

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

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

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN²

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 board of mayor and aldermen shall hold regular monthly meetings at 7:00 P.M. on the first Tuesday of each month at the town hall. (1977 Code, § 1-101)

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.

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

Power and authority: § 3.

Term of office: § 4.

Vacancies in office: § 6.

- (2) Roll call by the recorder.
- (3) Reading of minutes of the previous meeting by the recorder and approval or correction.
- (4) Grievances from citizens.
- (5) Communications from the mayor.
- (6) Reports from committees, members of the board of mayor and aldermen and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1977 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. (1977 Code, § 1-103, modified)

CHAPTER 2

MAYOR¹

SECTION

- 1-201. Generally supervises municipal affairs.
- 1-202. Executes municipality's contracts.
- 1-203. Duties and responsibilities.
- 1-204. Compensation.

1-201. Generally supervises municipal affairs. The mayor shall have general supervision of all municipal affairs. (Ord. #85-30, Oct. 1985)

1-202. Executes municipality's contracts. The mayor shall execute all the municipality's contracts. (Ord. #85-30, Oct. 1985)

1-203. Duties and responsibilities. The mayor shall carry out the duties and responsibilities set out and imposed upon him/her by the town charter. (Ord. #85-30, Oct. 1985)

1-204. Compensation. The mayor shall receive as compensation the sum of \$125.00 per month which is the total amount of compensation for services rendered. This raise in pay is retroactive to June 1985. (Ord. #85-30, Oct. 1985)

¹Charter references

Duties: § 7.

Oath: § 5.

Term of office: § 4.

Vacancies in office: § 6.

CHAPTER 3

RECORDER

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 recorder shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the board of mayor and aldermen. (1977 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. (1977 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 town which are not assigned by the charter, this code, or the board of mayor and aldermen 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 board of mayor and aldermen shall provide. (1977 Code, § 1-303)