

## TITLE 1

GENERAL ADMINISTRATION<sup>1</sup>

## CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR AND VICE-MAYOR.
3. RECORDER.

## CHAPTER 1

BOARD OF MAYOR AND ALDERMEN<sup>2</sup>

## SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Compensation of aldermen.
- 1-105. Adoption and amendment of ordinances.

1-101. Time and place of regular meetings. The board of mayor and aldermen shall hold regular monthly meetings at 7:00 P.M. on the third Tuesday of each month at the city hall. (1982 Code, § 1-101, modified)

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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

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

Fire department: title 7.

Utilities: titles 18 and 19.

Wastewater treatment: title 18.

Zoning: title 14.

<sup>2</sup>Charter references

Election of board: § 6.

Mayor pro tem: § 24.

Oath: § 9.

Powers: § 5.

Quorum: § 8.

Vacancies in office: § 7.

1-102. Order of business. At each meeting of the board of mayor and aldermen, 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 recorder.
- (3) Reading of minutes of the previous meeting by the recorder and approval or correction.
- (4) Presentations from citizens and visitors.
- (5) Communications from the mayor.
- (6) Reports from departments, committees, and officers of the town.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1982 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 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. (1982 Code, § 1-103, modified)

1-104. Compensation of aldermen. Each alderman, except the mayor, shall receive the sum of one hundred and no/100 dollars (\$100.00) per month, payable monthly, as total compensation for his services and attendance at all regular and special meetings. This will not, however, prevent the reimbursement of an alderman for any mileage, meals, lodging, or other out-of-pocket expenses incurred by him for municipal business when claims therefor are supported by itemized and signed expense accounts. (1982 Code, § 1-104, as amended by Ord. #87-5, Dec. 1987)

1-105. Adoption and amendment of ordinances. Each ordinance adopted by the board of mayor and aldermen shall be in writing before being considered by the board, shall be considered and voted on by the board at two (2) lawful meetings held on two (2) separate days, and shall be adopted by a majority vote of those board members present each time it is considered. Votes shall be taken by calling the "ayes" and "noes" which shall be recorded in the minutes of the board. Any ordinance not so adopted shall be null and void. No ordinance which has been finally adopted shall be amended except by a new ordinance. (1982 Code, § 1-105)

## CHAPTER 2

MAYOR AND VICE-MAYOR<sup>1</sup>

## SECTION

- 1-201. Generally supervises municipality's affairs.
- 1-202. Executes municipality's contracts.
- 1-203. Compensation.
- 1-204. Suspension of officers.
- 1-205. Vice-mayor.

1-201. Generally supervises municipality's affairs. The mayor shall have general supervision of all affairs of the municipality and may require such reports from the officers and employees of the municipality as the governing body requests or as he may deem necessary to carry out his executive responsibilities. (1982 Code, § 1-201)

1-202. Executes municipality's contracts. The mayor shall, together with the recorder, execute all contracts as authorized by the board of mayor and aldermen. (1982 Code, § 1-202)

1-203. Compensation. The mayor shall receive the sum of four hundred and no/100 dollars (\$400.00) per month, payable monthly, as total compensation for his services and attendance at regular and special meetings. Nothing, however, shall prevent his reimbursement for any mileage, meals, lodging, or other out of pocket expenses incurred on behalf of the town when his claim therefor is supported by itemized and signed expense accounts. (1982 Code, § 1-203, as amended by Ord. #87-5, Dec. 1987)

1-204. Suspension of officers. The mayor shall have power to suspend any city officer for misconduct or dereliction of duty in office, reporting such action, with his reasons therefor, in writing, within 24 hours, to a special meeting of the board. (1982 Code, § 1-204)

1-205. Vice-mayor. The board of mayor and aldermen shall elect a vice-mayor to serve at the will and pleasure of the board. The vice-mayor shall exercise the powers and perform the duties of the mayor during the latter's

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<sup>1</sup>Charter reference

Oath: § 9.

Powers: § 5.

Mayor pro tem: § 24.

temporary absence or incapacity and until a new mayor is appointed by the board in case of a vacancy in the office of mayor. (1982 Code, § 1-205)

## CHAPTER 3

RECORDER<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. Before assuming the duties of his office, the recorder shall be bonded in such sum as may be fixed by, and with such corporate surety as may be acceptable to, the board of mayor and aldermen. (1982 Code, § 1-301)

1-302. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the board of mayor and aldermen and shall preserve the original copy of all ordinances in a separate ordinance book. (1982 Code, § 1-302)

1-303. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the board of mayor and aldermen and for the municipality which are not assigned by the charter, this code, or the board 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. (1982 Code, § 1-303)

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<sup>1</sup>Charter references

Duties: § 11.

Issuance of distress warrants: § 16.