assigned. The deputy to the Executive Director shall function as Secretary to the Asylum Committee. In any case, the Executive Director or his deputy when functioning as the Executive Director, shall be free to appoint one of the staff from the office of the Executive Director to perform the functions of Secretary to the Asylum Committee.**

**5. The functions of the Asylum Committee shall be:**

(a) to receive and consider applications referred to the Asylum

## EXECUTIVE LAW

Committee in terms of section seven and the decisions of the Asylum Committee on the applications shall be as though the decisions of the Commission.

(b) to exercise any other powers and to perform any other duties that may be assigned to the Asylum Committee by or in terms of this Act.

### **§ 6. The Secretariat of the Commission For Refugees, Repatriation and Resettlement.**

1. There shall be a Secretariat of the Refugee, Repatriation and Resettlement Commission comprising the office of the Executive Director, his deputy and such support staff as may be necessary to perform the implementation functions of the Commission. The Secretariat shall also perform such secretarial and administrative functions in connection with the Commission as may be necessary.

2. There shall be an Executive Director responsible for directing the affairs of the Refugee, Repatriation and Resettlement Commission assisted by a deputy. The office of the Executive Director shall be a public office and part of the Public Service.

3. Subject to the provisions of this section, the functions of the Executive Director shall be--

(a) to assist the Asylum Committee in terms of subsection (4) of Section Seven to reach a decision to recognize persons as refugees for the purposes of this Act;

(b) to endeavour to ensure the provision of adequate facilities and services for the reception and care of refugees within Liberia;



## EXECUTIVE LAW

(c) to assist UNHCR in finding durable solutions for refugees, including voluntary repatriation, local integration and resettlement where applicable;

(d) to exercise any other powers and to perform any other duties that may be assigned to the Executive Director by or in terms of this Act.

4. In the performance of his functions in terms of this Act, the Executive Director shall comply with any general directions or instructions that the President may give him.

5. The President may assign to officers or employees in the Public Service, either absolutely or subject to conditions, any of the powers and duties conferred or imposed upon the Executive Director by or in terms of this Act, and may at any time amend or withdraw any such assignment.

6. Where the President has assigned any power or duty to an officer or employee in terms of subsection (5), subject to any conditions fixed by the President, the officer or employee may exercise the power or, as the case may be, shall perform the duty, in all respects as if he were the Executive Director. Provided sub-section (5) and (6) shall be invoked only if the substantive Executive Director and his deputy are either absent from the country or indisposed or unable to perform by reason of having been relieved of duty.

### **§ 7. Recognition of Refugees.**

1. Any person who is within Liberia, whether he has entered Liberia lawfully or otherwise and who wishes to remain within Liberia as a refugee in terms of this Act shall apply for recognition of his status as a refugee. Such application shall be submitted through the Representative of the United Nations High Commissioner for

## EXECUTIVE LAW

Refugees to the Executive Director or any person performing the functions of the Executive Director in terms of subsection (5) and (6) of section six.

2. Where the application is made to or the intention to submit such application is made known to an authorized officer in terms of subsection (1) for whatever reason, the authorized officer concerned shall--

(a) if he is not himself an immigration officer, as soon as possible notify an immigration officer that the applicant is within Liberia and has made his intention to submit the application; and

(b) immediately notify the Representative of the United Nations High Commissioner for Refugees of the presence of the applicant

in the country and forward notice of the application, together with any documents or other information which the applicant is able to provide in support thereof, to the Representative of the United Nations High Commissioner for Refugees, who shall without delay refer it to the Executive Director in terms of subsection (1) of this section for the consideration of the Asylum Committee.

3. Unless it is impossible or inexpedient to do so, the Asylum Committee shall consider every application referred to it in terms of subsection (2) of this section within thirty days of the application being so referred, and may, either within such period of thirty days or thereafter, make such inquiry or investigation as the Asylum Committee thinks necessary into any such application.

4. After considering any application submitted in terms of subsection (2) of this section, the Asylum Committee:

EXECUTIVE LAW

(a) may recognize or refuse to recognize the applicant concerned as a refugee and

(b) shall cause the applicant concerned to be notified of the decision.

5. Any person who is aggrieved by a refusal by the Asylum Committee to recognize him as a refugee may, within fourteen (14) days of being notified of such refusal, appeal in writing to the Appeal Committee of the Commission which shall consist:-

(a) the representatives of the Minister responsible for the Internal Affairs of the State;

(b) the representative of the Minister responsible for Foreign Affairs, who shall be the Chairperson;

(c) the representative of the Minister responsible for the administration of the Immigration Act; and

(d) the Representative of the United Nations High Commissioner for Refugee or his designated representative.

Such appeal shall be submitted through the Representative of the United Nations High Commissioner for Refugees or his designated representative.

6. In any appeal in terms of subsection (5), the Appeal Committee shall, after consulting the Representative of the United Nations High Commissioner for Refugees and obtaining his opinion in writing, confirm or set aside the decision of the Asylum Committee and shall cause the appellant concerned to be notified of his decision in the matter.

## EXECUTIVE LAW

Before reaching a decision in an appeal, in the terms of subsection (5), the Appeal Committee shall do all or any of the following-

(a) invite the representative in Liberia of the United Nations High Commissioner for Refugees to make oral or written representations in the matter; in which case the applicant in question shall be accorded the right to be heard by the Appeal Committee;

(b) refer the matter back to the Asylum Committee for further inquiry and investigation to be made;

7. Any person who is aggrieved by the decision of the Appeal Committee in terms of subsection (6) of this section not to recognize him as a refugee may within twenty-one (21) days file an appeal in the Court. The Court of Competence shall be the Supreme Court. The decision of the Court shall be final.

8. If the Executive Director, in terms of subsection (2) of section three, expressly excludes or excepts any person from a declaration that a class of persons of which he is a member are refugees, such exclusion or exception shall not preclude the person concerned from applying in terms of subsection (1) for recognition of his status as a refugee.

### **§ 8. Residence in Liberia pending recognition as refugee or after refusal of recognition.**

1. Notwithstanding the provisions of any other law, any person who has applied in terms of section seven for recognition of his status as a refugee and every member of his family, shall have the right to remain within Liberia-

## EXECUTIVE LAW

(a) until such person has been recognized as a refugee in terms of that section; or

(b) in the event of the application of such person being unsuccessful, until such person has had an opportunity to exhaust his right of appeal in terms of subsection (5) and (6) of that section; or

(c) where such person has appealed in terms of subsection (5) and (7) of that section and his appeal has been unsuccessful, until such person has been allowed a reasonable time, and in any case not less than ninety days, and if he is in detention, has in addition been afforded reasonable facilities, to seek admission to a country of his choice.

