

TITLE 1

GENERAL ADMINISTRATION

CHAPTER

1. GOVERNING BODY.
2. MAYOR.
3. CITY CLERK.

CHAPTER 1

GOVERNING BODY

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 governing body of the City of New Johnsonville shall hold regular monthly meetings at 7:00 o'clock P.M. on the first Monday of each month at the City Hall, provided that when the first Monday of the month is a legal holiday, then the meeting will be held on the second Monday of the month. (1973 Code, sec. 1-101, as modified)

1-102. Order of business. At each meeting of the governing body 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 city clerk.
- (3) Reading of minutes of the previous meeting by the city clerk and approval or correction.
- (4) Grievances from citizens.
- (5) Communications from the mayor.
- (6) Reports from committees, members of the governing body and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1973 Code, sec. 1-102)

1-103. General rules of order. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Revised, shall govern the transaction of business by and before the governing body 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. (1973 Code, sec. 1-103)

CHAPTER 2

MAYOR¹

SECTION

1-201. Generally supervises municipality's affairs.

1-202. Executes municipality's contracts.

1-201. Generally supervises municipality's affairs. The mayor shall have general supervision of all municipal affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1973 Code, sec. 1-201)

1-202. Executes municipality's contracts. The mayor shall execute all contracts authorized by the governing body. (1973 Code, sec. 1-202)

¹Charter reference

See Article II, City Council for duties of mayor, vice-mayor, vacancy in office, etc. See also Article III §§ 3 and 7 and Article IV, §§ 2, 6, 7 and 9.

CHAPTER 3

CITY CLERK¹

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 ten thousand dollars (\$10,000.00), with surety acceptable to the governing body, before assuming the duties of his office. (1973 Code, sec. 1-301)

1-302. To keep minutes, etc. The city clerk shall keep the minutes of all meetings of the governing body and shall preserve the original copy of all ordinances in a separate ordinance book. (1973 Code, sec. 1-302)

1-303. To perform general administrative duties, etc. The city clerk shall perform all administrative duties for the governing body and for the municipality which are not expressly assigned by the charter or this code to another corporate officer. He shall also have custody of, and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the municipality shall provide. (1973 Code, sec. 1-303)

¹Charter reference

See Article III, section 3.03, for additional provisions.

Ord. 1994-4 (Aug. 1994) § 1 provides: "The City of New Johnsonville adopts by reference the requirements of Public Acts 1994, Chapter 648, which is attached to this ordinance and made a part thereof as if it were fully set out in the text of this ordinance." See Ord. 1994-4 of record in the office of the recorder for these provisions.