

## TITLE 1

GENERAL ADMINISTRATION<sup>1</sup>

## CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. 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.

1-101. Time and place of regular meetings. The board of mayor and aldermen shall hold regular monthly meetings at 7:30 P.M. CDST and 7:00 P.M. CST on the second Monday of each month at the town hall. (1969 Code, § 1-101, modified)

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:

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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

Oath of office: § 6.

Qualifications: § 3.

Quorum § 9.

Term of office: § 4.

Vacancies in office: § 3.

- (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, aldermen, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1969 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. (1969 Code, § 1-103, modified)

1-104. Compensation of aldermen. Each alderman shall receive a monthly salary of fifty dollars (\$50.00). An alderman shall also receive twenty dollars (\$20.00) for attendance at a called meeting of the board of mayor and aldermen. (Ord. #75, March 1975, modified)

## CHAPTER 2

MAYOR<sup>1</sup>

## SECTION

1-201. Generally supervises municipality's affairs.

1-202. Executes municipality's contracts.

1-203. Compensation.

1-201. Generally supervises municipality'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. (1969 Code, § 1-201)

1-202. Executes municipality's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1969 Code, § 1-202)

1-203. Compensation. The mayor shall receive three hundred fifty dollars (\$350.00) per month as his salary. (Ord. #75, March 1975, modified)

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<sup>1</sup>Charter references

Oath of office: § 6.

Powers: § 10.

Qualifications: § 3.

Term of office: § 4.

Vacancies in office: § 3.

## 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.

1-304. Compensation.

1-301. To be bonded. The recorder shall be bonded in the sum of ten thousand dollars (\$10,000.00), with surety acceptable to the board of mayor and aldermen, before assuming the duties of his office. (1969 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. (1969 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. 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 town shall provide. (1969 Code, § 1-303)

1-304. Compensation. The recorder shall receive a salary as determined by the board. (Ord. #75, March 1975, modified)

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<sup>1</sup>Charter references

Duties: § 15.

Term of office: § 5.