2. The Minister responsible may, on application being made to him by a person concerned, extend the period referred to in paragraph (c) of subsection (1) if he is satisfied that there is a reasonable likelihood of the person being admitted to a country of his choice within such extended period.

### **§ 9. Cessation or stay of proceedings in respect of illegal entry by refugees and protected persons.**

Notwithstanding the provisions of the Immigration Act, or any other relevant law, no proceedings shall be instituted or continued against any person or any member of his family in respect of his unlawful entry into or unlawful presence within Liberia--

(a) if such person applies in terms of section seven for recognition of his status as a refugee, until a decision has been made on the application and such person has had an opportunity to exhaust his right of appeal in terms of that section; or

EXECUTIVE LAW

- (b) if such person has become a recognized refugee.

**§ 10. Residence in Liberia of recognized refugees.**

Every recognized refugee shall, subject to the provisions of this Act-

- (a) be issued with an identity card in the form prescribed; and
- (b) be permitted to remain within Liberia in accordance with the provisions of this Act.

**§ 11. Family of recognized refugees.**

1. The Minister responsible for the administration of the Immigration Act shall endeavour to ensure that members of the family of a recognized refugee are permitted to enter Liberia and, subject to the provisions of this section, to remain therein.

2. A member of the family of a recognized refugee who has entered Liberia shall, subject to the provisions of this Act--

- (a) be issued with an identity card in the form prescribed; and
- (b) subject to the provisions of subsections (3) and (4), be permitted to remain within Liberia for as long as the recognized refugee concerned is permitted so to remain.

3. Where a member of the family of a recognized refugee is within Liberia in terms of this section and ceases to be a member of such family by reason of his marriage, his attaining the age of eighteen years or the cessation of his dependence upon the recognized refugee, as the case may be, he shall be permitted to continue to remain within Liberia in accordance with the provisions of this Act.

EXECUTIVE LAW

4. Upon the death of a recognized refugee or upon his divorce or legal separation from any spouse, every persons who, immediately before such death, divorce or legal separation, was within Liberia in terms of this section as a member of the family of such recognized refugee shall be permitted to continue to remain within Liberia in accordance with the provisions of this Act.

5. Nothing in this section shall prevent a member of the family of a recognized refugee or a person who has, in terms of sub-section (3) or (4), been permitted to continue to remain in Liberia from himself applying for recognition and being recognized as a refugee in terms of section seven.

**§ 12. Rights and duties of recognized refugees and protected persons within Liberia.**

1. Subject to the provisions of this Act, every recognized refugee and every protected person within Liberia--

(a) shall be entitled to the rights and be subject to the duties contained in-

(i) the Articles of the Convention Relating to the Status of Refugees of the 28th July, 1951, which are set out in Part I of the Schedule; and

(ii) the Articles of the Organization of African Unity Convention Governing the Specific Aspects of Refugee Problems in Africa of the 10th September, 1969 which are set out in Part II of the Schedule; as if the references therein to refugees were references to recognized refugees and protected persons; and

(b) shall be subject to all compatible laws in force within

## EXECUTIVE LAW

Liberia.

2. The Executive Director may, by notice in the Gazette, designate places and areas in Liberia within which all--

- (a) recognized refugees and protected persons; and
- (b) persons who have applied in terms of section seven for recognition as refugees; and
- (c) members of the families of persons referred to in paragraph (b); or any classes thereof, as may be specified in the notice shall live. This subsection shall however, not preclude the right of any refugee to live in any place of his choice within the Republic of Liberia.

3. Subject to the provisions of this Act, every recognized refugee and protected person within Liberia shall, in respect of wage-earning employment, be entitled to the same rights and be subject to the same restrictions, if any, as are conferred or imposed generally on persons who are not citizens of Liberia: Provided that no recognized refugee or protected person shall be subject to any such restriction imposed for the protection of the national labour market.

### **§ 13. Non-return of refugees, their families or other persons.**

1. Notwithstanding the provisions of any other law, no person shall be refused entry into Liberia, expelled, extradited or returned from Liberia to any other country or be subjected to any similar measure if, as a result of such refusal, expulsion, return or other measure, such person is compelled to return to or remain in a country where--

- (a) he may be subjected to persecution on account of his race, religion, nationality, membership of a particular social group or



EXECUTIVE LAW

political opinion; or

(b) his life, physical integrity or liberty would be threatened on account of external aggression, occupation, foreign domination or events seriously disrupting public order in part or the whole of that country.

2. The Executive Director shall take such steps as he considers necessary to ensure that the provisions of subsection (1) are applied in respect of persons to whom the subsection relates.

**§ 14. Withdrawal of recognition of refugees.**

1. If at any time the Executive Director considers that there are reasonable grounds for believing that a person who has been recognized as a refugee for the purposes of this Act--

(a) should not have been so recognized; or

(b) has ceased to be a refugee for the purposes of this Act; the Executive Director shall refer the case to the Asylum Committee.

2. Where a case has been referred to it in terms of subsection (1), the Asylum Committee shall cause a written notice to be served upon the person whose status as a refugee is under reconsideration--

(a) informing such person of the fact that his status as a refugee is to be reconsidered and for such person to appear before it; and

(b) inviting such person to make written representations to the Asylum Committee within a period of fourteen days from the date of service of the notice, regarding his status as a refugee.

3. The Asylum Committee shall consider every case referred to it in

## EXECUTIVE LAW

terms of subsection (1) and may make any inquiry or investigation it thinks necessary into any such case.

4. After considering such case referred to it in terms of subsection (1), the Asylum Committee:

(a) may withdraw the recognition of the person concerned as a refugee; and

(b) shall cause the person concerned to be notified of the decision of the Asylum Committee in the matter.

5. Any person who is aggrieved by a decision of the Asylum Committee to withdraw the recognition of such person as a refugee may, within fourteen (14) days of being notified of such withdrawal, appeal in writing to the Appeal Committee created in terms of subsection (5) of section seven.

