

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.

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

Article III.

For other provisions in the charter with respect to the board of mayor and aldermen, see the charter sections indicated:

- (1) Appointment of city attorney: § 3.03.
- (2) Appointment, suspension, and removal of employees: § 3.07.
- (3) Budget: §§ 4.03--4.05.
- (4) Establishment and consolidation of offices: § 3.01.
- (5) Miscellaneous corporate powers: § 1.04.
- (6) Oath of office: § 3.08.
- (7) Purchasing: § 4.06.
- (8) Taxes: §§ 4.09--4.12.

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 3rd Monday of each month at the city hall. (1980 Code, § 1-101, as amended by Ord. #2012-08, Nov. 2012)

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.
- (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. (1980 Code, § 1-102, modified)

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. (1980 Code, § 1-103, modified)

CHAPTER 2**MAYOR¹****SECTION**

- 1-201. To be bonded.
1-202. Generally supervises city's affairs.
1-203. Executes city's contracts.

1-201. To be bonded. The mayor shall be bonded in the sum of one thousand dollars (\$1,000.00) before assuming the duties of his office. (1980 Code, § 1-201)

1-202. Generally supervises city'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. (1980 Code, § 1-202)

1-203. Executes city's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1980 Code, § 1-203)

¹Charter references

Administrative duties: § 3.02.

Bond: § 3.09.

Budget--mayor to submit: § 4.02.

Election and term: § 2.01.

Presiding officer of board: § 2.04.

CHAPTER 3

RECORDER¹

SECTION

1-301. Office of city administrator established.

1-302. [Deleted.]

1-303. To keep ordinance book.

1-301. Office of city administrator established. The office of city administrator is hereby established to see to the day-to-day operations of the city. The city administrator shall serve under the mayor and perform such duties as the mayor may assign him. The city administrator shall also serve in the capacity of city recorder and treasurer, which offices are combined pursuant to § 2.08 of the city's charter. (1980 Code, § 1-301)

1-302. [Deleted.] (1980 Code, § 1-301, as deleted by Ord. #2012-08, Nov. 2012)

1-303. To keep an ordinance book. The administrator, recorder, and treasurer shall keep an ordinance book in which he shall keep the original copy of all ordinances passed by the board of mayor and aldermen. (1980 Code, § 1-302)

¹Charter reference
Recorder: § 2.08.