

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF COMMISSIONERS.
2. MAYOR.
3. RECORDER.

CHAPTER 1

BOARD OF COMMISSIONERS²

SECTION

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Introduction of resolutions and ordinances.
- 1-105. Passage of motions and resolutions.

1-101. Time and place of regular meetings. The board of commissioners shall hold regular monthly meetings at 7:00 P.M. on the first Monday of each month at the town hall. (1990 Code, § 1-101)

1-102. Order of business. At each meeting of the board of commissioners, 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.

¹Charter references

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

Fire department: title 7.
 Slum clearance: title 13.
 Utilities: titles 18 and 19.
 Wastewater treatment: title 18.
 Zoning: title 14.

²Charter references

For charter provisions related to the board of commissioners, see particularly sections 2.01, 2.02, 2.04, and 2.05.

- (3) Reading of minutes of the previous meeting by the recorder, and approval or correction.
- (4) Unfinished business.
- (5) Hearing petitions and communications.
- (6) Officers' reports
- (7) Passing on accounts.
- (8) Reports of committees and members of the board of commissioners.
- (9) New business.
- (10) Introduction of new ordinances.
- (11) Adjournment. (1990 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 commissioners 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. (1990 Code, § 1-103, modified)

1-104. Introduction of resolutions and ordinances. All resolutions and ordinances shall be reduced to writing before being introduced and shall be read to the board and then seconded before they are open for debate or may be acted upon. (1990 Code, § 1-104)

1-105. Passage of motions and resolutions. It shall be necessary for motions and resolutions to be passed on only one reading. (1990 Code, § 1-105)

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 supervision of all town affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. He shall make known to the board of commissioners the wants and necessities of the town, and shall recommend the passage of such measures as he thinks the welfare of the town demands. (1990 Code, § 1-201)

1-202. Executes town's contracts. The mayor shall execute all contracts as authorized by the board of commissioners. (1990 Code, § 1-202)

¹Charter references

For charter provisions related to the mayor, see particularly sections 2.01, 2.03, 3.02, 3.10 and 4.02.

CHAPTER 3

RECORDER¹

SECTION

1-301. To be bonded.

1-302. To keep minutes, etc.

1-303. To perform general administrative duties, etc.

1-304. To be treasurer.

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 commissioners. (1990 Code, § 1-301)

1-302. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the board of commissioners and shall preserve the original copy of all ordinances in a separate ordinance book. (1990 Code, § 1-302)

1-303. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the board of commissioners and for the town which are not assigned by the charter, this code, or the board of commissioners 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. (1990 Code, § 1-303)

1-304. To be treasurer. The recorder shall also be the treasurer of the town. (1990 Code, § 1-304)

¹Charter references

For charter provisions relating to the recorder, see particularly sections 3.03 and 3.05.