6. In any appeal in terms of subsection (5), the Appeal Committee shall, after and obtaining the opinion of the Representative of the United Nations High Commissioner for Refugees in writing, confirm or set aside the decision of the Asylum Committee and shall cause the Asylum Committee to be informed of its decision in the matter. Provided that, before reaching a decision in an appeal, the Appeal Committee shall do all or any of the following--

(a) invite the representative in Liberia of the United Nations High Commissioner for Refugees to make oral or written representations in the matter;

(b) refer the matter back to the Asylum Committee for further inquiry and investigation to be made;

7. The person aggrieved by a negative decision of the Appeal Committee shall have the right of appeal to the competent Court of

## EXECUTIVE LAW

Law. The decision of the Court shall be final.

8. Where the Asylum Committee has in terms of this section withdrawn the recognition of any person as a refugee, that person shall cease to be a recognized refugee in Liberia, and any persons who became protected persons as a result of being members of his family shall cease to be protected persons, with effect from

(a) fourteen (14) days after the date on which the Asylum Committee notifies the person concerned that his recognition has been withdrawn; or

(b) where the person concerned has appealed to the Appeal Committee in terms of subsection (5), the date on which the Appeal Committee notifies him that the Appeal Committee confirms the decision of the Asylum Committee: or

(c) where the person concerned has filed an appeal in the Court of Law in terms of subsection (7), the date on which the Court pronounces its finding on the appeal. Provided that nothing in this subsection shall prevent a protected person who became such as a result of being a member of the family of the person concerned from himself applying for recognition and being recognized as a refugee in terms of section seven.

### **§ 15. Expulsion of recognized refugees and protected persons**

1. Subject to the provisions of this section and of thirteen, and provided the Representative of the United Nations High Commissioner for Refugees is consulted and renders his opinion in writing, the Minister to whom the administration of the Immigration Act has been assigned, after consultation with Executive Director, may order the expulsion from Liberia of any recognized refugee or protected person if he considers the expulsion to be necessary or desirable on the grounds of national security or public order. Provided the Represen-

## EXECUTIVE LAW

tative of the United Nations High Commissioner for Refugees is informed and written reply received. In any case, the Representative of the United Nations High Commissioner for Refugees shall be informed of the decision to expel the refugee or protected person not less than fourteen (14) days before such order is effected.

2. Before making an order in terms of subsection (1), the Executive Director shall cause a written notice to be served upon every recognized refugee or protected persons who is the subject of the expulsion, informing such recognized refugee or protected person--

(a) of the Minister's intention to expel him, the grounds for expelling him and the country to which it is proposed to expel him; and

(b) of his right to make representations to the Appeal Committee in terms of subsection (3).

3. A recognized refugee or protected person upon whom a notice has been served in terms of subsection (2) may, through the Representative of the United Nations High Commissioner for Refugees, within a period of fourteen days from the date of such service, make written representations to the Executive Director in respect of either or both of the following matters--

(a) the necessity of desirability, on the grounds of national security or public order, of expelling him from Liberia; or

(b) the possibility of his being persecuted or of his life or freedom being threatened in the country to which it is proposed to expel him on account of his race, religion, nationality, or a particular social group or political opinion, or on account of external aggression, occupation, foreign domination or events seriously disrupting public order in part or the whole of that

## EXECUTIVE LAW

country.

4. Before ordering the expulsion from Liberia of any recognized refugee or protected person in terms of subsection (1) the Minister shall give due consideration to any representations made to the Executive Director in terms of subsection (3).

5. The execution of any order for the expulsion of a recognized refugee or protected person made in terms of subsection (1) shall, if such recognized refugee or protected person so requests, be delayed for a reasonable period to enable such recognized refugee or protected person to seek admission to a country other than the country to which he is to be expelled.

### **§ 16. Detention of recognized refugees and protected persons pending expulsion.**

1. Subject to the provisions of this section, an authorized officer may arrest and detain any recognized refugee or protected person whose expulsion has been ordered in terms of section fifteen, pending the completion of arrangements for his expulsion from Liberia.

2. A recognized refugee or protected person may be detained in terms of subsection (1) in a prison, police cell or other convenient place, provided such person shall be accorded access to all reasonable amenities necessary for his/her comfortable living in the circumstances.

3. An officer in charge of a prison or police cell shall receive into custody and shall retain in custody any recognized refugee or protected person detained or to be detained in terms of subsection (1) when required in writing by an authorized officer to do so, and any recognized refugee or protected person detained in a prison solely by virtue of the provisions of this section shall, subject to the provisions

## EXECUTIVE LAW

of subsection (4) and of regulations made in terms of section eighteen be treated as a person awaiting trial.

4. A recognized refugee or protected person who is detained in terms of this section shall, if he so requests, be allowed a reasonable time, in any case not less than ninety (90) days, and reasonable facilities to seek admission to a country other than the country to which he is to be expelled.

5. The Executive Director may, on application being made to him by the recognized refugee or protected person concerned, extend the period referred to in subsection (4) if he is satisfied that there is a reasonable likelihood the recognized refugee or protected person being admitted to country of his choice within such extended period.

6. The Representative of the United Nations High Commissioner for Refugees shall have unhindered right of access to any person professing a claim to refugee status, at anytime, anywhere. The state shall see to it that such access is facilitated.

### **§ 17. Authorized Officers.**

1. Every police officer and every immigration officer shall be an authorized officer for the purposes of this Act.

2. The President, after consulting with the Executive Director, may, by notice in the Gazette, appoint any person in the employment of the State, or any class of such persons, to be authorized officers for the purposes of this Act; Provided that the President shall not appoint any persons or class of persons to be authorized officers if those persons or the members of that class, as the case may be, are:

(a) members of the Regular Force of the Defence Forces; or

EXECUTIVE LAW

- (b) members of the Prison Service, or
  - (c) members of the Public Service; or
  - (d) members of any other branch of the law enforcement service, apart from the Police and Immigration.
3. An authorized officer may, for the purposes of exercising his powers and carrying out his duties in terms of this Act-
- (a) subject to the provisions of subsections (4) and (5), search any person or property;
  - (b) take the fingerprints, palmprints and photograph of any recognized refugee for the purposes of this Act or any member of the family of such person;
  - (c) question any recognized refugee for the purposes of this Act or, any member of the family of such person.
4. No search of any person or property shall be conducted in the terms of paragraph (a) of subsection (3) unless the authorized officer concerned has obtained a search warrant and has stated therein reasonable grounds for believing that the search is necessary for the prevention, investigation or detection of--
- (a) a contravention of the provisions of this Act; or
  - (b) a fraudulent misstatement or concealment, by a recognized refugee, protected person or persons claiming to be a refugee for the purposes of this Act or any member of the family of such a person, of any fact relevant to his identity or status.
5. Whenever it is desired to search the body of a woman in terms of

