

## TITLE 1

GENERAL ADMINISTRATION<sup>1</sup>

## CHAPTER

1. TOWN COUNCIL.
2. MAYOR.
3. RECORDER.

## CHAPTER 1

TOWN COUNCIL<sup>2</sup>

## 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 town council shall hold regular monthly meetings at 7:00 P.M. on the 1st Thursday of each month at the Community Center.

1-102. Order of business. At each meeting of the town council, 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.

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<sup>1</sup>Municipal code references

Fire department: title 7.  
 Utilities: titles 18 and 19.  
 Zoning: title 14.

<sup>2</sup>Charter references

Election: Art. III.  
 Meeting procedure: Art. IV, § 1; Art. V, §§ 7-9.  
 Personnel authority: Art. III, § 1; Art. V, §§ 2-3; Art. IX, § 6.  
 Powers and duties  
   Enumerated: Art. V.  
   General: Art. I, § 2.  
 Taxing power: Art. VII.  
 Terms: Art. I, § 1.

- (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 town council, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment.

This order can be altered at the discretion of the mayor.

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 town council 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.

## CHAPTER 2

MAYOR<sup>1</sup>

## 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 town affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities.

1-202. Executes town's contracts. The mayor shall execute all contracts as authorized by the town council.

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<sup>1</sup>Charter references  
Election: Art. III.  
Powers and duties: Art. IV.  
Veto: Art. IV, § 1; Art. V, § 8.

## CHAPTER 3

RECORDER<sup>1</sup>

## SECTION

1-301. To be bonded.

1-302. To keep minutes, etc.

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

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 town council.

1-302. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the town council and shall preserve the original copy of all ordinances in a separate ordinance book.

1-303. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the town council and for the town which are not assigned by the charter, this code, or the town council to another corporate officer. The recorder shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers.

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<sup>1</sup>Charter references

Election: Art. III.

Powers and duties

Records, etc.: Art. IV, § 2.

Acting mayor: Art. IV, § 2.

Tax rolls: Art. VI, § 2.

The recorder is also a member of the town council and has the same legislative power and duties as other councilmen.