

**TITLE 1**

**GENERAL ADMINISTRATION<sup>1</sup>**

**CHAPTER**

1. CITY COUNCIL.
2. MAYOR.
3. RECORDER.

**CHAPTER 1**

**CITY COUNCIL<sup>2</sup>**

**SECTION**

- 1-101. Time and place of regular meetings.
- 1-102. Order of business.
- 1-103. General rules of order.
- 1-104. Proposed ordinances.

**1-101. Time and place of regular meetings.** The city council shall hold regular monthly meetings at 6:30 P.M. on the second Tuesday of each month at the community center. (1974 Code, § 1-101, modified)

**1-102. Order of business.** At each meeting of the city 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>Charter references

See the charter index, the charter itself, and footnote references to the charter in the front of this code.

Municipal code references

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

<sup>2</sup>Charter references

Powers and authority: §§ 5 and 8.  
Quorum: § 13.  
Regular meetings: § 6.  
Special meetings: § 6.

- (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 city council and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1974 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 city 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. (1974 Code, § 1-103, modified)

**1-104. Proposed ordinances.** Any action proposed by the mayor or a member of the city councilman as an ordinance of the Watertown Municipal Code to become the law of the City of Watertown must be in writing and filed with the office of the city recorder on or before 12:00 P.M. on the day before the city council meeting at which it is to be considered on first reading. The office of the city recorder will distribute copies of the proposed ordinance to each councilman on the day before the date of the meeting at which the ordinance is to be considered on first reading. (as added by Ord. #03-\_\_\_, Oct. 2003)

**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 city affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1974 Code, § 1-201)

**1-202. Executes city's contracts<sup>2</sup>.** The mayor shall execute all contracts as authorized by the city council. (1974 Code, § 1-202)

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<sup>1</sup>Charter references

Duties and powers: § 7.

Oath: § 4.

Qualifications: § 28.

Term of office: § 4.

<sup>2</sup>Charter reference

Mayor to sign all documents: § 24.

**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 city council. (1974 Code, § 1-301)

**1-302. To keep minutes, etc.** The recorder shall keep the minutes of all meetings of the city council and shall preserve the original copy of all ordinances in a separate ordinance book. (1974 Code, § 1-302)

**1-303. To perform general administrative duties, etc.** The recorder shall perform all administrative duties for the city council and for the city which are not assigned by the charter, this code, or the city council to another corporate officer. The 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 municipality shall provide. (1974 Code, § 1-303)

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<sup>1</sup>Charter references

Duties: § 17.

Term of office: § 17.

To keep records: § 20.