## EXECUTIVE LAW

paragraph (a) of sub-section (3) , such search shall only be made by a medical practitioner or a woman; in any case, any such searches, regardless of the sex of the person being searched, shall be conducted with strict regard for decency and, if there is no woman available who is an authorized officer, such search in the case of a woman shall be made by any woman specially named for the purpose by an authorized officer

### **§ 18. Regulations.**

1. The Executive Director may after consultations with and obtaining the written concurrence of the Representative of the United Nations High Commissioner for Refugees, make regulations prescribing all matters which by this Act are required or permitted to be prescribed or which, in the opinion of the Executive Director, are necessary or convenient to be prescribed for the better carrying out of or giving effect to the provisions of this Act. Provided such regulations shall not be prejudicial to the ability of the United Nations High Commissioner for Refugees to perform his functions efficiently and effectively.

2. Regulations made in terms of subsection (1) may provide for--

(a) the assignment to the Asylum Committee of functions relating to the investigation, inspection and supervision of the reception, treatment and welfare of refugees;

(b) the formation of Sub-Committees and the assignment to such Sub-Committees of functions to be exercised, subject to the direction and control of the Commission, in relation to the reception, treatment and welfare of refugees;

(c) the procedure at meetings of the Asylum Committee and Sub-Committees referred to in paragraph (b);



## EXECUTIVE LAW

- (d) the issue of identification documents to persons who have applied for recognition of their refugee status, and to members of their families;
- (e) the form and issue of identification and travel documents to recognized refugees and protected persons;
- (f) the control and regulation of persons who are required to live within a place or area designated in a notice made in terms of subsection (2) of section twelve, and the circumstances in which such persons may reside outside such place or area;
- (g) the form of any order or notice required to be served on any person in terms of section fourteen or fifteen and the manner in which such order or notice may be served;
- (h) the affording, to persons who are detained in terms of section seven or who are detained in terms of section sixteen, of facilities for them to seek admission to a country of their choice;
- (i) requiring employers, when considering applications for employment made by persons who are not citizens of Liberia, to give preference to applicants who are recognized refugees or protected persons;

### **§ 19. Date of coming into effect.**

1. This Act shall take effect immediately upon publication of it in hand-bills; law to the contrary notwithstanding.

EXECUTIVE LAW

**SCHEDULE TO SECTION 12 OF THIS ACT**

**ARTICLES OF CONVENTIONS APPLICABLE TO  
RECOGNIZED REFUGEES AND PROTECTED PERSONS**

**PART I**

**ARTICLES OF THE CONVENTION RELATING TO THE  
STATUS OF REFUGEES OF 28TH JULY, 1951**

**Article 2**

*General Obligations*

Every refugee has duties to the country in which he finds himself, which require in particular that he conforms to its laws and regulations as well as to measures taken for the maintenance of public order.

**Article 3**

*Non-discrimination*

The Contracting States shall apply the provisions of this Convention to refugees without discrimination as to race, religion or country of origin.

**Article 4**

*Religion*

The Contracting States shall accord to refugees within their territories treatment at least as favourable as that accorded to their nationals with respect to freedom to practice their religion and freedom as regards the religious education of their children.

**Article 5**

*Rights granted apart from this Convention*

Nothing in this Convention shall be deemed to impair any rights and

## EXECUTIVE LAW

benefits granted by a Contracting State to refugees apart from this Convention.

### **Article 7**

#### *Exemption from reciprocity*

1. Except where this Convention contains more favourable provisions, a Contracting State shall accord to refugees the same treatment as is accorded to aliens generally.
2. After a period of three years residence, all refugees shall enjoy exemption from legislative reciprocity in the territory of the Contracting States.
3. Each Contracting State shall continue to accord to refugees the rights and benefits to which they are already entitled, in the absence of reciprocity, at the date of entry into force of this Convention for that State.
4. The provisions of paragraphs 2 and 4 apply both to the rights and benefits referred to in Articles 13, 18, 19, 21 and 22 of this Convention and to rights and benefits for which this Convention does not provide.

### **Article 8**

#### *Exemption from exceptional measures*

With regard to exceptional measures which may be taken against the person, property or interests of nationals of a foreign state, the Contracting States shall not apply such measures to a refugee who is formally a national of the said State solely on account of such nationality. Contracting States which, under their legislation, are prevented from applying the general principle expressed in this Article shall, in appropriate cases, grant exemptions in favour of such refugees.

### **Article 9**

## EXECUTIVE LAW

### *Provisional measures*

Nothing in this Convention shall prevent a Contracting State, in time of war or other grave and exceptional circumstances, from taking provisionally measures which it considers to be essential to the national security in the case of a particular person, pending a determination by the Contracting State that the person is in fact a refugee and that the continuance of such measures is necessary in his case in the interests of national security.

### **Article 12**

#### *Personal Status*

1. The personal status of a refugee shall be governed by the law of the country of his domicile or, if he has no domicile, by the law of the country of his residence.
2. Rights previously acquired by a refugee and dependent on personal status, more particularly rights attaching to marriage, shall be respected by a Contracting State, subject to compliance, if this be necessary, with the formalities required by law of that State, provided that the right in question is one which would have been recognized by the law of that State had he not become a refugee.

### **Article 13**

#### *Movable and immovable property*

The Contracting States shall accord to a refugee treatment as favourable as possible and, in any event, not less favourable than that accorded to aliens generally in the same circumstances, as regards the acquisition of movable and immovable property and other rights pertaining thereto, and to leases and other contracts relating to movable and immovable property

## EXECUTIVE LAW

### **Article 14**

#### *Artistic rights and industrial property*

In respect of the protection of industrial property, such as inventions, designs or models, trade marks, trade names and of rights in literary, artistic and scientific works, a refugee shall be accorded the same rights as accorded to nationals of that country. In the territory of any other Contracting State he shall be accorded the same protection as accorded in that territory to nationals of the country in which he has his habitual residence.

### **Article 15**

#### *Right of Association*

As regards non-political and non-profit-making associations and trade unions the Contracting States shall accord to refugees lawfully staying in their territory the most favourable treatment accorded to nationals of a foreign country, in the same circumstances.

