

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.**<sup>3</sup> The town council shall hold regular monthly meetings at 7:00 P.M. on the first Tuesday of each month at the White Bluff City Hall. (1983 Code, § 1-101, as amended by Ord. #118, Aug. 1991)

**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:

---

<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

- Appointment of parks director: § 2-105.
- 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

- Election: § 3.
- Powers: § 6.

<sup>3</sup>Charter reference

- Meetings: § 8.

- (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 town council, and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1983 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 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. (1983 Code, § 1-103, modified)

## CHAPTER 2

MAYOR<sup>1</sup>

## SECTION

1-201. Generally supervises municipality's affairs.

1-202. Executes town's contracts.

1-203. Duties of mayor.

**1-201. Generally supervises municipality'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. (1983 Code, § 1-201)

**1-202. Executes town's contracts.** The mayor shall execute all contracts as authorized by the town council. (1983 Code, § 1-202)

**1-203. Duties of mayor.** (1) The mayor:

(a) Shall be the chief executive officer of the municipality and shall preside at meetings of the council;

(b) Shall communicate any information needed, and recommend measures the mayor deems expedient to the council;

(c) (i) Shall make appointments and dismissals of employees except officers and department heads, and shall report such appointments and dismissals to the council at its next regular meeting. May suspend officers and department heads for up to thirty (30) days.

(ii) The council shall confirm or reject the mayor's appointments and dismissals.

(d) (i) May call special meetings of the council upon adequate notice to the council and adequate public notice;

(ii) Shall state the matters to be considered at the special meeting and the action of the council shall be limited to those matters submitted;

(e) Shall countersign checks and drafts drawn upon the treasury by the treasurer and sign all contracts to which the municipality is a party;

(f) As a member of the council, the mayor shall have the power to cast a tie vote in all matters before the council in the event of a tie vote;

---

<sup>1</sup>Charter references

Duties of mayor: §§ 10 and 11.

(g) Shall make appointments to boards and commissions as authorized by law.

(2) Unless otherwise designated by the council by ordinance, the mayor shall perform the following duties or may designate a department head or department heads to perform any of the following duties:

- (a) Administer the business of the municipality;
- (b) Make recommendations to the council for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the municipality;
- (c) Keep the council fully advised as to the conditions and needs of the municipality;
- (d) Report to the council the condition of all property, real and personal, owned by the municipality and recommend repairs or replacements as needed;
- (e) Recommend to the council and suggest the priority of programs or projects involving public works or public improvements that should be undertaken by the municipality;
- (f) Recommend specific personnel positions, as may be required for the needs and operations of the municipality, and may propose personnel policies and procedures for approval of the council; and
- (g) Employ, promote, discipline, suspend and discharge all employees and department heads, in accordance with personnel policies and procedures, if any, adopted by the council;
- (h) Act as purchasing agent for the municipality in the purchase of all materials, supplies and equipment for the proper conduct of the municipality's business; provided, that all purchases shall be made in accordance with policies, practices and procedures established by the council;
- (i) Prepare and submit the annual budget and capital program to the council for their adoption by ordinance; and
- (j) Such other duties as may be designated or required by the council.

**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 the sum of ten thousand dollars (\$10,000), with surety acceptable to the town council, before assuming the duties of his office. (1983 Code, § 1-301)

**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. (1983 Code, § 1-302)

**1-303. To perform general administrative duties, etc.** The recorder shall perform all administrative duties for the town council and for the Town of White Bluff 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 in such fireproof vault or safe as the Town of White Bluff shall provide. (1983 Code, § 1-303)

---

<sup>1</sup>Charter references

Duties of the recorder: § 13.

Municipal code reference

Duties of recorder as purchasing officer: title 5, ch. 4.