

## TITLE 1

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

#### CHAPTER

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

#### CHAPTER 1

#### CITY COUNCIL<sup>2</sup>

#### SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Special meetings.
- 1-103. Mayor to preside.
- 1-104. Absent aldermen.
- 1-105. Order of business.
- 1-106. General rules of order.

**1-101. Time and place of regular meetings.** The city council shall hold regular monthly meetings at 7:00 P.M. on the third Thursday of each month at the city hall. (1978 Code, § 1-101, modified)

**1-102. Special meetings.** Special meetings of the council may be held at any time when, in the opinion of the mayor or any two (2) aldermen, the welfare of the city demands it. Special meetings shall be announced at a regular

#### <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

Elections: art. III, § 6.  
 Quorum: art. III, § 14.  
 Salaries: art. III, § 8.

meeting or special meeting or upon at least twelve (12) hours written notice to each alderman and the mayor. Each call for a special meeting shall set forth the character of the business to be discussed at such meeting and no other business shall be considered at such time. (1978 Code, § 1-102)

**1-103. Mayor to preside.** The mayor, and in his absence the mayor pro tempore, shall preside at all meetings of the council. (1978 Code, § 1-103)

**1-104. Absent aldermen.** Absent aldermen may be compelled to attend any meeting of the council by subpoena, issued by the recorder under the direction of the mayor or two (2) aldermen, and served by the marshal. On refusal of such member to answer such summons by his immediate attendance, he shall be fined in the sum of ten dollars (\$10.00) by the recorder for each offense. (1978 Code, § 1-104)

**1-105. 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 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 city council, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1978 Code, § 1-105)

**1-106. 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. (1978 Code, § 1-106)

## CHAPTER 2

### MAYOR<sup>1</sup>

#### SECTION

- 1-201. Generally supervises municipality's affairs.
- 1-202. Executes municipality's contracts.
- 1-203. Appoints committees.
- 1-204. To sign journal of proceedings, ordinances, etc.

**1-201. Generally supervises municipality's affairs.** The mayor shall have general supervision of all city affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1978 Code, § 1-201)

**1-202. Executes municipality's contracts.** The mayor shall execute all contracts as authorized by the city council. (1978 Code, § 1-202)

**1-203. Appoints committees.** The mayor, with the approval of the council, may appoint such committees as may be needed from time to time. (1978 Code, § 1-203)

**1-204. To sign journal of proceedings, ordinances, etc.** The mayor shall sign the journal of proceedings of each council meeting at the following council meeting. He shall sign all ordinances and resolutions immediately after passage, and his signature shall be attested by the recorder. (1978 Code § 1-204)

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<sup>1</sup>Charter references

Duties: art. V, § 1.

Election: art. III, § 3.

Presides at meetings: art. III, § 11.

Salary: art. III, § 8.

## CHAPTER 3

### RECORDER<sup>1</sup>

#### SECTION

- 1-301. To be bonded.
- 1-302. To keep minutes, etc.
- 1-303. To endorse dates of passage.
- 1-304. To perform general administrative duties, etc.
- 1-305. Records to be public.

**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 city council. (1978 Code, § 1-301)

**1-302. To keep minutes, etc.** The recorder 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. (1978 Code, § 1-302)

**1-303. To endorse dates of passage.** The recorder shall endorse on each ordinance the dates of its passage on first and second reading. (1978 Code, § 1-303)

**1-304. To perform general administrative duties, etc.** The recorder shall perform all administrative duties for the city council and for the city which are not assigned by the charter, this code, or the city council to another corporate officer. The recorder shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the city shall provide. (1978 Code, § 1-304)

**1-305. Records to be public.** All records of the city are hereby declared to be public records, open to the inspection of any citizen of the city, but no official shall permit any book, paper or other document or record to be taken from his office unless on a summons, properly served, issued by some court of competent jurisdiction or some committee appointed by the mayor, or on an order from the council or the mayor. All records made by employees or officials of the city pertaining to affairs of the city shall be and remain at all times the property of the city. (1978 Code, § 1-305)

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<sup>1</sup>Charter references

Duties: art. VI, § 2, § 4.

Keeps docket: art. VI, § 10.

Salary: art. VI, § 1.