### **Article 16**

#### *Access to courts*

1. A refugee shall have free access to the courts of law on the territory of all Contracting States.
2. A refugee shall enjoy in the Contracting State, in which he has his habitual residence the same treatment as a national in matters pertaining to access to the Courts, including legal assistance and exemption from caution judicatur solvi.
3. A refugee shall be accorded in the matters referred to in paragraph 2 in countries other than that in which he has his habitual residence the treatment granted to a national of the country of his habitual residence.

EXECUTIVE LAW

**Article 17**

*Wage-earning employment*

1. The Contracting State shall accord to refugees lawfully staying in their territory the most favourable treatment accorded to nationals of a foreign country in the same circumstances, as regards the right to engage in wage-earning employment.

2. In any case, restrictive measures imposed on aliens or the employment of aliens for the protection of the national labour market shall not be applied to a refugee who was already exempt from them at the date of entry into force of this Convention, for the Contracting State concerned, or who fulfils one of the following conditions:

(a) He has completed three years residence in the country.

(b) He has a spouse possessing the nationality of the country of residence, a refugee may not invoke the benefits of this provision if he has abandoned his spouse.

(c) He has one or more children possessing the nationality of the country of residence.

3. The Contracting States shall give sympathetic consideration to assimilating the rights of all refugees with regard to wage earning employment to those of nationals, and in particular of those refugees who have entered their territory pursuant to programmes of labour recruitment or under immigration schemes.

**Article 18**

*Self-employment*

The Contracting States shall accord to a refugee lawfully in their territory treatment as favorable as possible and, in any event, not less

## EXECUTIVE LAW

favourable than that accorded to aliens generally in the same circumstances, as regards the right to engage on his own account in agriculture, industry, handicrafts and commerce and to establish commercial and industrial companies.

### **Article 19**

#### *Liberal Professions*

1. Each Contracting State shall accord to refugees lawfully staying in their territory who hold diplomas recognized by the competent authorities of that State, and who are desirous of practicing a liberal profession, treatment as favourable as possible and, in any event, not less favourable than that accorded to aliens generally in the same circumstances.
2. The Contracting States shall use their best endeavors consistently with their laws and constitutions to secure the settlement of such refugees in the territories, other than the metropolitan territory, for whose international relations they are responsible.

### **Article 20**

#### *Rationing*

Where a rationing system exists, which applies to the population at large and regulates the general distribution of products in short supply, refugees shall be accorded the same treatment as nationals.

### **Article 21**

#### *Housing*

As regards housing, the Contracting States, in so far as the matter is regulated by laws or regulations or is subject to the control of public authorities, shall accord to refugees lawfully staying in their territory treatment as favourable as possible and, in any event, not less than

EXECUTIVE LAW

that accorded to aliens generally in the same circumstances.

**Article 22**

*Public Education*

2. The Contracting States shall accord to refugees treatment as favourable as possible, and, in any event, not less favourable than that accorded to aliens generally in the same circumstances, with respect to education other than elementary education and, in particular, as regards access to studies, the recognition of foreign school certificates, diplomas and degrees, the remission of fees and charges and the award of scholarships.

**Article 23**

*Public relief*

The Contracting States shall accord to refugees lawfully staying in their territory the same treatment with respect to public relief and assistance as is accorded to their nationals.

**Article 24**

*Labour legislation and social security*

1. The Contracting States shall accord to refugees lawfully staying in their territory the same treatment as is accorded to nationals in respect of the following matters:

(a) In so far as such matters are governed by laws or regulations or are subject to the control of administrative authorities: remuneration, including family allowances where these form part of remuneration, hours of work, overtime arrangements, holidays with pay, restrictions of home work, minimum age of employment, apprenticeship and training, women's work and the work of young persons, and the enjoyment of the benefits of



## EXECUTIVE LAW

collective bargaining;

(b) Social security (legal provisions in respect of employment injury, occupational diseases, maternity, sickness, disability, old age, death, unemployment, family responsibilities and any other contingency which, according to national laws or regulations, is covered by a social security scheme), subject to the following limitations:

(i) There may be appropriate arrangements for the maintenance of acquired rights and rights in course of acquisition;

(ii) National laws or regulations of the country of residence may prescribe special arrangements concerning benefits or portions of benefits which are payable wholly out of public funds, and concerning allowances paid to persons who do not fulfil the contribution conditions prescribed for the award of a normal pension.

2. The right to compensation for the death of a refugee resulting from employment injury or from occupational disease shall not be affected by the fact that the residence of the beneficiary is outside the territory of the Contracting State.

3. The Contracting States shall extend to refugees the benefits of agreements concluded between them, or which may be concluded between them in future, concerning the maintenance of acquired rights and rights in the process of acquisition in regard to social security, subject only to the conditions which apply to nationals of the States signatory to the agreements in question.

4. The Contracting States will give sympathetic consideration to extending to refugees so far as possible the benefits of similar agree-

## EXECUTIVE LAW

ments which may at any time be in force between such Contracting States and non-contracting States.

### **Article 25**

#### *Administrative Assistance*

1. When the exercise of right by a refugee would normally require the assistance of authorities of a foreign country to whom he cannot have recourse, the Contracting States in whose territory he is residing shall arrange that such assistance be afforded to him by their own authorities or by an international authority.
2. The authority or authorities mentioned in paragraph 1 shall deliver or cause to be delivered under their supervision to refugees such documents or certifications as would normally be delivered to aliens by or through their national authorities.
3. Documents or certifications so delivered shall stand in the stead of the official instruments delivered to aliens by or through their national authorities, and shall be given credence in the absence of proof to the contrary.
4. Subject to such exceptional treatment as may be granted to indigent persons, fees may be charged for the services mentioned therein but such fees shall be moderate and commensurate with those charged to nationals for similar services.
5. The provisions of this Article shall be without prejudice to Articles 27 and 28.

### **Article 26**

#### *Freedom of movement*

Each Contracting State shall accord to refugees lawfully in its territory the right to choose their place of residence and to move

## EXECUTIVE LAW

freely within its territory, subject to any regulations applicable to aliens generally in the same circumstances.

### **Article 27** *Identity Papers*

The Contracting States shall issue identity papers to any refugee in their territory who does not possess a valid travel document.

