

ORDINANCE NO 106

AN ORDINANCE CONCERNING THE PROCEEDINGS OF THE BOARD OF TRUSTEES OF THE TOWN OF LA JARA.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF LA JARA, COLORADO:

Section One. The Board of Trustees shall hold one regular meeting on the first Tuesday of each month at 8:00 P.M. at the Town Hall. The Mayor or any two members of the Board of Trustees shall have the power to call special meetings of the Board, but no such meeting shall be held unless notice thereof shall have been served on each member of the Board not absent from the Town, by the Town Marshal, at least two hours before the time of the meeting, stating the time, place and object of any such special meeting. All meetings of the Board of Trustees shall be open to the public.

Section Two. Resignation of any officers of the Town, except the Mayor, must be addressed to the Mayor in writing, and shall be placed before the Board of Trustees at the next regular meeting for acceptance or rejection. A resignation of the Mayor must be addressed directly to the Board of Trustees and brought before them at a regular meeting.

Section Three. By the concurrecnt vote of any four members of the Board of Trustees, the Mayor, any member of said Board, or any officer of said Town may be removed from office; but no such removal shall be made without a charge in writing being served upon said person at least three days prior to the time that a hearing shall be held upon said removal, unless the officer against whom the charge is made shall have removed out of the limits of the Town. When any officer shall cease to reside within the Town limits it shall be deemed good ground for his removal from office.

Section Four. The following rules of procedure and order of business shall be adhered to by the Board of Trustees at their meetings, unless they shall be temporarily suspended by a unanimous vote of the members present:

Rule 1. The Town Marshal shall serve all notices of special meetings and shall attend all meetings of the Board.

Rule 2. On the passage of every Ordinance and every Resolution or order to enter into a contract or for the appropriation of money the yeas and nays shall be called and recorded, if any two members demand it.

Rule 3. Appointments to offices not elected shall be by ballot of the Board of Trustees and the vote of a majority of the members present shall be required.

Rule 4. The following order of business shall be observed:

a. Roll call.

b. Reading of minutes of the last regular meeting and subsequent special meetings and approving the same.

c. Reports of officers.

d. Reports of standing committees.

e. Reports of special committees.

f. Reading and allowande of bills.

g. Petition and other communications.

h. Unfinished business.

i. New business.

Rule 5. Standing committees shall be appointed by the Mayor at the first regular meeting after the election for a term of two years, and the person first named on the committee shall be chairman thereof. The standing committees shall be as follows:

Finance committee

Police committee.
Fire Department committee.
Health and Sanitation committee.
Streets, alleys and sewers committee.
Civic improvements and buildings committee.

Such other committees as the Board of Trustees shall deem necessary may be appointed from time to time.

Rule 6. Debates: No member shall speak more than twice on the same general question or more than once on a previous question without the leave of a majority of the Board, nor more than once in any case until every member shall have had an opportunity to speak. A motion to adjourn shall always be in order and shall be undebatable. General proceedings shall be conducted under Robert's Rules of Order.

Section Five. At the first regular meeting after each election the Board of Trustees shall choose one of the trustees as Mayor Pro Tem, who in the absence of the Mayor from any meeting, or during the Mayor's absence from the Town, or in his inability to act, shall perform his duties. At said meeting the Board of Trustees shall appoint a Town Clerk, Treasurer, Traffic Engineer, Police Magistrate, Town Marshal, Town Attorney, and such other officers as the Board may deem necessary, for a term of two years. The Board shall choose a clerk pro tem to perform the duties of the Town Clerk during his absence or inability to act. Before proceeding to ballot for such officers the Mayor shall appoint two members of the Board of Trustees as tellers, and at the conclusion of the balloting the result shall be announced, giving the total number of votes required to elect each candidate, and the number of votes cast for each candidate. Whenever any candidate shall have received a majority of votes cast, the Mayor shall so announce and shall announce that such candidate has been duly elected. The Board shall thereupon direct the Clerk to issue a certificate and deliver the same to the person elected to such office.

Section Six. All ordinances and parts of ordinances heretofore in effect which conflict with this ordinance or any part hereof, are hereby repealed.

Section Seven. This ordinance shall be in effect five days after its publication as is provided by law.

PASSED, ADOPTED AND APPROVED THIS 4th DAY OF MAY, 1954.

J. W. Brainerd
Mayor

ATTEST:

Bonnie J. Sullivan
Town Clerk