

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. BOARD OF COMMISSIONERS.
2. CHAIRMAN.
3. RECORDER AND TREASURER.

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. Town legislation.

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 Burns Town Hall. (1980 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 chairman.

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

Compensation: § 11.
 Oath of office: § 6.
 Powers: § 9.
 Term of office: § 5.
 Vacancy in office: § 3.

- (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 chairman.
- (6) Reports from committees, members of the board of commissioners, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1980 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. (1980 Code, § 1-103, modified)

1-104. Town legislation. Any action of the board of commissioners having a regulatory or penal effect, relating to revenue or the expenditure of money, or required to be done by ordinance under the charter shall be done only by ordinance. Each resolution and ordinance shall be in written form before being introduced. The affirmative vote of at least three (3) members of the board of commissioners shall be required to pass any motion, resolution, or ordinance, including two (2) readings in the case of an ordinance. Each ordinance, before being adopted, shall be read at two (2) meetings not less than one week apart, and shall take effect after its adoption, except that, where an emergency exists and the public safety and welfare require it, an ordinance containing a full statement of the facts and reasons for the emergency may be made effective upon its adoption if approved by at least four members of the board of commissioners on two (2) readings on successive days. No ordinance relating to a franchise, exclusive contract, or other special privilege shall be passed as an emergency ordinance. Amendments of ordinances and resolutions or parts thereof shall be accomplished only by setting forth the complete section, sections, subsection, or subsections, in their amended form. The original copies of all ordinances, resolutions, and motions shall be filed and preserved by the recorder. (1980 Code, § 1-104, as amended by Ord. #122, § 1, June 1999)

CHAPTER 2**CHAIRMAN¹****SECTION**

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

1-201. To be bonded. The chairman shall be bonded in the sum of twenty-five thousand dollars (\$25,000.00), with surety acceptable to the board of commissioners, before assuming the duties of his office. (1980 Code, § 1-201)

1-202. Generally supervises town's affairs. The chairman 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. (1980 Code, § 1-202)

1-203. Executes town's contracts. The chairman shall execute all contracts as authorized by the board of commissioners. (1980 Code, § 1-203)

¹Charter references
Compensation: § 11.
Duties and powers: § 7.

CHAPTER 3

RECORDER AND TREASURER¹

SECTION

1-301. Offices of recorder and treasurer combined.

1-302. Oath and bond.

1-303. To keep minutes, etc.

1-304. To perform general administrative duties, etc.

1-301. Offices of recorder and treasurer combined. Pursuant to §12 of the town's charter, the offices of recorder and treasurer are hereby combined. (1980 Code, § 1-301)

1-302. Oath and bond. The recorder and treasurer shall take the same oath of office as that prescribed for other officers of the town and, shall be bonded in the sum of twenty-five thousand dollars (\$25,000.00) before assuming the duties of office. The city clerk shall be bonded in the sum of twenty-five thousand dollars (\$25,000.00) before assuming the duties of office. The cost of said bonds being paid by the Town of Burns. (1980 Code, § 1-302)

1-303. To keep minutes, etc. The recorder and treasurer 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. (1980 Code, § 1-303)

1-304. To perform general administrative duties, etc. The recorder and treasurer shall perform all administrative duties for the board of commissioners and for the Town of Burns which are not expressly assigned by the charter or this code to another corporate officer. He 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 of Burns shall provide. (1980 Code, § 1-304)

¹Charter references

Bond: §§ 6 and 13.

Compensation: §§ 6 and 13.

Duties: §§ 6 and 13.