### **Article 28** *Travel Documents*

1. The Contracting States shall issue to refugees lawfully staying in their territory travel documents for the purpose of travel outside their territory unless compelling reasons of national security or public order otherwise require, and the provisions of the Schedule to this Convention shall apply with respect to such documents. The Contracting States may issue such a travel document to any other refugee in their territory, they shall in particular give sympathetic consideration to the issue of such a travel document to refugees in their territory who are unable to obtain a travel document from the country of their lawful residence.

2. Travel documents issued to refugees under previous international agreements by parties thereto shall be recognized and treated by the Contracting States in the same way as if they had been issued pursuant to this article.

### **Article 29** *Fiscal Charges*

1. The Contracting States shall not impose upon refugees duties, charges or taxes, of any description whatsoever, other or higher than those which are or may be levied on their nationals in similar

## EXECUTIVE LAW

situations.

2. Nothing in the above paragraph shall prevent the application to refugees of the laws and regulations concerning charges in respect of the issue to aliens of administrative documents including identity papers.

### **Article 30**

#### *Transfer of Assets*

1. A Contracting State shall, in conformity with its laws and regulations, permit refugees to transfer assets which they have brought into its territory, to another country where they have been admitted for the purposes of resettlement.

2. A Contracting State shall give sympathetic consideration to the application of refugees for permission to transfer assets where they may be and which are necessary for their resettlement in another country to which they have been admitted.

### **Article 31**

#### *Refugees unlawfully in the country of refuge*

1. The Contracting States shall not impose penalties, on account of their illegal entry or presence, on refugees who, coming directly from a territory where their life or freedom was threatened in the sense of Article 1, enter or are present in their territory without authorization, provided they present themselves without delay to the authorities and show good cause for their illegal entry or presence.

2. The Contracting States shall not apply to the movements of such refugees restrictions other than those which are necessary and such restrictions shall only be applied until their status in the country is regularized or they obtain admission into another country. The Contracting States shall allow such refugees a reasonable period and

## EXECUTIVE LAW

all the necessary facilities to obtain admission into another country.

### **Article 32**

#### *Expulsion*

1. The Contracting States shall not expel a refugee lawfully in their territory save on grounds of national security or public order.
2. The expulsion of such a refugee shall be only in pursuance of a decision reached in accordance with due process of law. Except where compelling reasons of national security otherwise require, the refugee shall be allowed to submit evidence to clear himself, and to appeal to and be represented for the purpose before competent authority or a person or persons specially designated by the competent authority.
3. The Contracting States shall allow such a refugee a reasonable period within which to seek legal admission into another country. The Contracting States reserve the right to apply during that period such internal measures as they may deem necessary.

### **Article 33**

#### *Prohibition of expulsion or return ("refoulement")*

1. No Contracting State shall expel or return ("refoler") a refugee in any manner whatsoever to the frontiers of territories where his life or freedom would be threatened on account of his race, religion, nationality, membership of a particular social group or political opinion.
2. The benefit of the present provision may not, however, be claimed by a refugee whom there are reasonable grounds for regarding as a danger to the security of the country in which he is, or who, having been convicted by a final judgement of a particularly serious crime,

## EXECUTIVE LAW

constitutes a danger to the community of that country.

### **Article 34** *Naturalization*

The Contracting States shall as far as possible facilitate The assimilation of refugees. They shall in particular make every effort to expedite naturalization proceedings and to reduce as far as possible the charges and costs of such proceedings.

### **Article 35** *Co-operation of the national authorities with the United Nations*

1. The Contracting States undertake to co-operate with the Office of the United Nations High Commissioner for Refugees, or any other agency of the United Nations which may succeed it, in the exercise of its functions, and shall in particular facilitate its duties of supervising the application of the provisions of this Convention.
2. In order to enable the Office of the Commissioner or any other agency of the United Nations which may succeed it, to make reports to the competent organs of the United Nations, the Contracting States undertake to provide them in the appropriate form with information and statistical data requested concerning:

- (a) the condition of refugees,
- (b) the implementation of this Convention, and
- (c) laws , regulations and decrees which are or may hereafter be in force relating to refugees.

### **Article 36** *Information on national legislation*

## EXECUTIVE LAW

The Contracting States shall communicate to the Secretary-General of the United Nations the laws and regulations which they may adopt to ensure the application of this Convention.

### **SCHEDULE TRAVEL DOCUMENT**

#### *Paragraph 1*

1. The travel document referred to in Article 28 of this Convention shall be similar to the specimen annexed hereto.
2. The documents shall be made out in at least two languages, one of which shall be English or French.

#### *Paragraph 2*

Subject to the regulations obtaining in the country of issue, children may be included in the travel document of a parent or, in exceptional circumstances, of another adult refugee.

#### *Paragraph 3*

The fees charged for issue of the document shall not exceed the lowest scale of charges for national passports.

#### *Paragraph 4*

Save in special or exceptional cases, the document shall be made valid for the largest possible number of countries.

#### *Paragraph 5*

The document shall have a validity of either one or two years, at the

## EXECUTIVE LAW

discretion of the issuing authority.

### *Paragraph 6*

1. The renewal or extension of the validity of the document is a matter for the authority which issued it, so long as the holder has not established lawful residence in another territory and resides lawfully in the territory of the said authority. The issue of a new document is, under the same conditions, a matter for the authority which issued the former document.
2. Diplomatic or consular authorities, specialty authorized for the purpose, shall be empowered to extend, for a period not exceeding six months, the validity of travel documents issued by their Governments.
3. The Contracting States shall give sympathetic consideration to renewing or extending the validity of travel documents or issuing new documents to refugees no longer lawfully resident in their territory who are unable to obtain a travel document from the country of their lawful residence.

### *Paragraph 7*

The Contracting States shall recognize the validity of the documents issued in accordance with the provisions of Article 28 of this Convention.

### *Paragraph 8*

The competent authorities of the country to which the refugee desires to proceed shall, if they are prepared to admit him and if a visa is required, affix a visa on the document of which he is the holder.

### *Paragraph 9*



## EXECUTIVE LAW

1. The Contracting States undertake to issue transit visas to refugees who have obtained visas for a territory of final destination.
2. The issue of such visas may be refused on ground which would justify refusal of a visa to any alien.

### *Paragraph 10*

The fees for the issue of exit, entry or transit visas shall not exceed the lowest scale of charges for visas on foreign passports.

