

## TITLE 1

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

#### CHAPTER

1. GOVERNING BODY.
2. MAYOR.
3. RECORDER.

#### CHAPTER 1

### GOVERNING BODY<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. Salary of mayor.
- 1-105. Salary of aldermen.

**1-101. Time and place of regular meetings.** The governing body shall hold regular monthly meetings at 5:30 o'clock p.m. prevailing time on the third Tuesday of each month at the city hall.

(1974 Code, § 1-101; Amended 10/05/1999 and 12/17/2002)

**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:

- (a) Call to order by the mayor.
- (b) Prayer.

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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

Compensation: § 7.

Quorum: § 7.

Vacancies in office: § 10.

- (c) Roll call by the recorder.
  - (d) Reading of minutes of the previous meeting by the recorder or city attorney, and approval or correction.
  - (e) Grievances from citizens.
  - (f) Communications from the mayor.
  - (g) Reports from committees, members of the governing body, and other officers.
  - (h) Old business.
  - (i) New business.
  - (j) Adjournment.
- (1974 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 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.

(1974 Code, § 1-103)

**1-104. Salary of mayor.** The duly elected Mayor of the City of Greenfield shall be compensated on a monthly basis in the gross amount of five hundred and no/100 dollars (\$500.00) beginning with the first full month of service he provides to the City as Mayor and beginning no sooner than August 1, 2001.

(Adopted 08/02/1977; Amended 07/17/2001)

**1-105. Salary of aldermen.** Each duly elected alderman of the City of Greenfield shall be compensated on a monthly basis in the gross amount of one hundred fifty and no/100 dollars beginning with the first full month of service said alderman provides to the City as alderman and beginning no sooner than January 1, 2005.

(Adopted 08/02/1977; Amended 07/17/2001)

**CHAPTER 2****MAYOR<sup>1</sup>****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 city affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities.

(1974 Code, § 1-201)

**1-202. Executes municipality's contracts.** The mayor shall execute all contracts as authorized by the governing body.

(1974 Code, § 1-202)

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<sup>1</sup>Charter reference

Power and duties of mayor: § 14.

**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.** The recorder shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the governing body.  
(1974 Code, § 1-301)

**1-302. To keep minutes, etc.** The recorder shall keep the minutes of all meetings as prepared by the city attorney and approved by the board of mayor and aldermen of the governing body.  
(1974 Code, § 1-302; Amended 12/17/2002)

**1-303. To perform general administrative duties, etc.** The recorder shall perform all administrative duties for the governing body and for the city which are not assigned by the charter, this code, or the governing body 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.  
(1974 Code, § 1-303)

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<sup>1</sup>Charter reference

Appointment and duties of recorder: § 15.