

TITLE 1

GENERAL ADMINISTRATION¹

CHAPTER

1. TOWN COMMISSION.
2. MAYOR.
3. TOWN CLERK AND TREASURER.

CHAPTER 1

TOWN COMMISSION²

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 commission shall hold regular monthly meetings at 6:30 P.M. on the first Monday of each month at the city hall. (1975 Code, § 1-101, as amended by Ord. #2-87, Feb. 1987)

¹Charter 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.

²Charter references

Bond: art. III, § 3.12.

Compensation: art. II, § 2.05.

Elections of commissioners: art. II, § 2.01.

Oath: art. III, § 3.11.

Quorum: art. II, § 2.06.

Regular and special meetings: art. II, § 2.06.

Terms of office: art. II, § 2.04.

Vacancy in office: art. II, § 2.08.

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Vacancy in office: art. II, § 2.08.

1-102. Order of business. At each meeting of the town commission 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 clerk.
- (3) Reading of minutes of the previous meeting by the clerk and approval or correction.
- (4) Grievances from citizens.
- (5) Communications from the mayor.
- (6) Reports from committees, members of the town commission and other officers.
- (7) Old business.
- (8) New business.
- (9) Adjournment. (1975 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 commission 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. (1975 Code, § 1-103, modified)

CHAPTER 2**MAYOR¹****SECTION**

1-201. Generally supervises municipality's affairs.

1-202. Executes municipality's contracts.

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. (1975 Code, § 1-201)

1-202. Executes municipality's contracts. The mayor shall execute all contracts as authorized by the town commission. (1975 Code, § 1-202)

¹Charter references

Bond: art. III, § 3.12.

Duties: art. III, § 3.03.

Oath: art. III, § 3.11.

Vacancy in office: art. II, § 2.08.

CHAPTER 3

TOWN CLERK¹ AND TREASURER²

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 town clerk and treasurer shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the town commission. (1975 Code, § 1-301)

1-302. To keep minutes, etc. The town clerk and treasurer shall keep the minutes of all meetings of the town commission and shall preserve the original copy of all ordinances in a separate ordinance book. (1975 Code, § 1-302)

1-303. To perform general administrative duties, etc. The town clerk and treasurer shall perform all administrative duties for the town commission and for the municipality which are not assigned by the charter, this code, or the town commission to another corporate officer. He shall keep the original volume of the Hartsville Official Code in his custody at all times except in those instances where it is required for litigation in courts. He shall also be responsible for maintaining all corporate bonds, records and papers in such fireproof vault or safe as the municipality shall provide. (1975 Code, § 1-303)

¹Charter reference
Powers and duties: art. III, § 3.05.

²Charter reference
Powers and duties: art. III, § 3.07.