### *Paragraph 11*

When a refugee has lawfully taken up residence in the territory of another Contracting State, the responsibility of the issue of a new document, under the terms and conditions of Article 28, shall be that of the competent authority of that territory, to which the refugee shall be entitled to apply.

### *Paragraph 12*

The authority issuing a new document shall withdraw the old document and shall return it to the country of issue, if it is stated in the document that it should be so returned; otherwise it shall withdraw and cancel the document.

### *Paragraph 13*

1. Each Contracting State undertakes that the holder of a travel document issued by it in accordance with Article 28 of this Convention shall be re-admitted to its territory at any time during the period of its validity.
2. Subject to the provisions of the preceding subparagraph, a

## EXECUTIVE LAW

Contracting State may require the holder of the document to comply with such formalities as may be prescribed in regard to exit from or return to its territory.

3. The Contracting States reserve the right, in exceptional cases, or in cases where the refugee's stay is authorized for a specific period, when issuing the documents to limit the period during which the refugee may return to a period of not less than three months.

### *Paragraph 14*

Subject only to the terms of paragraph 13, the provisions of this Schedule in no way affect the laws and regulations governing the conditions of admission to, transit through, residence and establishment in, and departure from the territories of the Contracting States.

### *Paragraph 15*

Neither the issue of the document nor the entries made thereon determine or affect the status of the holder, particularly as regards nationality.

### *Paragraph 16*

The issue of the document does not in any way entitle the holder to the protection of the diplomatic or consular authorities of the country of issue, and does not confer on these authorities a right of protection.

EXECUTIVE LAW

ANNEX

*Specimen Travel Document*

The document will be in booklet form (approximately 15 x 10 centimeters).

It is recommended that it be so printed that any erasure or alteration by chemical or other means can be readily detected, and that the words "Convention of 28 July 1951" be printed in continuous repetition on each page, in the language of the issuing country.

(Cover of booklet)

TRAVEL DOCUMENT  
(Convention of 28 July 1951)

---

No. \_\_\_\_\_

(1)  
TRAVEL DOCUMENT  
(Convention of 28 July 1951)

This document expires on \_\_\_\_\_ unless its validity is extended or renewed.

Name \_\_\_\_\_

Forename (s) \_\_\_\_\_

Accompanied by \_\_\_\_\_ child (children)

1. This document is issued solely with a view to providing the holder with a travel document which can serve in lieu of a national passport. It is without prejudice to and in no way affects the holder's

EXECUTIVE LAW

nationality.

2. The holder is authorized to return to \_\_\_\_\_  
\_\_\_\_\_ [state here the country whose  
authorities are issuing the document] on or before  
\_\_\_\_\_ unless some later date is hereafter  
specified.

[The period during which the holder is allowed to return must not be  
less three months]

3. Should the holder take up residence in a country other than that  
which issued the present document, he must, if he wishes to travel  
again, apply to the competent authorities of his country of residence  
for a new document. [The old travel document shall be withdrawn by  
the authority which issued it]

(This document contains \_\_\_\_\_ pages exclusive of cover)

\_\_\_\_\_

(2)

The sentence in brackets to be inserted by Governments which so  
desire. \_\_\_\_\_

Place and date of birth \_\_\_\_\_

Occupation \_\_\_\_\_

Present Residence \_\_\_\_\_

Maiden name and forename(s) of wife \_\_\_\_\_

\*Name and forename(s) of husband \_\_\_\_\_

Description

EXECUTIVE LAW

Height \_\_\_\_\_  
Hair \_\_\_\_\_  
Colour of eyes \_\_\_\_\_  
Nose \_\_\_\_\_  
Shape of face \_\_\_\_\_  
Complexion \_\_\_\_\_  
Special peculiarities \_\_\_\_\_

Children accompanying holder

Name	Forename(s)	Place and date of birth	Sex
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*Strike out whichever does not apply

(This document contains \_\_\_\_\_ pages, exclusive of cover)

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(3)

Photograph of holder and stamp of issuing authority  
Finger-prints of holder (if required)

Signature of holder \_\_\_\_\_

(This document contains \_\_\_\_\_ pages, exclusive of cover)

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(4)

1. This document is valid for the following countries:

EXECUTIVE LAW

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2. Document or documents on the basis of which the present document is issued:

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Issued at \_\_\_\_\_  
Date \_\_\_\_\_

Signature and stamp of  
authority issuing the  
document:

Fee paid:

(This document contains  
\_\_\_\_\_ pages,  
exclusive of cover)

---

(5)

Extension or renewal of validity

Fee Paid: \_\_\_\_\_ From \_\_\_\_\_  
To \_\_\_\_\_  
Done at \_\_\_\_\_ Date \_\_\_\_\_  
Signature and stamp of \_\_\_\_\_

EXECUTIVE LAW

authority issuing the  
document:

-----

Extension or renewal of validity

Fee Paid: From \_\_\_\_\_  
To \_\_\_\_\_  
Done at \_\_\_\_\_ Date \_\_\_\_\_

Signature and stamp of  
authority issuing the  
document:

(This document contains \_\_\_\_\_ pages, exclusive of cover)

---

(6)

Extension or renewal of validity

Fee Paid: From \_\_\_\_\_  
To \_\_\_\_\_  
Done at \_\_\_\_\_ Date \_\_\_\_\_

Signature and stamp of  
authority issuing the  
document:

-----

Extension or renewal of validity

Fee-Paid: From \_\_\_\_\_  
To \_\_\_\_\_  
Done at \_\_\_\_\_ Date \_\_\_\_\_

EXECUTIVE LAW

Signature and stamp of  
authority issuing the  
document:

(This document contains \_\_\_\_\_ pages, exclusive of cover)

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(7-32)  
Visas

The name of the holder of the document must be repeated in each  
visa.

(This document contains \_\_\_\_\_ pages, exclusive of cover)

Approved November 1, 1993.

**AN ACT TO CREATE A LIBERIAN HUMAN  
RIGHTS COMMISSION**

WHEREAS, the Constitution of Liberia guarantees to each citizen  
and resident, certain basic and fundamental rights; and

WHEREAS, the Liberian Government is also a signatory to various  
international treaties and conventions which re-emphasize and re-  
confirm those basic guarantees; and

*WHEREAS*, it is also the policy of Government that these guarantees  
be promoted and protected under the Rule of Law; and

*WHEREAS*, to further ensure and implement those guarantees, there  
is a need to create and constitute an independent Commission  
pursuant to the Laws of the Republic of Liberia;



EXECUTIVE LAW

**NOW, THEREFORE,**

It is enacted by the Senate and the House of Representatives of the Republic of Liberia, in Legislature Assembled:

**ARTICLE I**

*Name*

There is hereby established a Commission on Human Rights under the name and style: "THE LIBERIAN COMMISSION ON HUMAN RIGHTS".

