

**TITLE III: ADMINISTRATION**

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**Administration**

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## CHAPTER 30: ADMINISTRATION

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### **§ 30.01 MUNICIPAL GOVERNMENT; COMPOSITION AND RESPONSIBILITY.**

The municipal government provided by this chapter shall consist of a Mayor and Council Members, elected by the people and responsible to the people. Pursuant to its provisions and subject only to the limitations imposed by applicable federal law, state law, and this chapter, all powers of the City shall be vested in the elected Mayor and Council Members, who shall enact local legislation, adopt budgets, and determine policies. All powers of the city shall be exercised in the manner as may be prescribed by applicable federal or state law and this chapter. (Ord. 99-07-06, passed 7-6-99)

### **§ 30.02 MEMBERSHIP; TERMS.**

(A) The City Council shall be composed of a Mayor and five Council Members. The Mayor and all Council Members shall be elected for a two-year term from the city at large, and each Council Member shall occupy a position on the City Council, such positions being numbered 1 through 5, consecutively. A person serving on the City Council is prohibited from serving concurrently as a member of the Planning and Zoning Commission. A person serving on City Council is also prohibited from concurrent serving as a member of the Building Committee.

(B) The terms of the Council Members shall be staggered and their elections shall occur in alternating years so that positions 2, 4, and 5 shall be filled by election at the same regular city election; and positions 1 and 3 shall be filled by election at the same regular city election as the position of Mayor. (Ord. 99-07-06, passed 7-6-99; Am. Ord. 2010-06, passed 5-11-10)

### **§ 30.03 QUALIFICATIONS; ELIGIBILITY.**

In addition to any other qualifications prescribed by law, the Mayor and each Council Member shall at the time of his/her election be eligible to be a registered voter of the City, and shall be at least 18 years of age. To be eligible for the office of Mayor, a person shall have resided within the city limits of the City, or within the confines of newly annexed areas, for at least 12 months next preceding his/her election. To be eligible for the office of Council Member, a person shall have resided within the city limits of the City, or within the confines of newly annexed areas, for at least six months next preceding his/her election. (Ord. 99-07-06, passed 7-6-99; Am. Ord. 2006-29, passed 11-7-06)

**City Council****30.04 COUNCIL MEMBER SERVING ON BOARD OF POA.**

If a City Council member is serving on the Board of the Property Owners' Association he may do so without prejudice. Federal and State laws do not permit a public official to hold office for two governmental agencies at the same time. Therefore, since the Property Owners' Association is a non profit corporation it does not fall under this jurisdiction. (Ord. 98-02-14-A, passed 2-14-98)

**§ 30.05 MAYOR; MAYOR PRO TEM.**

(A) The Mayor shall be the Chief Executive Officer of the municipality. He/she shall be the Chairperson and shall preside at all meetings of the City Council. The Mayor shall see that all ordinances, by-laws, and resolutions of the Council are faithfully obeyed and enforced. He/she shall, when authorized by the Council, sign all official documents such as ordinances, resolutions, conveyances, grant agreements, contracts and bonds. He/she shall perform such other duties consistent with this chapter, applicable law, and as may be imposed upon him by the City Council. The Mayor, as a member of the Council, shall be entitled to vote only in the case of a tie.

(B) The Mayor Pro Tem shall be a Council Member elected to serve as the Mayor Pro Tem for a term of one year by the City Council at the first regular Council meeting following each regular City election. The Mayor Pro Tem shall act as Mayor during the disability or absence of the Mayor, and in this capacity shall have the rights and duties conferred upon the Mayor. The Mayor Pro Tem retains the privilege of voting when acting as Mayor. (Ord. 99-07-06, passed 7-6-99; Am. Ord. 2010-06, passed 5-11-10)

**§ 30.06 VACANCIES.**

(A) The office of a Council Member or office of the Mayor shall become vacant upon his/her death, resignation, removal from office in any manner authorized by law, or forfeiture of his/her office.

(B) A Council Member or Mayor shall forfeit his office if he/she fails to attend three consecutive regular Council meetings without being excused by the Council.

(C) In the event of a vacancy, the vacancy can be filled either by appointment of the City Council or by a special election if there exists a single vacancy on the governing body. If two or more vacancies on the governing body exist at the same time, a special election shall be ordered to fill the vacancies. When a vacancy is filled by appointment, the person appointed serves until the next regular municipal election. When a vacancy is filled by special election, the person elected serves out the remainder of the unexpired term of the vacancy being filled. (Ord. 99-07-06, passed 7-6-99)

**§ 30.07 COMPENSATION.**

Members of the City Council shall serve without compensation; provided, however, that they shall be entitled to all necessary expenses incurred in the performance of their official Council duties upon approval by the City Council. (Ord. 99-07-06, passed 7-6-99)

**City Council****§ 30.08 OFFICIAL NEWSPAPER.**

The Council hereby contracts with the River Cities Tribune for the purpose of serving as the official newspaper for the City of Meadowlakes until such time as another newspaper is selected. (Res. passed 7-5-00)

**§ 30.09 MEETINGS.**

The City Council shall have monthly stated meetings, normally to be on the second Tuesday of each month at City Hall at 5:00 p.m. The agenda for the meetings will be posted 72 hours in advance in accordance with State law. (Ord. 01-11, passed 1-8-02; Am. Ord. 04-03 7-6-04; Am. Ord. 2008-18, passed 6-3-08; Am. Ord. 2008-27, passed 10-14-08)

**City Council**

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