

Chapter 2 ADMINISTRATION\*

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**State law references:** Cities and towns, G.S. Chapter 160A.

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## ARTICLE I. IN GENERAL

### SECTIONS 2.1-2.25. Reserved

## ARTICLE II. BOARD OF ALDERMEN\*

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**\*Charter references:** Authority of the board of aldermen to determine by whom the corporate powers should be exercised, § 1; board of aldermen, § 4 et seq.; election of mayor pro tem, § 6; method of electing aldermen, § 25 et seq.; appointment of officers, § 28.

**Cross references:** Duties of board of aldermen pertaining to land use, app. A, § 15-40 et seq.

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### DIVISION 1. GENERALLY

#### SECTION 2.26. Adoption of ordinances and resolutions; insertion into this Code.

Ordinances and resolutions shall be introduced, enacted and take effect only in accordance with the Charter. Within six days after the final passage, each ordinance, or a notice setting forth in brief the substance of each ordinance, shall be posted on the bulletin board in the lobby of the city hall, which ordinance or notice shall remain posted for a period of 15 days. If directed by the board of aldermen, the notice or the ordinance in full shall be published at least once in a newspaper having general circulation in the Town. Each enacted ordinance or amendment thereto shall be inserted in this Code in the proper chapter in the manner determined by the Town Clerk.

#### SECTION 2.27. Committees.

The board of aldermen may establish such committees of the board of aldermen as it may from time to time deem best.

#### SECTIONS 2.28-2.40. Reserved.

### DIVISION 2. MEETINGS\*

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**State law references:** Regular and special meetings of board of aldermen, G.S. 160A-71.

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#### SECTION 2.41. Regular meetings.

Regular meetings of the board of aldermen shall be held at the Town Hall on the first Monday in each month at 8:00 p.m. unless the board of aldermen shall designate, at a regular or special meeting, some other day or time for their regular meetings. Regularly scheduled work sessions shall constitute regular meetings for the purpose of taking any official action.

**SECTION 2.42. Special meetings.**

Special meetings of the board of aldermen shall be called by the Town Clerk upon written request of the mayor or two members of the board of aldermen in accordance with the provisions of the Charter.

**SECTION 2.43. Quorum.**

A majority of the members elected to the board of aldermen shall constitute a quorum to do business. For this purpose, the mayor is considered a member elected to the board of aldermen.

**SECTION 2.44. Mayor to preside; voting.**

The mayor shall preside at all meetings of the board of aldermen and shall vote on any question before the board as if he were a member elected to the board of aldermen in accordance with the Charter.

**SECTION 2.45. Rules of order; order of business.**

Except as otherwise provided by law or ordinance, the procedure of business at meetings of the board of aldermen shall be governed by Robert's Rules of Order, Newly Revised and, unless otherwise specified by the board of aldermen, the order of business shall be as follows:

- (1) Call to order.
- (2) Prayer
- (3) Approving of minutes.
- (4) Reports of committees/departments.
- (5) Unfinished business.
- (6) New business.
- (7) Adjournment.

**SECTION 2.46. Situs of meeting during emergencies.**

Whenever the governor and the counsel of state, acting together, declare an emergency to exist by reason of actual or impending hostile attack upon the state, and due to the emergency so declared, it becomes imprudent or impossible to conduct the affairs of local government in the Town Hall of the Town, or should it become imprudent or impossible to conduct such affairs in such location by reason of an actual attack upon the state, whether or not an emergency has been declared by the governor and the counsel of state, the board of aldermen shall meet from time to time upon the call of the mayor or, in his absence or inability to serve, the call of a majority of the members of the board of aldermen, at such emergency location of government during the period of emergency as shall be declared by the calling authority.

**SECTIONS 2.47-2.65. Reserved.**

## ARTICLE III. OFFICERS AND EMPLOYEES\*

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State law references: Personnel, G.S. 160A-162 et seq.

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### DIVISION 1. GENERALLY

#### SECTION 2.66. Appointment, terms and qualification generally.

(a) The board of aldermen shall appoint all officers and employees as are required by the Charter, who shall perform those duties prescribed by the Charter and by the board of aldermen.

(b) All officers and employees appointed by the board of aldermen shall serve at the pleasure of the board of aldermen and shall receive for their services such compensation as may be established annually in the budget ordinance.

(c) Before beginning their duties, the board of aldermen shall prescribe the required bond for each officer or employee that it deems necessary to be bonded, and all officers shall take the following oath:

I, \_\_\_\_\_, do solemnly swear (affirm) that I will support and maintain the Constitution and laws of the United States and the Constitution and laws of North Carolina, not inconsistent therewith, and that I will faithfully discharge the duties of my office as \_\_\_\_\_, so help me God.

#### SECTIONS 2.67-2.95. Reserved.

## ARTICLE IV. BOARDS, COMMISSIONS AND COMMITTEES\*

#### SECTIONS 2.96-2.105. Reserved.

## ARTICLE V. FINANCE\*

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State law references: Local Government Budget and Fiscal Control Act, G.S. 159-7 et seq.

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#### SECTION 2.106. Fiscal matters generally.

The collection, disbursement and custody of funds, the procedure for purchasing supplies, materials and equipment and for awarding contracts shall be in accordance with the Charter.