

Code of Ordinances, Town of Woodland, North Carolina

TITLE II: GOVERNMENT AND ADMINISTRATION

Chapter

- 20. MAYOR AND BOARD OF COMMISSIONERS
- 21. OFFICERS AND EMPLOYEES

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CHAPTER 20: MAYOR AND BOARD OF COMMISSIONERS

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General Provisions

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GENERAL PROVISIONS

§ 20.01 GOVERNING BODY.

The governing body of the town shall consist of a Mayor and Board of Commissioners of four members. The governing body shall be charged with the general government and administration of the affairs of the town.

Statutory reference:

Board to organize municipal government, see G.S. 160A-146

§ 20.02 POWERS AND DUTIES.

The powers and duties of the governing body shall be as set out in the general statutes of the state, the town charter, and the ordinances of the town.

§ 20.03 MAYOR; DUTIES.

The Mayor shall be the chief executive officer of the town, and, as such, shall perform the following duties:

- (A) Keep himself informed as to the town's business.
- (B) Preside over the meetings of the Board of Commissioners.
- (C) Sign all contracts, ordinances, resolutions, franchises, and all other documents as authorized by the Board.

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- (D) Appoint all committees and outline their duties, under the general direction of the Board.
- (E) Make recommendations to the Board concerning the affairs of the town, as he deems necessary.
- (F) Represent the town at ceremonies and other official occasions.
- (G) Perform other duties as authorized by the general statutes, the town charter, and this code.

Statutory reference:

Duties of the Mayor, see G.S. 160A-69

§ 20.04 MAYOR PRO TEM.

At the first meeting after their election, the Board of Commissioners shall select one of their number to act as Mayor Pro Tem. The Mayor Pro Tem shall have no fixed term of office, but as such, shall perform all the duties of the Mayor in the Mayor's absence or disability.

Statutory references:

Mayor Pro Tem, see G.S. 160A-70

MEETINGS

§ 20.15 REGULAR MEETINGS; TIME AND PLACE.

The regular meetings of the Board shall be held on the first Thursday of each month at 7:00 p.m. at the town hall, unless otherwise designated by the Board.

Statutory reference:

Quorum, see G.S. 160A-74

Voting, see G.S. 160A-75

§ 20.16 SPECIAL MEETINGS.

Special meetings of the Board may be held according to the procedures set out in the applicable general statutes.

Statutory reference:

Special meetings, see G.S. 160A-71

§ 20.17 ADJOURNED MEETINGS.

Any meeting of the Board may be continued or adjourned from day to day, or for more than one day.

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CHAPTER 21: OFFICERS AND EMPLOYEES

Section

- 21.01 Clerk; duties
- 21.02 Town Attorney
- 21.03 Tax Collector; duties
- 21.04 Finance Officer
- 21.05 Procedure for disbursement
- 21.06 Other officers and employees

Cross-reference:

Mayor and Commissioners, see § 20.01 through 20.03

§ 21.01 CLERK; DUTIES.

The Board shall appoint a Clerk. It shall be the duty of the Clerk to:

- (A) Act as secretary to the Board;
- (B) Keep a true record of all the proceedings of the Board;
- (C) Keep the original of all ordinances in a book especially provided for that purpose;
- (D) Act as custodian for all the books, papers, records, and journals of the Board;
- (E) Perform other duties as may be required by law or by the Board;
- (F) Perform the duties of the Tax Collector; and
- (G) Perform the duties of the Finance Officer.

Statutory reference:

Duties of the Clerk specified, see G.S. 160A-171
Minutes to be kept, see G.S. 160A-72

§ 21.02 TOWN ATTORNEY.

The Board shall appoint a Town Attorney whose duties shall be to:

- (A) Prosecute or defend any and all suits or actions at law or equity to which the town may be a party, or in which it may be interested, or which may be brought against, or by, any officer of the town, or in the capacity of the person as an officer of the town;
- (B) See to the full enforcement of all judgments or decrees rendered or entered in favor of the town;

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- (C) See to the completion of all special assessment proceedings and condemnation proceedings;
- (D) Draft or review any contract, lease, or other document or instrument to which the town may be a party, and approve all ordinances and resolutions of the Board as to form;
- (E) At the request of the Board, draft ordinances covering any subjects within the power of the town;
- (F) Attend meetings of the Board on request; and
- (G) Perform any other duties required of him by G.S. 160A-173 and other laws and ordinances.

Statutory reference:

Duties of the attorney, see G.S. 160A-173

§ 21.03 TAX COLLECTOR; DUTIES.

The Board shall provide for the appointment of a Tax Collector, whose duties shall be to:

- (A) Collect all taxes and assessments due to the town;
- (B) Make an accounting to the Finance Officer at the end of each month;
- (C) Pay over to the Finance Officer such money as is collected for the account of each separate fund according to the tax levy;
- (D) Deliver a list of all unpaid taxes with the reason therefore as ascertainable to the Board of Commissioners;
- (E) Supply the Mayor and Board with any information as they may require relative to the performance of his duties;
- (F) Make periodic reports to the Board listing therein all funds collected;
- (G) Perform other duties required by law, or as the Board may direct.

Cross-reference:

Clerk performs duties of Tax Collector, see 21.01 (F)

Statutory reference:

Duties of Tax Collector, see G.S. 105-349 and 105-350

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§ 21.04 FINANCE OFFICER.

The Board shall provide for the appointment of a Finance Officer, whose duties shall be to:

- (A) keep the books and accounts of the town;
- (B) Receive and disburse all moneys of the town as required under state law;
- (C) Countersign and pre-audit all checks, drafts, contracts, purchase orders, or other documents obligating town funds;
- (D) Report to the Board concerning the finances of the town, as they may require;
- (E) Maintain all records of the bonded debt of the town and maintain sinking funds;
- (F) Supervise the investment of idle funds; and
- (G) Perform other duties assigned by the general statutes, the Town Charter, or by the Board.

Cross-reference:

Clerk performs duties of Finance Officer, see § 21.01 (G)

Statutory reference:

Duties of the Finance Officer, see G.S. 159-25
Fiscal control generally, see G.S. 159-7 et seq.

§ 21.05 PROCEDURE FOR DISBURSEMENT.

(A) In Accordance with the Local Government Budget and Fiscal Control Act, no bill or claim against the town may be paid unless it has been approved by the officer or employee responsible for the function or agency to which the expense is charged. No check or draft of the town shall be valid unless it bears on its face the certificate of the Clerk as follows:

"This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act."

(B) No contract, agreement, or purchase order shall be valid unless it bears the Clerk's certificate as follows:

"This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act."

Statutory reference:

Pre-audit of disbursements required, see G.S. 159-28

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§ 21.06 OTHER OFFICERS AND EMPLOYEES.

Such other officers and employees as are deemed necessary shall be appointed by the Board at the first meeting after each election. All officers and employees shall serve at the pleasure of the Board and receive such compensation as from time to time may be prescribed by the Board.