

**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. Passage or amendment of a city ordinance.

**1-101. Time and place of regular meetings.** The board of mayor and aldermen shall meet for regular monthly meetings on the second Thursday of each month at 7:00 P.M. at Henderson City Hall. Special meetings may be called and held from time at any time, at any location specified in the call of such

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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: § 5.

Oath: § 4.

Qualifications: §§ 3 and 6.

Quorum: § 5.

Term of office: § 3.

Vacancy in office: § 5.

meeting, pursuant to the present provisions concerning the same. (1976 Code, § 1-101, modified, as replaced by Ord. #439, Jan. 2009)

**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, aldermen, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1976 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. (1976 Code, § 1-103, modified)

**1-104. Passage or amendment of a city ordinance.**<sup>1</sup> No ordinance shall become a law at any meeting at which it originated unless it is passed by a unanimous vote upon two (2) readings. All ordinances shall be read two (2) times before becoming law. (1976 Code, § 1-104, as amended by Ord. #439, Jan. 2009)

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<sup>1</sup>Charter reference

Ordinance adoption procedures: § 9.

**CHAPTER 2****MAYOR<sup>1</sup>****SECTION**

1-201. Generally supervises city's affairs.

1-202. Executes city's contracts.

**1-201. Generally supervises city'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. (1976 Code, § 1-201)

**1-202. Executes city's contracts.** The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1976 Code, § 1-202)

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<sup>1</sup>Charter references

Compensation: § 5.

Oath: § 4.

Powers: § 9.

Term of office: § 3.

Vacancy in office: § 5.

**CHAPTER 3**

**RECORDER<sup>1</sup>**

**SECTION**

1-301. [Repealed.]

1-302. To keep minutes, etc.

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

1-304. Compensation.

**1-301. [Repealed].** (1976 Code, § 1-301, as repealed by Ord. #455, May 2010)

**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. (1976 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 city which are not assigned by the charter, this code, or the board 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 city shall provide. (1976 Code, § 1-303)

**1-304. Compensation.** The recorder shall be entitled to and shall receive compensation for his services, the amount and rate of payment of which shall be fixed by the board of mayor and aldermen from time to time hereafter. (1976 Code, § 1-304)

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<sup>1</sup>Charter references

Bond required: § 3.

Duties: § 11.

Oath: § 4.

Qualifications: § 6.

Vacancy in office: § 5.