

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

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

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN²

- 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 7:30 p.m. on the first Monday of each month at the town hall. (1979 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.
- (2) Roll call by the recorder.

¹Municipal code references

Building inspector: title 12.

Fire department: title 7.

Utilities: title 18.

For the resolution authorizing creation of the industrial development board, see records in the recorder's office.

²Charter references

(1) Elections: § 4.

(2) Oath of office: § 5.

(3) Ordinances--how passed: § 13.

(4) Ordinance powers: § 9.

(5) Qualifications of members--board to judge: § 8.

(6) Term and qualifications: § 3.

(7) Who is eligible: § 7.

- (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. (1979 Code, § 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 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. (1979 Code, § 1-103)

CHAPTER 2

MAYOR¹

SECTION

1-201. Generally supervises town's affairs.

1-202. Executes town's contracts.

1-201. Generally supervises town'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. (1979 Code, § 1-201)

1-202. Executes town's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1979 Code, § 1-202)

¹Charter references

Duties, qualifications, etc.: §§ 3 through 7 and § 14.

CHAPTER 3

RECORDER¹

SECTION

1-301. To be bonded.

1-302. To preserve ordinances.

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. (1979 Code, § 1-301)

1-302. To preserve ordinances. The recorder shall preserve the original copy of all ordinances in a separate ordinance book. (1979 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 town shall provide. (1979 Code, § 1-303)

¹Charter reference: § 12.