

## TITLE 1

### GENERAL ADMINISTRATION<sup>1</sup>

#### CHAPTER

1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER.
4. MISCELLANEOUS.

#### 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. Compensation.

**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 second Monday night of each month at the town hall. (1960 Code, § 1-101)

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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 of office: § 3.

Powers: § 6.

Qualifications: § 2.

Term of office: § 10.

Vacancy in office: § 2.

**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, members of the board of mayor and aldermen, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1960 Code, § 1-102, modified)

**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. (1960 Code, § 1-103, modified)

**1-104. Compensation.** A remuneration of \$500.00 per month is established for the mayor. This authorization is to enable the mayor to spend the time necessary on the job to complete tasks and projects outstanding and record the decisions and justifications for public record and the board's information and approval. This authorization is to become effective with the next board of mayor and aldermen, effective January 1992. Also authorized is the continued monthly in lieu of expense payments of \$100.00 to the mayor and \$25.00 to each alderman. Authorization is also made for the continuation of in lieu of payments of \$50.00 to the chairman of the Utilities Commission and \$25.00 to the members who advise and assist in the operation of the water and sewer systems. The board will have the authority to decrease these amounts if it becomes necessary.

This conforms with the provisions of the Town of Wartrace's Charter, Priv. Acts 1969, ch. 7, § 5. The effective date shall be January 1, 1992, the public welfare demanding it. (Ord. #91-007, Oct. 1991)

**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 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. (1960 Code, § 1-201)

**1-202. Executes town's contracts.** The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1960 Code, § 1-202)

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<sup>1</sup>Charter references

Compensation: § 5.

Oath of office: § 3.

Powers and duties: § 16.

Qualifications: § 2.

Term of office: § 10.

Vacancy in office: § 2.

## CHAPTER 3

### RECORDER<sup>1</sup>

#### SECTION

- 1-301. To be bonded.
- 1-302. To keep an ordinance book.
- 1-303. To keep tax books and records.
- 1-304. To keep a license book.
- 1-305. To keep itemized record of revenues and expenditures.
- 1-306. To perform general clerical duties, etc.

**1-301. To be bonded.** The recorder shall be bonded in the sum of five thousand dollars (\$5,000.00) before assuming the duties of the office. (1960 Code, § 1-301)

**1-302. To keep an ordinance book.** 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. (1960 Code, § 1-302)

**1-303. To keep tax books and records.** The recorder shall keep such tax books and records as will enable him to lawfully and efficiently administer and account for the assessment and collection or delinquency of all corporate taxes. (1960 Code, § 1-303)

**1-304. To keep a license book.** The recorder shall keep a permanent record of all licenses issued by him. Such record shall be kept in a well bound book provided for that purpose and shall reflect to whom each license has been issued, the amount of each license fee collected, and such other pertinent information as the recorder may elect to include. (1960 Code, § 1-304)

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<sup>1</sup>Charter references

Compensation: § 5.

Duties: § 13.

Oath of office: § 12.

Ord. No. 94-007 (passed 2nd reading 12/12/94) § 1 provides: "The Town of Wartrace adopts by reference the requirements of Public Acts 1994, Chapter 648, which is attached to this ordinance and made a part thereof as if it were fully set out in the text of this ordinance." See Ord. #94-007 of record in the office of the recorder for these provisions.

**1-305. To keep itemized record of revenues and expenditures.**

The recorder shall keep an itemized permanent record of all the revenues and expenditures of the Town of Wartrace. (1960 Code, § 1-305)

**1-306. To perform general clerical duties, etc.**

The recorder shall perform all clerical duties for the board of mayor and aldermen and for the Town of Wartrace which are not expressly assigned by the charter or this code to another corporation officer. He shall also have custody of, and be responsible for maintaining all corporate bonds, records, and papers. (1960 Code, § 1-306)

**CHAPTER 4****MISCELLANEOUS****SECTION**

1-401. Interest of office in municipal contracts prohibited.

**1-401. Interest of office in municipal contracts prohibited.** No person holding elected office in the Town of Wartrace shall, during the time for which he was elected, be capable of contracting with the town for the performance of any work which is to be paid for out of the treasury of the town nor shall such elected official be allowed to borrow any funds which belong to the town or which the town or anyone on behalf of the town is administering or loaning out. No such elected official shall be capable of holding or having any interest in such contract or such loan, either by himself or by another, directly or indirectly. The terms of this section shall apply to, but not be limited to, applications for UDAG monies being loaned out by the town. (Ord. #86-001, May 1986)