**ARTICLE II**

*Location Office(s)*

The principal office of the Commission shall be located in the City of Monrovia, County of Montserrado, Republic of Liberia. The Commission shall have the right to establish, maintain and terminate other offices and branches anywhere within or without the Republic of Liberia.

**ARTICLE III**

*Powers*

The Commission shall have the power to contract; to acquire, hold and dispose of property; to solicit funding both locally and externally and to use the said funds as may be necessary and appropriate to carry out the declared functions of this Act.

**ARTICLE IV**

*Functions of the Commission*

The functions of the Commission shall include the following:

- (i) To investigate complaints by Liberian citizens and foreign residents that allege violations of their fundamental

## EXECUTIVE LAW

rights and liberties as enshrined in Constitution and statutory laws of the Republic of Liberia and of international human rights treaties and conventions to which the Republic of Liberia is a signatory.

(ii) To engage in research and to establish an effective human rights education program at both the formal and informal levels throughout the country, with the view of educating Liberians on issues of human and fundamental liberties so that they can individually be empowered to identify, assert the protection of those rights.

(iii) To be authorized to conduct hearings and make findings of facts which will be cognizable before courts of competent jurisdiction for review in keeping with the relevant constitutional provisions and statutory laws.

(iv) To be authorized to take all such corrective measures as are appropriate to remedy situations of human rights violations brought to the attention of the Commission through means that are deemed to be fair, proper and effective, including, but not limited to counseling, mediation, negotiation and/or legal action as private attorney generals.

(v) To liaise with the UN Human Rights Center in Geneva, the African Commission on Human and People's Rights in Banjul, Amnesty International and other intergovernmental and non-governmental organizations and bodies with the view of promoting and enhancing the work of the Commission.

(vi) To liaise with the relevant Government officials charged with the enforcement of human rights to further

## EXECUTIVE LAW

promote and enhance the protection of those rights.

(vii) To seek and obtain financial and other assistance from national and international institutions to enable the Commission to carry out its work.

(viii) To prepare annual reports for dissemination locally and internationally as to the general status of human rights in the country.

(ix) To do any and all things legally necessary and appropriate in carrying out these declared objects and purposes.

### ARTICLE V

#### *Commission-Composition*

The President shall, by and with the consent of the Senate, appoint a five (5) member Commission composed of a Chairman, a Co-Chairman and three members.

The Chairman shall be the administrative head of the Commission.

### ARTICLE VI

#### *Commission-Rules of Procedure*

The Commission shall establish its Rules of Procedure for its operations, including the filing and investigation of complaint brought before it.

### ARTICLE VII

#### *Commission-Replacement*

Where a Commissioner dies, resigns, is removed from office or is incapacitated and/or unable to perform the functions of his or her office, the President shall, by and with the consent of the Senate,

EXECUTIVE LAW

appoint a replacement to fill the vacancy thus created.

**ARTICLE VIII**  
*Commission-Decisions*

All decisions of the Commission shall be arrived at on a basis of consensus with such decision being reduced to writing and signed by all of the members.

**ARTICLE IX**  
*Commission-Tenure of the Members*

Each member of the Commission shall hold office for a period of five (5) years during good behavior. The procedure for the removal of any member(s) of the Commission shall be the same as that provided for the removal of Supreme Court Justices or Circuit Court Judges under Articles 71 of the Liberian Constitution.

The Commissioners shall not be eligible to hold any other public office.

**ARTICLE X**  
*Non-Political Status*

The Commission is expressly prohibited from engaging in any political activities of any form, including but not limited to influencing legislation, use of political propaganda, campaigning to influence public opinion in favour of or opposed to specific candidates for public office.

**ARTICLE XI**  
*Not-For-Profit Status*

Other than agreed salaries, allowances and benefits, authorized by the Commission, no additional pecuniary benefit shall be enjoyed by the members or persons associated with the Commission. This provision

## EXECUTIVE LAW

is not to be construed as preventing the payment of reasonable compensation to full time employees of the Commission for services rendered.

### **ARTICLE XII**

#### *Tax Exempt Status*

Pursuant to sections 2.5 and 13.10 of the Revenue and Finance Law, Volume VI, Liberian Code of Laws revised, as amended, and such other laws as may hereafter be enacted with respect to entities similarly situated as the Commission, the Commission shall register with the Ministry of Finance as Tax Exempt Entity. Notwithstanding the above, the accounts of the Commission showing receipts and expenditures shall always be opened to inspection by any official(s) so designated by the Minister of Finance.

### **ARTICLE XIII**

#### *Dissolution*

In the event of the dissolution of the Commission, its net assets shall be distributed only to a legally registered charitable institution within the Republic of Liberia as shall be designated by the Minister of Finance and Health and Social Welfare and/or their successors.

### **ARTICLE XIV**

#### *Applicability of the Associations Law of 1976*

In so far as they shall not be inconsistent with any of the terms and provisions of this Act, the provisions of the Not-For-Profit provisions of the Associations Law of 1976 or such amendments of the said Not-For-Profit provisions of the Associations Law as may be made by the Legislature may be available to the Commission in its discretion as fully as to any entity organized under the provisions of the said Not-For-Profit provisions of the Associations Law of 1976.

EXECUTIVE LAW

**ARTICLE VX**

*Indemnification*

The Commission shall indemnify any person who is a party to or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, whether criminal, administrative or investigative (other than an action by or in the right of the Commission) by reason of the fact that such person is or was an officer, employee or agent of the Commission or was serving at the request of the Commission, as an officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorney fees), judgment, fines, amounts paid in settlement, actual and reasonably incurred by him or her in connection with such suit and/or proceeding if such person acted in good faith and in a manner he or she believed was in the best interest and not opposed to the best interest of the Commission; and with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful. The termination of an action, suit or proceeding by judgment, settlement or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the person did not act in good faith and in a manner which he or she believed was in the best interest of the Commission, and with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

**ARTICLE XVI**

*Effective Date*

This Act shall become effective immediately upon publication in handbills.

ANY LAW TO THE CONTRARY NOTWITHSTANDING