

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.

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 first Tuesday of each month at the town hall. (1978 Code, § 1-101)

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 board:

- (1) Call to order by the mayor.

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: § 18.

Oath of office: §§ 7 and 8.

Powers and duties: §§ 8 and 9.

Quorum: § 8.

Term of office: §§ 5 and 32.

Vacancy in office: § 8.

- (2) Roll call by the recorder.
- (3) Reading of minutes of the previous meeting by the recorder, and approval or correction.
- (4) Communications from the mayor.
- (5) Reports from committees, aldermen, and other officers.
- (6) Old business.
- (7) New business.
- (8) Adjournment. (1978 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. (1978 Code, § 1-103, modified)

CHAPTER 2

MAYOR³

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 general supervision of all the affairs of the town and may require such reports from the various officers and employees of the town as he may reasonably deem necessary to carry out his executive responsibilities. (1978 Code, § 1-201)

1-202. Executes town's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1978 Code, § 1-202)

³Charter references

Compensation: § 6.

Duties: § 6.

Oath of office: § 6.

Qualifications: § 6.

Term of office: § 32.

Vacancy in office: § 8.

CHAPTER 3

RECORDER⁴

SECTION

1-301. To be bonded.

1-302. To keep minutes, etc.

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

1-301. To be bonded. The recorder shall be bonded in the sum of one thousand dollars (\$1,000.00) before assuming the duties of his office. (1978 Code, § 1-301)

1-302. To keep minutes, etc. The recorder shall keep an ordinance book in which he shall keep the original copy of all ordinances passed by the board of mayor and aldermen. (1978 Code, § 1-302)

1-303. To perform general clerical duties, etc. The recorder shall perform all clerical duties for the board of mayor and aldermen and for the town which are not expressly assigned by the charter or this code to another corporate officer. He shall also have custody of, and be responsible for maintaining all corporate bonds, records, and papers. (1978 Code, § 1-303)

⁴Charter references

Bond: § 14.

Compensation: § 14.

Duties: § 14.

Oath of office: § 14.

Term of office: § 14.

Vacancy in office: § 16.