

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. CITY COUNCIL.
2. MAYOR.
3. RECORDER.

CHAPTER 1

CITY COUNCIL²

SECTION

- 1-101. Stated and special meetings.
- 1-102. Call to order.
- 1-103. Order of business.
- 1-104. General rules of order.

1-101. Stated and special meetings. (1) Stated meetings of the council shall be held at the recorder's office on the second Monday of each month at 6:00 P.M.

(2) Special meetings of the council may be called by the mayor when he may deem it expedient. (1972 Code, § 1-101, modified)

1-102. Call to order. The presiding officer of the council shall call the members to order at the appointed hour. In absence of the presiding officer, the recorder if present, or any member of the council if the recorder is absent shall

¹Charter references

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

Building, plumbing, electrical and gas inspectors: title 12.

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

²Charter references

Officers: § 4.

Powers of council: § 6.

call the members to order. Under such circumstances the council shall appoint a chairman to preside at such meeting. (1972 Code, § 1-102)

1-103. Order of business. The following regular order of business shall be observed unless dispensed with by unanimous consent of council:

- (1) Roll call by the recorder.
- (2) Reading of the minutes of the previous meeting and approval or corrections.
- (3) Communications from the mayor.
- (4) Presentation for consideration.
 - (a) Petitions, memorials, remonstrations and communications.
 - (b) Accounts and other claims against the city.
 - (c) Reports of committees and other officers.
 - (d) Ordinances, resolutions and motions.
 - (e) Old business and new business in priority of order set forth in this subsection.
- (5) Passage of all ordinances shall require the following procedure:
 - (a) Read at two sessions of the council which are conducted on two separate days.
 - (b) Any ordinances referred to a committee shall stand for final action at the session it is reported back unless it is deferred by council.
 - (c) Action will not be deferred on an ordinance reported back from a committee because it has been amended or a substitute ordinance has been reported unless such amendment or substitution is not germane to the original ordinance referred.
 - (d) All ordinances repealing or amending prior ordinances or parts thereof shall contain the title of such amended or repealed ordinance. (1972 Code, § 1-103)

1-104. General rules of order. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, 1990 (9th) Edition, shall govern the transaction of business by and before the board of mayor and aldermen at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the charter or this code. (1972 Code, § 1-104, modified)

CHAPTER 2**MAYOR¹****SECTION**

- 1-201. Appointment of legal counsel.
- 1-202. Appointment of committees.
- 1-203. Removal of committee members.
- 1-204. Appointment of special committees.

1-201. Appointment of legal counsel. The mayor when he deems it necessary for the welfare of the city, may employ the services of legal counsel and enter agreement, with the approval of the council, for the payment of a reasonable fee for the services of such legal assistance. (1972 Code, § 1-201)

1-202. Appointment of committees. The mayor shall appoint members of the finance, street, lights and water committees with not less than three (3) aldermen serving as members on each such committee. (1972 Code, § 1-202)

1-203. Removal of committee members. With the advise and consent of the council, the mayor may remove or change members of the standing committees and immediately replace them with other persons. (1972 Code, § 1-203)

1-204. Appointment of special committees. As the need arises, the mayor may appoint such special committees as may be authorized by council. (1972 Code, § 1-204)

¹Charter references

Duties of mayor: § 13.

Officers: § 4.

Powers of council: § 6.

Terms of officers: § 9.

CHAPTER 3**RECORDER**¹**SECTION**

- 1-301. Oath and bond.
- 1-302. General accountant.
- 1-303. Water subscribers.
- 1-304. Salary of recorder.
- 1-305. Delinquent taxpayers.

1-301. Oath and bond. The recorder before assuming the duties of his office shall solemnly swear that he will faithfully perform all of his duties as are required of him by law. He shall execute a faithful performance bond signed by two or more solvent personal sureties, or one corporate surety properly approved by the state insurance and banking commissioner in the amount of ten thousand dollars (\$10,000.00). Any premiums becoming due and payable on such corporate bond shall become an obligation of the municipality. (1972 Code, § 1-301)

1-302. General accountant. As general accountant, he shall have the following duties:

- (1) Receive and preserve all accounts, books, vouchers and papers relating to accounts, contracts, debts, revenue, and related fiscal affairs of the city.
- (2) Draw and register all warrants on the treasury for all appropriations and funds ordered paid by the council.
- (3) Have custody of the city seal and issue certified copies of all public records which are in his keeping and charge.
- (4) Collect such fees as the council may designate for the issuance of privilege license and the recording of deeds to cemetery lots.
- (5) By and with advice and consent of council, issue distress warrants to any lawful officer of the city or county. Taxes due and unpaid on the 1st day of May of each year and every year shall constitute grounds for the issuance of such distress warrant, with allowance to such officer, to be paid by the delinquent tax payer, of a fee for service as is provided in collection of delinquent state and county taxes. (1972 Code, § 1-302)

1-303. Water subscribers. The recorder shall maintain all books and records for the sale of water. Such records shall properly show the names of all

¹Charter reference

Duties of recorder: § 14.

subscribers, amounts of water used, rates, and balances due. He shall mail or deliver to each subscriber a statement of the balance due from him on the first of each month and make collections from such subscribers. (1972 Code, § 1-303)

1-304. Salary of recorder. The recorder shall receive such compensation for his services as the council may designate. (1972 Code, § 1-304)

1-305. Delinquent taxpayers. The recorder shall report to the council on October 1, of each year, a list of uncollected taxes, showing the name, description of property or polls, the amount due from each delinquent taxpayer, the aggregate of such taxes and why the same have not been paid. (1972 Code, § 1-305)