

## TITLE 1

### GENERAL ADMINISTRATION<sup>1</sup>

#### CHAPTER

1. CITY COUNCIL.
2. MAYOR.
3. CITY CLERK.

#### CHAPTER 1

#### CITY COUNCIL

#### SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.

**1-101. Time and place of regular meetings.** The city council shall meet in regular sessions at least once every month. The dates and times of city council meetings shall be as set by a resolution of the council. (1995 Code, § 1-101, modified)

**1-102. Order of business.** At each meeting of the city council the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

- (1) Call to order by the mayor.
- (2) Roll call by the clerk.
- (3) Reading of minutes of the previous meeting by the clerk and approval or correction.
- (4) Grievances from citizens.

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<sup>1</sup>Charter references

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

Municipal code references

Fire department: title 7.  
 Utilities: titles 18 and 19.  
 Wastewater treatment: title 18.  
 Zoning: title 14.

- (5) Communications from the mayor.
- (6) Reports from committees, councilmen, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1995 Code, § 1-102)

**1-103. General rules of order.** The rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, shall govern the transaction of business by and before the city council 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. (1995 Code, § 1-103, modified)

**CHAPTER 2****MAYOR<sup>1</sup>****SECTION**

1-201. Generally supervises city's affairs.

1-202. Executes city's contracts.

1-203. To be bonded.

**1-201. Generally supervises city's affairs.** The mayor shall have general supervision of all the affairs of the city and may require such reports from the various officers and employees of the city as he may reasonably deem necessary to carry out his executive responsibilities. (1995 Code, § 1-201)

**1-202. Executes city's contracts.** The mayor shall execute all contracts as authorized by the city council. (1995 Code, § 1-202)

**1-203. To be bonded.** The mayor shall be bonded in the sum of one hundred thousand dollars (\$100,000.00) before assuming the duties of his office. (1995 Code, § 1-203, modified)

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<sup>1</sup>Charter references

Bond, duties and powers: § 10.

Compensation, oath, term of office: § 6.

Vacancy in office: § 7.

**CHAPTER 3**  
**CITY CLERK**<sup>1</sup>

**SECTION**

1-301. To be bonded.

1-302. To keep minutes, etc.

1-303. To perform general administrative duties, etc.

**1-301. To be bonded.** The city clerk shall be bonded in the sum of one hundred thousand dollars (\$100,000.00), with surety acceptable to the city council, before assuming the duties of his office. (1995 Code, § 1-301, modified)

**1-302. To keep minutes, etc.** The city clerk shall keep the minutes of all meetings of the city council and shall preserve the original copy of all ordinances in a separate ordinance book. (1995 Code, § 1-302)

**1-303. To perform general administrative duties, etc.** The city clerk shall perform all administrative duties for the city council and for the city which are not assigned by the charter or this code to another officer. He shall also have custody of, and be responsible for maintaining all city bonds, records, and papers in such fireproof vault or safe as the city shall provide. (1995 Code, § 1-303)

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<sup>1</sup>Charter references

Bond: § 12.

Duties: § 12.